

**Shire of Moora**  
**Ordinary Council Meeting**  
**20<sup>th</sup> November 2019**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 20<sup>th</sup> November 2019**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



AJ Leeson  
Chief Executive Officer

15<sup>th</sup> November 2019

## **The Shire of Moora Vision and Mission Statement**

### **Vision**

Our vision is:

***Shire of Moora - a vibrant, affordable Regional Centre with a growing, caring community.***

### **Mission**

Our mission is:

***To provide the leadership, services and infrastructure that will meet the needs of the community and surrounds.***

**SHIRE OF MOORA****WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL**

Chief Executive Officer  
 Shire of Moora  
 PO Box 211  
 MOORA WA 6510

Dear Sir/Madam,

**Re: Written Declaration of Interest in Matter Before Council**

I, <sup>(1)</sup> \_\_\_\_\_ wish to declare  
 an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup>  
 \_\_\_\_\_ .

Agenda Item <sup>(3)</sup> \_\_\_\_\_

The type of interest I wish to declare is: <sup>(4)</sup>

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is <sup>(5)</sup>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The extent of my interest is <sup>(6)</sup>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Yours faithfully,

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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**SHIRE OF MOORA**  
**ORDINARY COUNCIL MEETING AGENDA**  
**20 NOVEMBER 2019**  
COMMENCING AT 5.30PM

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\* Separate Attachments

9.1.1 *List of Payments Authorised Under Delegation 1.31*

9.1.2 *Statement of Financial Activity for Period Ended 31 October 2019*

10.3 *Finance Policy Review (draft) November 2019; Investment Policy Review (draft) November 2019  
Purchase Policy Review (draft) November 2019; Fuel Card Policy (draft) November 2019*

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****1.1 DECLARATION OF OPENING****1.2 DISCLAIMER READING**

*No responsibility whatsoever is implied or accepted by the Shire of Moora for any act, omission or statement or intimation occurring during this meeting.*

*It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.*

**2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****APPROVED LEAVE OF ABSENCE**

TL Lefroy - Councillor

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. PETITIONS AND PRESENTATIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. ANNOUNCEMENTS BY THE PRESIDING MEMBER****8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 16 OCTOBER 2019**

*That the Minutes of the Ordinary Meeting of Council held on 16 October 2019 be confirmed as a true and correct record of the meeting.*

**8.2 SPECIAL COUNCIL MEETING - 5 NOVEMBER 2019**

*That the Minutes of the Special Meeting of Council held on 5 November 2019 be confirmed as a true and correct record of the meeting.*

### **8.3 SECOND SPECIAL COUNCIL MEETING - 5 NOVEMBER 2019**

*That the Minutes of the Second Special Meeting of Council held on 5 November 2019 be confirmed as a true and correct record of the meeting.*

## **9. REPORTS OF OFFICERS**

### **9.1 GOVERNANCE AND CORPORATE SERVICES**

#### **9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31**

**REPORT DATE:** 15 November 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**SCHEDULE PREPARED BY:** Alida Fitzpatrick, Finance Debtors Officer

**ATTACHMENTS:** Accounts Paid Under Delegated Authority

#### **PURPOSE OF REPORT**

Payments have been made under delegated authority and a listing of these payments is attached for Council to note and endorse.

#### **BACKGROUND**

At the December 2005 Ordinary Meeting of Council resolution 276/2005 delegated the authority of payments from Municipal and Trust Funds to the Chief Executive Officer.

#### **COMMENT**

Accounts Paid under delegated authority are periodically presented to Council.

#### **POLICY REQUIREMENTS**

Delegation 1.31 – Payments from Municipal and Trust Funds.

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 - Section 6.10

Local Government (Financial Management) Regulations 1996 – Regulations 12 & 13.

#### **STRATEGIC IMPLICATIONS**

There are no known strategic implications associated with this proposal.

#### **SUSTAINABILITY IMPLICATIONS**

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.



**FINANCIAL IMPLICATIONS**

Payments are in accordance with the adopted budget.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31*

<b><i>Municipal Fund</i></b>	<b><i>Cheques 62426 to 62428</i></b>	<b><i>\$4,646.00</i></b>
	<b><i>EFT 22168 to 221356</i></b>	<b><i>\$592,628.80</i></b>
	<b><i>Credit Card 03/09/19 to 02/10/19</i></b>	<b><i>\$2,147.75</i></b>
	<b><i>DD 12861.1 to 12925.14</i></b>	<b><i>\$69,699.71</i></b>
	<b><i>Net Pays – PPE 01/10/2019</i></b>	<b><i>\$97,754.41</i></b>
	<b><i>Net Pays – PPE 14/10/2019</i></b>	<b><i>\$99,144.31</i></b>
	<b><i>Net Pays – PPE 28/10/2019</i></b>	<b><i>\$102,752.60</i></b>
<b><i>Trust Fund</i></b>	<b><i>Cheques 5508 to 5512</i></b>	<b><i>\$519.30</i></b>
<b><i>Total</i></b>		<b><u><i>\$969,292.88</i></u></b>

**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2019**

**REPORT DATE:** 15 November 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**ATTACHMENTS:** Statement of Financial Activity for the Period Ended 31 October 2019

**PURPOSE OF REPORT:**

To note and receive the Statement of Financial Activity for the period ended 31 October 2019.

**BACKGROUND:**

Council is provided with monthly financial reports to enable monitoring of revenues and expenditures against the adopted budget.

**COMMENT:**

The Statement of Financial Activity for the Period Ended is provided as a separate attachment in Program format.

**POLICY REQUIREMENTS:**

Nil

**LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995, Section 6.4

Local Government (Financial Management) Regulations 1996, Clause 34

**STRATEGIC IMPLICATIONS:**

Monitoring of actual revenues and expenditures against the adopted budget assists Council in being informed as to the financial health of the organisation.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

Year to date income and expenditure is provided by program to enable comparison to 2019/20 adopted budget.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council notes and receives the Statement of Financial Activity for the period ended 31 October 2019.*

### 9.1.3 **APPOINTMENT TO COMMITTEES / WORKING GROUPS**

**FILE REFERENCE:** PL/DELI  
**REPORT DATE:** 14 November 2019  
**OFFICER DISCLOSURE OF INTEREST:** Nil  
**AUTHOR:** Alan Leeson, Chief Executive Officer  
**ATTACHMENTS:** Nil

The Local Government Act 1995 Section 5.46 requires that a register of delegations be kept and that those delegations made must be reviewed at least once every financial year by the delegator (Council).

Council last reviewed their delegations on 19 June 2019. Now is the opportune time given the recent election to review the 'Delegations to Committee's/Working Groups' section of the Register of Delegations.

A copy of the current delegations with their representatives has been distributed to Councillors for their review. The list below is to be reviewed by Councillors and updated accordingly.

#### **Management & Audit Committee**

Membership: 9 Councillors

#### **General Purpose Committee**

Membership: 9 Councillors

#### **Avon-Midland Country Zone WALGA**

Membership: Shire President & Deputy President

#### **Development Assessment Panel**

Membership: Cr Clydesdale-Gebert and Cr Thomas

Alternate members: Cr Lefroy and Cr Gilbert

Meets: On demand / when required by Department of Planning

#### Portfolio Groups

#### **Local Emergency Management Committee (LEMC)**

Membership: Shire President (Chair), Chief Executive Officer, Manager Engineering Services, Community Emergency Services Manager plus representatives appointed by the LEMC Committee

Meets: Quarterly

#### Council Membership to other Committees

Moora Residential College Linc Advisory Committee - Cr

Meets: (On demand / when required)

Community Resource Centre Mgmt. Committee - Cr with proxy

Meets: Monthly (2<sup>nd</sup> Wednesday)

Landcare Groups (Rural Water Council / West Koojan-Gillingarra LCDC) -

Cr with proxy

Meets: 3 monthly in Northam and Bi Monthly in Gillingarra

Wildflower Country Inc. Committee – Cr with proxy Cr

Meets: Bi Monthly in Three Springs

Wheatbelt North Regional Road Group - Shire President with proxy Cr

Meets: Half Yearly in Northam

Local Government Grain Freight Group –

Meets: Quarterly in Perth

Moora Sub Regional Road Group - Shire President with proxy Cr

Meets: On demand / when required in Moora

Innovation Central Midlands WA Inc. - Cr , Cr

Meets: Monthly

### **VOTING REQUIREMENTS**

Absolute Majority Required

### **RECOMMENDATION**

*That the 'Delegations to Committee's/Working Groups' section of the Register of Delegations as reviewed be updated to reflect the delegations as listed.*

## **10. REPORTS OF COMMITTEES**

### **GENERAL PURPOSE COMMITTEE MEETING – 5 NOVEMBER 2019**

#### **10.1 RESIDENCE FOR SALE - 14 BEASLEY STREET, MOORA**

**FILE REFERENCE:** PA/1047

**REPORT DATE:** 16 October 2019

**APPLICANTS/PROPONENT:** Shire of Moora

**OFFICER DISCLOSURE OF INTEREST:** N/A

**PREVIOUS MEETING REFERENCES:** N/A

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**ATTACHMENTS:** Nil

#### **PURPOSE OF REPORT:**

To list for sale the dentist surgery and residence at 14 Beasley Street, Moora with a local real estate agent.

#### **BACKGROUND:**

The Shire is the owner and title holder Lot 15 (14) Beasley Street, Moora of title Volume 1497 Folio 84 the subject of Plan D050993 (“**the property**”). The property is zoned Residential R12.5.

#### **COMMENT:**

The dentist surgery is currently unoccupied and is no longer used by a dentist. A dentist will be appointed to operate out of the new facility situated within the Moora Hydrotherapy Pool Building once construction is completed.

Under section 3.58(2) of the LGA the shire can dispose of property by public auction or through a public tender which may limit the Shire’s ability to sell the property for best value. Alternatively, under section 3.58(3) the Shire can dispose of the property by giving public notice of the disposition including details of the sale and invite submissions from the public for a minimum two-week period.

It is proposed the Shire list the property with a real estate agent for sale at the market value as determined by a land valuer. Conditions of the sale will include that once an offer is made, it will be presented to Council to determine if it is an acceptable offer and whether the Shire will proceed under section 3.58(3) to advertise details of the disposition inviting public submissions for at least two weeks.

#### **POLICY REQUIREMENTS:**

Nil.

#### **LEGISLATIVE REQUIREMENTS:**

Section 3.58(3) Local Government Act 1995

A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

- (a) It gives local public notice of the proposed disposition -
  - (i) describing the property concerned; and
  - (ii) giving details of the proposed disposition; and

- (iii) inviting submission to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
  - and
  - (b) it considers any submission made to it before the date specified in the notice and, if its decision is made by the council or committee, the decision and the reason for it are recorded in the minutes of the meeting at which the decision was made.

### 3.58(4)

The details of a proposed disposition that are required by subsection (3)(a)(ii) include –

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition –
  - (i) as ascertained by a valuation carried out of not more than 6 months before the proposed disposition; or
  - (ii) as declared by a resolution of the local government on the basis the valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

### **STRATEGIC IMPLICATIONS:**

Outcome 4.1 of the Shire Community Plan refers to ‘A Strong and diversified economic base’. The sale and provision of residential land is a strategic strategy of the Shire as detailed in strategy 4.1.5.

### **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
There are no known significant economic implications associated with this proposal.
- **Social**  
Increased supply of affordable residential property in the Shire.

### **FINANCIAL IMPLICATIONS:**

The Shire has budgeted for the sale proceeds of the property in the 2019/20 adopted budget. Once sold, the property will be subject to annual rates charges.

### **VOTING REQUIREMENTS**

Simple Majority Required

## **COMMITTEE RECOMMENDATION**

### *That Council*

1. *List the following property for sale by a local real estate agent at market value as determined by a land valuer...*
  - *Lot 15 (14) Beasley Street, Moora of title Volume 1497 Folio 84 the subject of Plan D050993.*
2. *Upon receiving an offer to purchase the property Council will resolve ...*
  - (a) *to accept or reject the offer to purchase the property, and*

**(b) where the offer is accepted, as per section 3.58(3) of the LGA, give local public notice of the proposed disposition inviting public submissions for no less than two-weeks.**

## **10.2 SUNDRY DEBTORS WRITE-OFF**

**FILE REFERENCE:** F/SUDI

**REPORT DATE:** 28 October 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** N/A

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**ATTACHMENTS:** Nil

### **PURPOSE OF REPORT:**

To request Council write-off the following overdue sundry debtors' and rates interest charges.

- Country Women's Association – Moora Branch - \$102.00
- Caltex Cataby - \$1,991.15
- Darryl Narrier - \$178.20
- Evelyn Rose Dawson - \$138.80
- Jessica Landers - \$25
- Jacqui Czechowski - \$92.25
- Kylie Donaldson - \$132.10
  
- Rates interest charges property assessment A6535 - \$380.70

### **BACKGROUND:**

#### **Country Women's Association – Moora Branch - \$102.00**

The Moora CWA, as per previous years, were charged an annual hire fee for the use of the Ballet Room for meetings. After mailing out the invoice, the group notified the Shire they don't require the use of the room any longer and have handed back the key.

#### **Caltex Cataby - \$1,991.15**

The Shire carried out 5 Grease Trap pump outs for the Cataby Caltex between February 2017 and June 2017. Fees for these services were \$1,991.15 and remain unpaid. The business is now under new ownership. In October 2018, AMPAC Debt Recovery were engaged to help recover the overdue money from the previous owner. On 18 February 2019, AMPAC advised that they had exhausted all attempts to recover the debt. After discussing details with the new owner, we consider it doubtful payment will ever be made towards this outstanding debt. Further efforts to recover the debt will require legal fees that will most likely be unrecovered.

#### **Darryl Narrier - \$178.20**

On 23/10/2015 Darryl Narrier was charged \$178.20 for fuel from use of the Community Bus. After numerous efforts by the Shire to recover this debt it remains unpaid after more than 1450 days. Due to the low balance it was not considered worth pursuing the debt further through legal action.

#### **Evelyn Rose Dawson - \$138.80**

On 29/05/2015 Evelyn Rose Dawson was charged \$138.8 for fuel from use of the Community Bus. After numerous efforts by the Shire to recover this debt it remains unpaid after more than 1600 days. Due to the low balance it was not considered worth pursuing the debt further through legal action.

**Jessica Landers - \$25**

On 6/12/2016 Jessica Landers was charged \$25 for a lost/unreturned library DVD. After numerous efforts by the Shire to recover this debt it remains unpaid after more than 1050 days. Due to the low balance, it was not considered worth pursuing the debt further through legal action.

**Jacqui Czechowski - \$92.25**

On 05/05/2015 Jacqui Czechowski was charged \$92.25 for lost/unreturned library books. After numerous efforts by the Shire to recover this debt it remains unpaid after more than 1640 days. Due to the low balance it was not considered worth pursuing the debt further through legal action.

**Kylie Donaldson - \$132.10**

On 22/03/2016 Kylie Donaldson was charged \$132.10 for lost/unreturned library books. After numerous efforts by the Shire to recover this debt it remains unpaid after more than 1300 days. Due to the low balance it was not considered worth pursuing the debt further through legal action.

**Rates interest charges property assessment A6535 - \$380.70**

Due to a land subdivision an interim rates levy was raised for the property effective 1/11/2018. As part of the same subdivision a credit was generated on another property holding and this was not applied against the balance owing on A6535 until June 2019. During this period \$380.70 of interest charges were incorrectly raised against the property. As the owner had paid rates in full when due, no interest charges should have been raised.

**POLICY REQUIREMENTS:**

Nil

**LEGISLATIVE REQUIREMENTS:**

- 6.12. Power to defer, grant discounts, waive or write off debts (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

**STRATEGIC IMPLICATIONS:**

Outcome 5.5 – Ensure effective and efficient corporate and administrative services.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
There are no known significant economic implications associated with this proposal.
- **Social**  
There are no known significant social implications associated with this proposal.



**FINANCIAL IMPLICATIONS:**

The Shire of Moora sundry debtor balance and outstanding rates will be decreased therefore reducing the Shire's net cash position by \$2,938.20.

**VOTING REQUIREMENTS**

Simple Majority Required

**COMMITTEE RECOMMENDATION**

*That Council write off the following sundry debtor and rates interest charges:*

- *Country Women's Association – Moora Branch - \$102.00*
- *Caltex Cataby - \$1,991.15*
- *Darryl Narrier - \$178.20*
- *Evelyn Rose Dawson - \$138.80*
- *Jessica Landers - \$25*
- *Jacqui Czechowski - \$92.25*
- *Kylie Donaldson - \$132.10*
- *A6535 - Rates interest charges - \$380.70*

**10.3 FINANCIAL POLICY REVIEW**

**FILE REFERENCE:** PL/POPI-2

**REPORT DATE:** 30 October 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**ATTACHMENTS:** Finance Policy Review (draft) November 2019  
Investment Policy Review (draft) November 2019  
Purchase Policy Review (draft) November 2019  
Fuel Card Policy (draft) November 2019

**PURPOSE OF REPORT:**

This report is to review Council's Finance, Investment and Purchasing Policies which provide guidelines for the management of the Shire's finance, investment and purchasing procedures.

A Fuel Card Use Policy has been developed as per 'best practice' recommendations and is attached for Councils review.

**COMMENT:**

Section 9 Finance Policy of the Shire Policy Manual was last reviewed in April 2016. As per the copy attached recommended changes include...

- increasing capitalisation threshold to \$5,000 as per amendments to Regulation 17A
- Adding applicable depreciation rates for Parks and Oval Infrastructure, Street Furniture and Lighting and Sewerage Infrastructure assets.
- Removing option to pay rates by three instalments with the option to pay rates by two instalments. The option to pay by three instalments is not offered by the Shire.
- Updating service charge for each instalment as per Councils adopted Fees and Charges 2019/20 to \$7.40.

The Shire Investment Policy is required to be reviewed every 12 months. It was last reviewed 16 May 2018. No changes have been recommended.

The Purchasing and Tender Policy was last reviewed July 2017. This policy has been replaced in full using the WALGA Purchasing Policy Template developed by WALGA on 21 August 2019 as a guide. The following components of the WALGA Template were not included or were amended...

- **1.4.1 Policy Purchasing Value Definition (WALGA)** *“Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of <number> years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire/Town/City’s requirements (Regulation 12)”*.  
Was replaced with ...  
12.4.1 Policy Purchasing Value Definition *“Where there is no existing contract arrangement, the Purchasing Value will be the expected total expenditure for separately identifiable goods, services or works at the time of authorising the purchase order. The Purchasing Value is not an aggregate of previous purchases made for other separately identifiable categories of goods, services or works supplied by the same supplier/contractor”*.
- The WALGA template had many references to a Prequalified Supplier Panel (PSA) and were not included in the Shire draft.
- The WALGA template Purchasing Threshold Table was not used, instead the existing policy table was amended to include the wording “Seek quotes” in place of “Obtain quotes”.
- WALGA template paragraph 1.4.8 Sole Source of Supply was not included ...

In June 2019, AMD Chartered Accountants completed a Financial Management Systems Review for the Shire. Finding 6.2.2 stated “There is no documented “Terms of Use Agreement” in place with Shire employees allocated fuel cards”. As recommended a Shire Fuel Card Use policy has been drafted and is attached for your review and consideration.

#### **POLICY REQUIREMENTS:**

Investment policy is to be reviewed annually.

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995, Section 6.14;

Trustees Act 1962, Part III Investments;

Local Government (Financial Management Regulations) 1996 – Regulations 19, 19C, 28 and 49.  
Regulations 11A and 24AC of the Local Government (Functions and General) Regulations 1996

#### **STRATEGIC IMPLICATIONS:**

Outcome 5.5 – Ensure effective and efficient corporate and administrative services.

#### **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
There are no known significant Economic implications associated with this proposal
- **Social**  
There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

The policy changes recommended should not cause any financial implications to Council.

**VOTING REQUIREMENTS:**

Simple Majority Required

**COMMITTEE RECOMMENDATION**

*That Council acknowledge review of Section 9 - Finance of the Shire Policy Manual and resolve to amend policies 9.1 - 9.9 as per the attached Finance Policy Review (draft) November 2019.*

*That Council acknowledge review of Section 11 – Investment Policy of the Shire Policy Manual and resolve to make no changes as per the attached Investment Policy Review (draft) November 2019.*

*That Council acknowledge review of Section 12 – Purchasing and Tender Policy of the Shire Policy Manual and resolve to amend the policy as per the attached Purchase Policy Review (draft) November 2019.*

*That Council acknowledge review of the Fuel Card Use policy as per the attached Fuel Card Policy (draft) November 2019 and resolve for it to be included in the Shire Policy Manual.*

#### **10.4 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT MEMBER NOMINATIONS**

**FILE REFERENCE:** GA/PLIDAPI

**REPORT DATE:** 31 October 2019

**APPLICANT/PROPONENT:** N/A

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Alan Leeson, Chief Executive Officer

**ATTACHMENTS:** Nil

**PURPOSE OF REPORT:**

To inform Council that Local Government Development Assessment Panel (DAP) member nominations are due to be reconsidered and are requested to nominate four elected members to sit on the respective DAP as required.

**BACKGROUND:**

Advice has been received from the Director General of the Department of Planning that Development Assessment Panel (DAP) member appointments expire on 26 January 2020. Once all nominations have been received they will be considered by the Minister for Planning, and nominees will then be appointed for the term ending 26 January 2022.

The introduction of Development Assessment Panels (DAP) by way of the Approvals and Related Reforms (No.4) (Planning) Act 2010 occurred on 2 May 2011. DAP's are responsible for the determination of all development applications greater than \$2 million in value. Moora

is grouped into the Wheatbelt JDAP, Joint Development Assessment Panel. The frequency of DAP meetings varies as to the volume of trigger applications received.

Membership includes two local government representatives with two alternative representatives to attend in lieu as required. Members are appointed for a two-year term, are eligible to be reappointed, and are subject to the normal local government criteria for disqualification from office.

Since the introduction of the DAP system on 1 July 2011, the system has developed and grown therefore, a number of increases to DAP member sitting fees have been made;

- Local Government DAP members are required to undergo training organised by the DAP Secretariat, with provision of an allowance of \$400 paid upon completion.
- Fee for re-training for DAP members \$200
- \$425 fee per meeting to determine development applications (Form 1)
- \$425 for attendance at proceedings in the State Administrative Tribunal; and
- \$100 fee per meeting to determine applications to amend or cancel determination (Form 2).

DAP meetings are conducted during normal weekday business hours. Travel expenses associated with DAP functions will be reimbursed.

The Department of Planning also advised that if, within the 2 year term, a local DAP member is not re-elected, they cannot hold the position of local DAP member. Local government elections may result in a change to local DAP membership if current councillors, who are DAP members, are not re-elected. In this instance, the deputy local DAP members will take the place of the former local DAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to renominate and the Minister to reappoint.

**COMMENT:**

With the local government elections being undertaken, all Councils have been requested to reconfirm their DAP members by 8 November 2019. The Department has been advised that confirmation of all member details will be forwarded following the 20 November Council meeting.

The Shire's member representatives were Cr Clydesdale-Gebert and retired councillor Humphry with Cr Seymour as the alternate representative.

It is recommended that Council nominate four Councillors as the Shire's representatives to the relevant Development Assessment Panel.

**POLICY REQUIREMENTS:**

There are no policy implications relative to this issue

**LEGISLATIVE REQUIREMENTS:**

Planning and Development Act 2005 and Regulation 24 of the Planning and Development (Development Assessment Panel) Regulations 2011

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this proposal.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
There are no known significant economic implications associated with this proposal.
- **Social**  
There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

Fees for members as detailed above.

**VOTING REQUIREMENTS**

Simple Majority Required

**COMMITTEE RECOMMENDATION**

*That Council nominate Councillors Clydesdale-Gebert and Thomas as the Shire of Moora Local Government Member Representatives to the Development Assessment Panel, with Councillors Lefroy and Gilbert as the Alternate Member Representatives.*

**10.5 LGIS 2019 SURPLUS DISTRIBUTION**

**FILE REFERENCE:** I/MUW1

**REPORT DATE:** 31 October 2019

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:**

**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer

**ATTACHMENTS:** Nil

**PURPOSE OF REPORT:**

For Council to consider how it wishes to receive apply its share of the LGIS 2019 surplus distribution available to member local governments.

**BACKGROUND:**

In 1995 WALGA commenced the Mutual Liability Scheme and the WorkCare workers compensation Scheme - LGIS. LGIS is entirely owned and controlled by its members (WA Local Governments) and is focused on ensuring the long-term protection of WA local government through an industry based self-insurance Scheme. The Scheme incorporates protection for property, civil liability exposures, volunteer fire fighters and workers compensation and is an alternative to what is made available by the traditional insurance market.

As a member of the Scheme the Shire receives a surplus distribution each year. The value of this distribution is based on the performance of the Scheme in the previous financial year. The LGIS 2018/19 results have been finalised and the Shire has been notified of its share - \$18,613.

The Shire can choose to receive the surplus as an immediate refund via EFT; opt for LGIS to retain the funds to offset insurance costs the following year; or for LGIS to hold the amounts in trust for risk mitigation activities. A letter was sent to Alan on 24 October 2019 requesting that the Shire make this decision by determination of Council to ensure that all Elected Members were involved in the process.

**COMMENT:**

It is recommended that Council decide to receive the surplus as an immediate refund via EFT. An immediate refund provides Council the opportunity to utilise the surplus funds sooner and with no restrictions on how it is used.

**POLICY REQUIREMENTS:**

There are no known policy implications for this item.

**LEGISLATIVE REQUIREMENTS:**

There are no known legislative implications for this item.

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications for this item.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
  
- **Economic**  
There are no known significant economic implications associated with this proposal.
  
- **Social**  
There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS:**

The Shire will receive an additional unbudgeted \$18,613 this financial year.

**VOTING REQUIREMENTS**

Simple Majority Required

**COMMITTEE RECOMMENDATION**

*That Council advise LGIS that it has resolved to receive its surplus share as an immediate refund via electronic transfer.*

**11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL****13. MATTERS FOR WHICH THE MEETING MAY BE CLOSED****14. CLOSURE OF MEETING**