# Shire of Moora Ordinary Council Meeting 20th June 2018

### **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> June 2018** in the Council Chambers, 34 Padbury Street, Moora commencing at **5.30 pm** 

(0)

Chief Executive Officer

14<sup>th</sup> June 2018

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

Vis	ion

Our vision is that:

The Moora region will be a place of brilliant opportunity over the next twenty years. Sustainable growth will result in a vibrant, healthy, wealthy and diverse community.

#### Mission

Our mission is:

To identify and stimulate growth through creative leadership and a willingness to get things done.

#### **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 Declar	aration 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 (2)
Agenda Item (3)	
<ul><li>☐ Proximity pursuant to Section</li><li>☐ Indirect Financial pursuant to</li></ul>	e is: <sup>(4)</sup> n 5.60A of the Local Government Act 1995 on 5.60B of the Local Government Act 1995 o Section 5.61 of the Local Government Act 1995 egulation 11 of the Local Government (Rules of Conduct)
The nature of my interest is (5)	
The extent of my interest is <sup>(6)</sup>	
I understand that the above informative corded by the Chief Executive Office (Chief Executive Office)	tion will be recorded in the Minutes of the meeting and ficer in an appropriate Register.
Yours faithfully,	
Signed	

- I. 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 JUNE 2018

**COMMENCING AT 5.30PM** 

#### **TABLE OF CONTENTS**

I.	. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS			
	I.I DECLARATION OF OPENING	7		
	1.2 DISCLAIMER READING	7		
2.	ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	7		
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE			
4.	PUBLIC QUESTION TIME	7		
5.	PETITIONS AND PRESENTATIONS7			
6.	APPLICATIONS FOR LEAVE OF ABSENCE	7		
7.	ANNOUNCEMENTS BY THE PRESIDING MEMBER	7		
8.	CONFIRMATION OF MINUTES			
	8.1 ORDINARY COUNCIL MEETING - 16 MAY 2017	7		
9.	REPORTS OF OFFICERS	8		
	9.1 GOVERNANCE AND CORPORATE SERVICES	8		
	9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31	8		
	<ul><li>9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2018</li><li>9.1.3 BUSH FIRES ACT – FIRE CONTROL OFFICERS</li></ul>			
	9.2 DEVELOPMENT SERVICES	13		
	9.2.1 LOT 151/126 GARDINER STREET, MOORA - COMMERCIAL SHED	13		
10.	REPORTS OF COMMITTEES	15		
	GENERAL PURPOSE COMMITTEE MEETING – 6 JUNE 2018	15		
	10.1 POLICY - TRADING IN PUBLIC THOROUGHFARES			
	10.3 ST JOSEPH'S SCHOOL - ATTACHED GABLE PATIO			

H.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	19
12.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION O	ЭF
	COUNCIL	19
13.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	19
14.	CLOSURE OF MEETING	19

- \* Separate Attachments
  - 9.1.1 List of Payments Authorised Under Delegation 1.31
  - 9.1.2 Statement of Financial Activity for Period Ended 31 May 2018
  - 9.1.3 Bush Fire Advisory AGM Minutes
  - 9.2.1 Plans
  - 10.1 Policy
  - 10.3 Plans

#### I. <u>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS</u>

#### I.I 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

#### **APOLOGIES**

KM Seymour - Shire President

Al Leeson - Chief Executive Officer

#### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

- 4. PUBLIC QUESTION TIME
- 5. PETITIONS AND PRESENTATIONS
- 6. <u>APPLICATIONS FOR LEAVE OF ABSENCE</u>
- 7. ANNOUNCEMENTS BY THE PRESIDING MEMBER
- 8. CONFIRMATION OF MINUTES
- 8.1 ORDINARY COUNCIL MEETING 16 MAY 2017

That the Minutes of the Ordinary Meeting of Council held on 16 May 2017 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:** 12 June 2018

**OFFICER DISCLOSURE OF INTEREST: Nil** 

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

SCHEDULE PREPARED BY: Alida Fitzpatrick, Finance Creditor/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

Municipal Fund	Cheques 62345 to 62349	\$4,920.35
	EFT 19474 to 19638	\$729,432.27
	Credit Card 03/05/18 to 03/06/18	\$6,310.15
	DD 11938.1 to 11996.13	\$85,948.32
	Net Pays – PPE 15/05/18	\$96,181.77
	Net Pays – PPE 29/05/18	\$105,404.38
Trust Fund	Cheques 5358 to 5362	\$103.00
Total		\$ 1,028,300.24

#### 9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2018

REPORT DATE: 12 June 2018

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 May 2018

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

To note and receive the Statement of Financial Activity for the period ended 31 May 2018.

#### **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 2017/18 adopted budget.

#### **VOTING REQUIREMENTS**

Simple Majority Required

#### **RECOMMENDATION**

That Council notes and receives the Statement of Financial Activity for the period ended 31 May 2018.

#### 9.1.3 BUSH FIRES ACT – FIRE CONTROL OFFICERS

**FILE REFERENCE:** LO/BUF1 **REPORT DATE:** 11 June 2018

OFFICER DISCLOSURE OF INTEREST: Nil PREVIOUS MEETING REFERENCES: Nil

**AUTHOR:** Vicki Booth, Community Emergency Services Manager

**ATTACHMENTS:** Bushfire Advisory Committee Minutes

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

Confirmation of the appointment of the Shire of Moora Bush Fire Control Officers 2018/2019.

#### **BACKGROUND:**

A Local Government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purposes of the Bush Fire Act 1954, and those officers shall appoint the Chief Bush Fire Control Officer and two (2) Deputy Bush Fire Control Officers who shall be first and second in seniority of the other bush fire control officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

The Local Government shall cause notice of appointment under the provisions of the Act to be published at least once in a newspaper circulating the district.

#### **COMMENT:**

Below is a list of appointed Fire Control Officers for the year 2018/2018 for the Shire of Moora District Bush Fire Brigade network.

Council is required to adopt this list and authorise the publishing of the names in the Northern Valley News and Shire of Moora website for public information.

#### **POLICY REQUIREMENTS:**

Shire of Moora Bush Fire Policy 2.1 adopted 18 May 2009

#### **LEGISLATIVE REQUIREMENTS:**

Bush Fires Act 1954 - (with amendments) and Regulations - Section 38 (1) & (2a).

#### **STRATEGIC IMPLICATIONS:**

Experienced Fire Control Officers throughout the Shire of Moora district for the protection of rural property

#### SUSTAINABILITY IMPLICATIONS:

#### Environment

Efficient fire control and enforcement for fire breaks protects the natural environment and cereal crops.

#### 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:

Funding for the Bush Fire Brigades operations is funded from the Local Government Grants Scheme (ESL).

#### **VOTING REQUIREMENTS**

Simple Majority Required

#### RECOMMENDATION

That the Shire of Moora adopt the following list of current Bush Fire Control Officers for the 2018/2019 season, and that Council authorise the publishing of the list in the Northern Valley News and on the Shire of Moora website for public information;

Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Community Emergency Services Manager
Fire Weather Officer
Deputy Fire Weather Officers

Community Emergency Services Manager
Fire Weather Officer

Deputy Fire Weather Officers

Derek Stewart
Jimmy (James) McNamara

Fire Control Officers

Toby Ellis (Bindi Bindi)
Les Crane (Bindi Bindi)
Brad Tonkin (Coomberdale)
David McLean (Coomberdale)
Jaden Cocking (Koojan)
Glen Vanzetti (Koojan)
Ian McGillivray (Koojan)
Tom Sayers (Miling)

Brad Millsteed (Watheroo)
Len Mitchell (Watheroo)

**Brendan Pratt** 

**Derek Stewart** 

James (Jimmy) McNamara

Fire Permits Only
Fire Permits Only

John Limacher (VFRS) Sean Harris (Ranger)

#### 9.2 **DEVELOPMENT SERVICES**

#### 9.2.1 LOT 151/126 GARDINER STREET, MOORA - COMMERCIAL SHED

**FILE REFERENCE:** TP/PA31/1718 **REPORT DATE:** 8 June 2018

**APPLICANT/PROPONENT:** Ruralco Holdings Limited

OFFICER DISCLOSURE OF INTEREST: Nil PREVIOUS MEETING REFERENCES: Nil

**AUTHOR:** Peter Williams, Manager Development Services

**ATTACHMENTS:** Plans

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

Council is in receipt of a development application by proponent Ruralco Holdings Limited who are seeking permission to construct a 32m x 15m x 4.9m bunded steel framed and clad commercial shed at Lot 151/126 Gardiner Street Moora.

#### **BACKGROUND:**

Lot 151 Gardiner Street is located within the Town Centre Zone and is currently an established retail rural merchandising business called Primaries CRT. They are looking to construct a  $32m \times 15m \times 4.9m$  bunded steel framed and clad shed to store their agricultural chemicals sold through the business which are currently being stored in the open; replace the boundary fence with a 2.5m high cyclone fence and provide an asphalt seal to the internal perimeter of the business.

The objectives for the Town Centre Zone: -

**Objectives** 

- (a) to ensure the town centre remains the principal place for retail, commercial, civic, and administrative functions within the district.
- (b) to encourage development will not adversely affect local amenities, and will enhance the character of the town centre.
- (c) to provide sufficient parking spaces for vehicles without compromising pedestrian movements through the town centre.
- (d) to provide an increased level of public amenities including public toilets, shaded areas, and street furniture.

Primaries is an established expanding rural merchandising business to the farming community that has ample parking at the front of the business and is looking to ensure its chemical storage area meets the requirements of Agsafe and to protect the products from the elements and meet packaging and compatibility storage requirements for classes of chemicals.

#### **COMMENT:**

There is an issue regarding water run off with the sealing of the of the internal parameter of the property however this can be managed by an internal holding tank and pumping into the Shire stormwater system. Agsafe manages the storage of agricultural chemicals to ensure chemicals are stored in accordance with their compatibility with other chemical of the same type, class and packaging requirements for dangerous goods. This is to prevent possible combustion and fire issues and ensure evacuation procedures are in place.

The shed meets the requirements of the Town Centre Zone in that it is for storage of retail goods.

The property is located within the Shire flood plain and is subject to its conditions in that the Finished Floor Level (FFL) is required to be at least 150mm above the highest known flood level of the May 1999 Flood for a non-habitable building.

#### **POLICY REQUIREMENTS:**

There are no known policy requirements related to this item.

#### **LEGISLATIVE REQUIREMENTS:**

Shire of Moora Town Planning Scheme No 4 (Amendment 12)

#### **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:

There are no financial implications to Council in relation to this item, all fees have been paid by the proponent.

#### **VOTING REQUIREMENTS**

Simple Majority Required

#### OFFICER RECOMMENDATION

That Council approve the application by proponent Ruralco Holdings Limited to construct a  $32m \times 15m \times 4.9m$  steel framed and clad bunded shed for the storage of agriculture chemicals to the specification of Agsafe; replace the external fence with a 2.5m high cyclone fence; and to asphalt seal the internal area of the of the property subject to the following conditions:

- I. Shed specifications meet the requirements of Agsafe for the storage of agriculture chemicals and their particular type, class and packaging requirements;
- 2. Shed not to be constructed of second hand materials;
- 3. Stormwater runoff to be contained on the property then pumped into Shire's Stormwater system; specification information can be obtained by contacting Shire's Manager for Engineering Services;
- 4. The finished floor level to meet the requirements of the Shire of Moora Flood provisions it that the (FFL) is 150mm above the highest known flood level for that area. Finished Floor Level information can be obtained from Department of Water.

#### 10. REPORTS OF COMMITTEES

#### **GENERAL PURPOSE COMMITTEE MEETING – 6 JUNE 2018**

#### 10.1 POLICY - TRADING IN PUBLIC THOROUGHFARES

**FILE REFERENCE:** H/TPP1 **REPORT DATE:** 23 May 2018

APPLICANT/PROPONENT: Shire of Moora OFFICER DISCLOSURE OF INTEREST: Nil PREVIOUS MEETING REFERENCES: Nil

**AUTHOR:** Peter Williams, Manager Development Services

**ATTACHMENTS:** Policy

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

For Council to look at adopting a policy relating to Street Traders (i.e. Itinerant Traders) who come into Town wishing to trade, at times in competition to established business traders in Town.

#### **BACKGROUND:**

Recently, an Itinerant Trader/Mobile Vendor requested to come into Town and sell baked Potatoes that had various fillings. They appeared to be popular with the public. This raised the question regarding Itinerant Traders and possibly the need for a policy. The Shire of Dandaragan was contacted to provide a copy of their policy as it was seen to be beneficial to have consistency with neighbouring Shires and their policy with some slight remodelling seemed to best fit the Shire of Moora.

#### **COMMENT:**

This policy will meet most if not all situation that could arise regarding mobile and itinerant traders, recommended that Council adopt this policy.

#### **POLICY REOUIREMENTS:**

There are no known policy requirements related to this matter.

#### **LEGISLATIVE REQUIREMENTS:**

There are no known legislative requirements related to this matter.

#### **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:

There are no known financial implications associated with this proposal.

#### **VOTING REQUIREMENTS:**

Simple Majority Required

#### **COMMITTEE RECOMMENDATION**

That Council adopt the "Mobile and Itinerant Vendors and Commercial Activities and Trading on Thoroughfares Public Places and Council Land" policy as attached subject to all applications for mobile vendors and Itinerant Traders being presented to Council.

#### 10.2 CONTRACT TO OPERATE MOORA LANDFILL – TENDER 02/18

**FILE REFERENCE:** H/WAM1-2 **REPORT DATE:** 22 May 2018

APPLICANT/PROPONENT: Shire of Moora OFFICER DISCLOSURE OF INTEREST: Nil PREVIOUS MEETING REFERENCES: Nil

**AUTHOR:** Peter Williams, Manager Development Services

**ATTACHMENTS:** Nil

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

The Shire recently called for tenders to Operate the Moora landfill. The Shire only received one tender; from the incumbent operators Damian and Lisa Marshall.

#### **BACKGROUND:**

The contract is to operate and manage the Moora Landfill site for a period of 4 years, three years with an option upon agreement to a 4<sup>th</sup> year. The cost to the Shire is \$95,000 per annum.

#### **COMMENT:**

Because of the new contract, the proposed operators have requested that opening and closing times of the landfill be brought forward an hour from 1.00pm to 5.00pm and from 8.00am to 5.00pm weekends. This is due to during the winter months and most summer evenings either it is too dark for safety concerns and rarely are there any public who visit after 5.00pm. The operating dates have also been changed due to the Shire receiving a breach of its license conditions for not covering waste deposited on rubbish collection day which is Tuesday. Previously the tip has not been open on Tuesdays so the tip operating days are to be Tuesdays, Wednesdays and Fridays and weekends.

#### **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 pay an annual figure of \$95,000 per annum for the contract and for the 4-year period \$380,000. Under Council Purchasing Policy this requires Council to be notified

#### **VOTING REQUIREMENTS**

Simple Majority Required

#### **COMMITTEE RECOMMENDATION**

That Council accept the tender submission from Damian and Lisa Marshall for Tender 02/18 Provision of Services to Manage Moora Landfill Site at \$95,000 per annum (including GST) for a period of 3 years, with an option of extending for an additional year.

#### 10.3 ST JOSEPH'S SCHOOL - ATTACHED GABLE PATIO

**FILE REFERENCE:** TP/PA27/1718 **REPORT DATE:** 28 May 2018

**APPLICANT/PROPONENT:** True Blue Outdoor Designs WA on behalf of St Joseph's

School

OFFICER DISCLOSURE OF INTEREST: Nil PREVIOUS MEETING REFERENCES: Nil

**AUTHOR:** Peter Williams, Manager Development Services

**ATTACHMENTS:** Plans

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

Council is in receipt of an application from proponent True Blue Outdoor Designs WA seeking approval to construct an attached gabled patio spanning between the existing hall and Year 5 class room at St Joseph's School, Lot 25 Dandaragan Street (cnr Kintore Street) Moora.

#### **BACKGROUND:**

Lot 24-27 Dandaragan Street is zoned as Special Use Zone for a Private School:

A person must not use any land, or any structure or buildings on land, in a special use zone except for the purpose set out against that land in Schedule 4 and subject to compliance with any conditions set out in Schedule 4 with respect to that land.

Special use zones are set out in Schedule 4 and are in addition to the zones in the Zoning Table. Schedule 4 Shire of Moora Town Planning Scheme No 4 (Amendment 12) shows: -

Lots 24-27 Dandaragan Street/Kintore, Long, Clinch Streets - Private School The attached gabled patio meets the requirements of the objectives for the Special Use Zone for a Private School.

Lots 24-27 Dandaragan Street are within the Shire's Flood Plain area but as the development is a minor extension to an existing building and the development will not impede the flow of flood waters, the Flood Provisions are waived;

Shire of Moora Town Planning Scheme No 4 (Amendment 12) Special Control Area 1, Local government has discretion to consider a minimum finished floor level less than 300mm above the March 1999 flood levels where the local government determines that:

(i) The non-habitable buildings and structures are infill development in the Town Centre zone (with a minimum FFL of 0.15 metres above the March 1999 flood levels); or

The proposed development is a minor extension to an existing building or structure already approved and constructed; or

- (i) The non-habitable building or structure is ancillary development to a dwelling on the same lot inclusive of a carport, garage, patio, pergola, gazebo, and outbuilding; and
- (ii) The local government considers fill is impractical and/or will have a negative impact on an established streetscape.

#### **COMMENT:**

The development meets the requirements of the Special Use Zone for a Private School, and the Shire scheme text advises: The non-habitable building or structure is ancillary development to a dwelling on the same lot inclusive of a carport, garage, patio, pergola, gazebo, and outbuilding; and

(ii) The local government considers fill is impractical and/or will have a negative impact on an established streetscape. Recommended that Council approve this development.

#### **POLICY REQUIREMENTS:**

There are no known policy implications for this item.

#### **LEGISLATIVE REQUIREMENTS:**

Shire of Moora Town Planning Scheme No 4 (Amendment I 2) Special Control Area I

#### 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:**

There are no known financial implications associated with this proposal. All fees for this development have been paid by the proponent.

#### **VOTING REQUIREMENTS**

Simple Majority Required

#### COMMITTEE RECOMMENDATION

That Council approve the development application by proponent True Blue Outdoor Designs WA on behalf of St Joseph's School to construct an attached gabled steel framed and clad patio spanning between the existing hall and Year 5 class room at St Joseph's School located at Lots 24-27 Dandaragan Street (cnr Kintore Street) Moora subject to the following conditions:

- 1. No second-hand materials are to be used in the construction of the patio;
- 2. That Council uses its discretion to not enforce the requirements of the Flood provision for reasons that:
  - The non-habitable building or structure is ancillary development to a dwelling on the same lot inclusive of a carport, garage, patio, pergola, gazebo, and outbuilding; and
  - b. The local government considers fill is impractical and/or will have a negative impact on an established streetscape.

#### 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