

**Shire of Moora
Ordinary Council Meeting
15th March 2017**

NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora
will be held on **Wednesday 15th March 2017**
in the Miling Pavilion, Miling
commencing at **6.30 pm**



AJ Leeson
Chief Executive Officer

10th March 2017

The Shire of Moora Vision and Mission Statement

Vision

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 Declaration of Interest in Matter Before Council

I, ⁽¹⁾ _____ 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⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- 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 ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

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
15 MARCH 2017
COMMENCING AT 6.30PM

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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 28 February 2017*
9.1.3 *Shire of Moora Budget Review 2016/17*

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**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. PETITIONS AND PRESENTATIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE**

The Shire President advises that written requests for leave of absence have been received from; Cr Holliday for the meeting of Council to be held on the 15th March 2017; and Cr Pond for the meetings of Council to be held during the period 19 April to 21 June 2017.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER**8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 15 FEBRUARY 2017**

That the Minutes of the Ordinary Meeting of Council held on 15 February 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: 3 March 2017

OFFICER DISCLOSURE OF INTEREST: Nil

AUTHOR: David Trevaskis, Deputy Chief Executive Officer

SCHEDULE PREPARED BY: Alida Fitzpatrick, Finance Debtors/Creditors Rates 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

<i>Municipal Fund</i>	<i>Cheques 62228 to 62237</i>	<i>\$8,438.02</i>
	<i>EFT 16985 to 17169</i>	<i>\$634,812.81</i>
	<i>Credit Card 16/01/17 to 14/02/17</i>	<i>\$7,153.71</i>
	<i>Net Pays – PPE 07/02/17</i>	<i>\$92,228.76</i>
	<i>Net Pays – PPE 21/02/17</i>	<i>\$97,509.01</i>
	<i>DD 11048.1 to 11065.11</i>	<i>\$43,840.22</i>
<i>Trust Fund</i>	<i>Cheques 5243 to 5250</i>	<i>\$2,101.65</i>
<i>Total</i>		<i><u>\$886,084.18</u></i>

9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 28 FEBRUARY 2017

REPORT DATE: 10 March 2017

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 28 February 2017

PURPOSE OF REPORT:

To note and receive the Statement of Financial Activity for the period ended 28 February 2017.

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 2016/17 adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

RECOMMENDATION

That Council notes and receives the Statement of Financial Activity for the period ended 28 February 2017.

9.1.3 BUDGET REVIEW

FILE REFERENCE: F/BUE1
REPORT DATE: 10 March 2017
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: N/A
AUTHOR: David Trevaskis, Deputy Chief Executive Officer
ATTACHMENTS: Shire of Moora Budget Review 2016/17

PURPOSE OF REPORT:

To adopt the budget review for the period 1 July 2016 to 28 February 2017.

BACKGROUND:

Local Governments are required to formally conduct a budget review at least once each financial year, between 1 January and 31 March. The budget review allows a detailed comparison of the year to date (YTD) actual results with the adopted or amended budget.

The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether or not to adopt the review and any recommendations made within the review.

A copy of the review and Council decision is to be provided to the Department of Local Government and Regional Development within 30 days of the decision by Council.

COMMENT:

The budget review for the period 1 July 2016 to 28 February 2017 has been conducted by management and is provided as a separate attachment to this agenda.

A number of changes to the budget are recommended as part of this budget review to recognise grants that were not received, savings achieved, projects that cannot be achieved this financial year and changes requested by Council.

All budget amendments are shown in the attached Budget Review 2016/17 document.

The proposed Amended Budget estimates a surplus balance at 30 June 2017 of \$11,168.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Regulation 33A - Local Government (Financial Management) Regulations 1996 applies. The proposed estimated surplus is within the allowed maximum allowed (10% of rates raised).

STRATEGIC IMPLICATIONS:

The budget review helps determine and document any projects that are unlikely to be completed during the budget year and new opportunities that have arisen during the year. The review process ensures management and elected members review the performance of the Council for the year to date and apply corrective actions, if required prior to 30 June to ensure proper financial management is maintained.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
The budget review process provides a timely indication of ability of the local government to achieve the budgeted performance for the year and the timing allows corrective actions if required prior to 30 June.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

The budget review enables management to establish whether the local government continues to meet its budget commitments. It enables Council to determine whether income and expenditures are in accordance with the adopted budget.

VOTING REQUIREMENTS

Absolute Majority Required

RECOMMENDATION

That Council, having considered the budget review for the period 1 July 2016 to 28 February 2017 adopts the review as tabled, showing an estimated surplus at 30 June 2017 of \$11,168.

9.2 DEVELOPMENT SERVICES

9.2.1 LONG TERM STAY AT CARAVAN PARK

FILE REFERENCE: B/MCPI-2

REPORT DATE: 9 March 2017

APPLICANT/PROPONENTS: Andrew & Linda Chalmers and Andy & Marj Banyard

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Peter Williams, Manager Development Services

ATTACHMENTS: Nil

PURPOSE OF REPORT:

For Council to consider changing the classification of the Shire of Moora Caravan Park from Transit Park to Caravan Park.

BACKGROUND:

After receiving two requests from people seeking Council permission to stay at the Caravan Park on a long term basis it has prompted changing the classification of the Shire's caravan park.

Currently the Moora Caravan Park is registered as a Transit Park i.e. people can stay for three nights after which people require Council permission to stay for a longer period. During the off season Shire Management has relaxed this requirement as it owns the Park and has allowed some people, who have requested a longer stay to visit the area. During the peak season most people generally stay for a night or two then move on.

There have been instances where workers who are working in the area during the off season have been allowed to stay at the park up until the June period and have then been asked to move to Miling while the wildflower season is on and the park fills up. So far this has worked.

We now have two applicants who are asking to stay at the Park on a long term basis;

- Andrew and Linda Chalmers. Mr Chalmers drives trucks for BGC on a casual basis.
- Andy and Marj Banyard, whom are co-ordinator and secretary of the 2017 West Coast Rally are asking to stay in the Park up until the end of October so they can meet with businesses and organise the stay of some 150 motor homes in Moora.

The Shire's Manager Development Services has contacted a number of Local Authorities' explaining Moora Shires current arrangements, namely;

- Esperance,
- Pingelly
- Carnamah

They all advise that they have similar issues in that people with work in town who have vans have wanted to stay at the Park. The Shires have treated each case on an individual basis but limiting the time they are allowed to stay at the Park. They all say keep the long stays separate, and limit as much as possible the length of stay. Three to six months at the most.

Schedule 2 of the Caravan Parks and Camping Grounds Act 1995 outlines the Types of facilities and licences that are available under the legislation.

Licence Type of facility

1. Caravan park licence - Caravan park
2. Camping ground licence - Camping grounds only
3. Caravan park and camping ground licence
4. Park home park licence
5. Transit park licence Transit park
6. Nature based park licence Nature based park

COMMENT:

The concern is by allowing people to stay long term it sets a precedent for other people with vans who would also like to stay on a permanent basis thus filling the park with permanents and leaving no room for the travellers who only want to stay one and two nights. It is suggested that Mr and Mrs Chalmers be allowed to stay until June when the situation can be reviewed.

In terms of Mr and Mrs Banyard whom are associated with the West Coast Rally, given the economic benefit of the Rally being held in Moora in October 2017, it is recommended approval be granted for them to stay at the Park until the completion of the rally.

Information has been requested from the Department of Local Government on the changes from a Transit Park to a Caravan Park and Camping Ground facility and is currently waiting information.

POLICY REQUIREMENTS:

There are no known policy implications for this item.

LEGISLATIVE REQUIREMENTS:

There are legislative implications for this item as per the Caravan Parks and Camping Grounds Act and Regulations 1995. Transit Park Requirements

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 significant social implications associated with this proposal at the Caravan Park through setting a precedent for other park users wishing to do the same.

FINANCIAL IMPLICATIONS:

There are no known financial implications for this item

VOTING REQUIREMENTS

Simple Majority Required

RECOMMENDATION

That Council grant approval for longer term stay applications at the Moora Caravan Park in accordance with the following time frames;

- ***Mr and Mrs A & L Chalmers up until 3 June 2017;***
- ***Mr and Mrs A & M Banyard associated with the West Coast Rally 2017 being held in Moora, up until 31 October 2017;***
- ***That Council limit stays at the Shire of Moora Caravan Park to six months maximum term upon application to Council; and***
- ***Council formally investigate changing the Moora Caravan Park classification from a “Transit Park” to a full Caravan Park and Camping Ground facility.***

10. REPORTS OF COMMITTEES

GENERAL PURPOSE COMMITTEE MEETING – 1 MARCH 2017

10.1 EQUESTRIAN PARK CAMPING GROUNDS

FILE REFERENCE: TP/PA25/1617

REPORT DATE: 22 February 2017

APPLICANT/PROPONENT: Central Midlands Riding & Pony Club

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Peter Williams, Manager Development Services

ATTACHMENTS: Letter and Plans

PURPOSE OF REPORT:

For Council to consider an application from Central Midlands Riding and Pony Club requesting:

- Council to provide access via crossover culvert, and
- All weather road to camping area where new ablution facilities are to be sited. The Group is also requesting financial assistance
- Permission to commence fencing of new camp area and new entry
- Request funding from Council for Phase I of ablutions upgrade

BACKGROUND:

The Central Midlands Riding and Pony Club are located along Dandaragan Road approximately 1 kilometre from Moora Town Centre and outside the Town Boundary. This has been operating for at least 50 years. This forms part of the West End land which is owned by the Shire. The club currently hold an annual event on the 29th/30th April weekend to which they attract approximately 700 – 800 people for the weekend event, who bring caravans and horse trucks and floats, and who need facilities for showers and ablutions over the weekend. The Shire has previously opened up the swimming pool toilets of an evening and most accommodation has been filled. There is a 9 acre block of land opposite the Pony Club that was utilised by the pony club for visiting competitors for parking of their horse floats and trucks. This has now been sold making it necessary for the Club to make some decisions so all participants are housed for the weekend at the same place on the Club premises.

This now requires:

- The purchase of modular ablution facilities, showers and a toilet block that have storage facilities for effluent and need to be installed.
- The setting out of a camping facility at the southern end of the equestrian park to cater for gooseneck vehicles, large horse floats and caravans and the provision of lighting for evenings so people can see the facilities.
- An all-weather road needs to be provided from an access point to the west of the clubrooms, through the equestrian park down to the camping area.
- The road access off Dandaragan Road needs to be sighted further from the main entrance to the west for sight lines and ease of access for large vehicles.

Currently the Shire provides a service on event day to these premises by servicing rubbish bins and septic pump outs at least two to three times for the weekend this will need to be increased.

Equestrian WA have issued to the club orders that to continue to hold this horse trials event the current facilities are required to be upgraded namely showers and ablutions, in order to meet the necessary standards by Equestrian WA.

The Central Midlands Riding and Pony Club are requesting from Council the following:-

- Permission to commence fencing at the front of the property along Dandaragan Road;
- The provision of a culvert and crossover to the equestrian grounds which has been discussed with Manager Engineering Services, Mr John Greay;
- The provision of an all-weather road down to the camping ground capable of carrying the full septic truck, large horse floats and gooseneck trucks and vehicles;
- Purchase of the toilet facilities (Phase One)

COMMENT:

The Moora event is a class 2 facility which is one level below Olympic standard and in most areas relating to jumps and arenas for horse events they meet the Olympic standard. The event is popular for the horse fraternity to attend and the local youth are in most cases training on an Olympic standard facility, so this facility is important to not only Moora but the State equestrian horse fraternity.

Should the Central Midlands Riding and Pony Club meet the required standards set by Equestrian W.A. they could be seen to hold at least 4 events a year and the Shire would have a camping area that could be, with agreement from Central Midlands Riding and Pony Club be useful for holding other events.

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 significant economic implications associated with this proposal for the business of the town of Moora.
- **Social**
There are significant social implications associated with this proposal in attracting people to Moora via the equestrian event.

FINANCIAL IMPLICATIONS:

The Central Midlands Riding and Pony Club are requesting financial assistance of \$20,965.00 for Phase One of their project which includes:

- Concrete footings for shower Unit - \$1,500.00

- Plumber – Grey Water system connection - \$11,000.00
- 3 Phase Power Connection – Electrician \$2,800.00
- Excavator & Ditch witch hire - \$1,200.00
- Water Tank – 1 x 5000l Plastic \$2,800.00
- Pressure Pump - \$915.00
- Water fittings & pipe - \$750.00

VOTING REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION

That Council approve the proposal of the Central Midlands Riding and Pony Club to provide the following services and infrastructure for the Club;

- *Permission to commence fencing at the front of the property along Dandaragan Road;*
- *The provision of a culvert and crossover to the equestrian grounds which has been discussed with Manager Engineering Services, Mr John Greay;*
- *The provision of an all-weather road down to the camping ground capable of carrying the full septic truck, large horse floats and gooseneck trucks and vehicles;*
- *Approve funding for (Phase One) of their project in the 2016/2017 financial year to assist with the following items:-*
 - *Concrete footings for shower Unit - \$1,500.00*
 - *Plumber – Grey Water system connection - \$11,000.00*
 - *3 Phase Power Connection – Electrician \$2,800.00*
 - *Excavator & Ditch witch hire - \$1,200.00*
 - *Water Tank – 1 x 5000G Plastic \$2,800.00*
 - *Pressure Pump - \$915.00*
 - *Water fittings & pipe - \$750.00*

Subject to the following financing parameters/contributions in 2016/2017;

- *Shire of Moora Municipal funds - \$10,482.50;*
- *Central Midlands Riding and Pony Club - \$10,482.50 by way of self supporting loan from Council from the Community Facilities Reserve fund over a period not exceeding 10 years, with an interest rate of 50% of the prevailing W.A Treasury Corporation interest rate.*

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

Cr Clydesdale-Gebert gave notice at the Ordinary Meeting of Council on the 15th February 2017 of the following motions to be considered;

Development of Apex Park

That the Shire of Moora develop Apex Park to include a walking circuit equipped with multiple gym equipment stations to be considered in the up and coming 2017/18 draft budget.

Shire of Moora Visionary Statement

That the Shire of Moora adopt a long term visionary statement for the type of place Moora aspires to be and then be adopted in the Strategic Planning documentation currently being developed.

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