

**Shire of Moora  
Ordinary Council Meeting  
16<sup>th</sup> May 2018**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 16<sup>th</sup> May 2018**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



AJ Leeson  
Chief Executive Officer

11<sup>th</sup> May 2018

## **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, <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**  
**16 MAY 2018**  
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 30 April 2018*
  - 9.1.4 *Investment Policy*
  - 9.2.1 *Plans*
  - 10.1 *Display home design and elevations*

**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****7. ANNOUNCEMENTS BY THE PRESIDING MEMBER****8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 18 APRIL 2018**

*That the Minutes of the Ordinary Meeting of Council held on 18 April 2018 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:** 11 May 2018

**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 62340 to 62344</i></b>	<b><i>\$3,282.75</i></b>
	<b><i>EFT 19293 to 19473</i></b>	<b><i>\$383,670.18</i></b>
	<b><i>Credit Card 16/03/18 to 15/04/18</i></b>	<b><i>\$6,729.67</i></b>
	<b><i>Direct Debits 11867 – 11905</i></b>	<b><i>\$53,957.29</i></b>
	<b><i>Net Pays – PPE 03/04/18</i></b>	<b><i>\$97,836.50</i></b>
	<b><i>Net Pays – PPE 17/4/18</i></b>	<b><i>\$105,642.15</i></b>
<b><i>Trust Fund</i></b>	<b><i>Cheques 5351 to 5357</i></b>	<b><i>\$1,189.42</i></b>
<b><i>Total</i></b>		<b><i><u>\$ 652,307.96</u></i></b>

**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 APRIL 2018**

**REPORT DATE:** 10 May 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 30 April 2018

**PURPOSE OF REPORT:**

To note and receive the Statement of Financial Activity for the period ended 30 April 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 30 April 2018.*

**9.1.3 WA LOCAL GOVERNMENT ASSOCIATION – 2018 ANNUAL GENERAL MEETING  
VOTING DELEGATES**

**FILE REFERENCE:** GA/WAL3-2  
**REPORT DATE:** 30 April 2018  
**APPLICANT/PROPONENT:** WA Local Government Association  
**OFFICER DISCLOSURE OF INTEREST:** Nil  
**PREVIOUS MEETING REFERENCES:** Not Applicable  
**AUTHOR:** Michelle Murray, Executive Support Officer  
**ATTACHMENTS:** Nil

**PURPOSE OF REPORT:**

To consider nominating two Elected Members as Council's voting delegates at the 2018 Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA).

**BACKGROUND:**

Correspondence has been received from WALGA requesting two voting delegates and two proxy delegates for the WALGA AGM to be held on Wednesday 1<sup>st</sup> August at the commencement of the WALGA Convention.

**COMMENT:**

Council can nominate either Elected Members or the Chief Executive Officer to act as voting delegates. It is normal practice to nominate the President and Deputy President as the voting delegates or if they are unable to attend another Elected Member.

**POLICY REQUIREMENTS:**

Nil

**LEGISLATIVE REQUIREMENTS:**

There are no known legislative requirements related to this item.

**STRATEGIC IMPLICATIONS:**

There are no strategic implications related to 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 financial implications related to this item.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

***Council advise the Western Australian Local Government Association that Cr Ken Seymour and Cr Louise House are the AGM voting delegates, and Cr \_\_\_\_\_ is the Proxy voting delegate representing the Shire of Moora at the 2018 WALGA Convention.***

## **9.1.4 REVIEW OF INVESTMENT POLICY**

**FILE REFERENCE:** PL/POPI  
**REPORT DATE:** 1 May 2018  
**OFFICER DISCLOSURE OF INTEREST:** Nil  
**PREVIOUS MEETING REFERENCES:** Nil  
**AUTHOR:** David Trevaskis, Deputy Chief Executive Officer  
**ATTACHMENTS:** Investment Policy

### **PURPOSE OF REPORT:**

This report is to review Council's investment policy which provides guidelines for the management of the Shire's cash and investment portfolio.

### **COMMENT:**

The policy has not been reviewed by Council in the past 12 months. Local governments can now invest in fixed term deposits of up to three years under section 19C(2)(b) of the *Local Government (Financial Management) Amendment Regulations 2017*. This amendment allows local governments to optimise their investment returns in fixed term deposits until the funds are required.

The Shire's current policy restricts investments of Municipal funds for a period of 6 months without Council approval and Reserve funds are restricted to 12 month investments without Council approval.

It is recommended that Council approve to amend the policy to extend the period of maturity for municipal fixed term deposits to 12 months without Council approval.

It is recommended that Council approve to amend the policy to extend the period of maturity for reserve fixed term deposits to 3 years without Council approval.

### **POLICY REQUIREMENTS:**

Policy 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.

### **STRATEGIC IMPLICATIONS:**

An objective of managing investments to maximise return within agreed risk parameters will assist Council in achieving its strategic objective as earnings from investments are utilised as Municipal Revenue or increase the value of Reserves.

### **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this proposal.
- **Economic**  
Prudent but effective investment of funds not required for immediate use provides additional funds for Council operations or increases value of Reserves.

➤ **Social**

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

**FINANCIAL IMPLICATIONS:**

Revenues from investments are included in the annual budget. This policy formalises the investment of these funds. Other than this there are no financial implications to Council in relation to this item.

**VOTING REQUIREMENTS:**

Simple Majority Required

**OFFICER RECOMMENDATION**

*That Council acknowledge review of the Investment Policy and resolve to amend the Investment Policy as attached in the Shire of Moora Policy Manual.*

## 9.2 DEVELOPMENT SERVICES

### 9.2.1 SMALL PRODUCTION BREWERY BEER GARDEN – LOT 212 MELBOURNE ST, MOORA

**FILE REFERENCE:** TP/PA26/1617

**REPORT DATE:** 9 May 2018

**APPLICANT/PROPONENT:** Peter Derrick

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** 21/02/2018 (19/18) and 24/5/17 (67/17)

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

**ATTACHMENTS:** Plans

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

Further to Council approval of a section 40 pertaining to usage of land at Lot 212 Melbourne Street Moora, for a small production brewery. The proponent Mr Peter Derrick seeks approval for a beer garden and toilets on the property as part of the small brewery operations previously approved at the Ordinary meeting of Council on 21 February 2018.

#### **BACKGROUND:**

The proponent owns land in the Industrial Zone located at Lot 212 Melbourne Street in Moora.



This land is located in the Industrial Zone in the Townsite of Moora where the proponent has an existing shed which he wishes to use for his small production brewery and beer garden and is seeking approval from Council. Apart from the beer produced, there will be no prepared food sold to patrons.

#### **The Industrial Zone objectives are:**

To provide for the needs of industry to support the community.

- (b) to provide appropriate buffers between industry and adjacent land uses, to avoid land use conflicts.
- (c) to provide landscaped buffers along the branch of the Moore River to the established industrial area.
- (d) to avoid direct discharge of stormwater drainage or the discharge of any deleterious substances into the branch of the Moore River.
- (e) to avoid non-industry related uses establishing in the industrial area.

**Site Requirements**

The minimum building setbacks shall be:

Front: 7.5m

Rear: 7.5m

Side: 5.0m on one side

**Development Requirements:**

- (a) the first 5 metres of the front setback on any lot shall be landscaped to the satisfaction of the local government. Where a lot has frontage to 2 streets the local government may vary the landscaping requirement only where the setback is reduced in which case the whole of the setback so reduced shall be landscaped to the satisfaction of the local government.
- (b) prior to the issue of developmental approval for an industry in the Industrial zone, the local government will ascertain the appropriate buffer for that industry, and such industry may only be granted developmental approval if the relevant buffer can be accommodated wholly within the zone.
- (c) in considering proposals for industries which would generate industrial liquid, solid or gaseous wastes the local government may refer such proposals to the Department of Environment and Conservation, and the granting of developmental approval for such industries shall be subject to wastes being treated and disposed of in accordance with advice/guidelines received.

**COMMENT:**

Once building approval (refer attached plans) has been granted the proponent will apply to Department of Racing Gaming & Liquor with the plans for the development which will then, if approved, be granted a licensed area which is the area where alcohol can be consumed. The number of patrons will be based on the number of toilets i.e. 25 persons per WC, male and female.

Once approval is issued by Racing Gaming and Liquor, Mr Derrick will need to apply to the Shire's Manager for Development Services for a Section 39 which will include Public Buildings, Food i.e. manufacturing of food which needs to meet the Food Standards Code of Australia.

**POLICY REQUIREMENTS:**

There are no known policy requirements related to this item.

**LEGISLATIVE REQUIREMENTS:**

Racing Gaming and Liquor Act and Regulations, Shire of Moora Town Planning Scheme, Public Health Act 2016

**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 potential 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

**RECOMMENDATION**

*That Council grant planning approval for applicant Mr Peter Derrick to operate a beer garden at the business premise located at Lot 212 Melbourne Street Moora as part of the proposed Small Production Brewery conditional upon:*

- 1. Compliance with all requirements of the Department of Racing, Gaming and Liquor;*
- 2. Erection of a 2100mm non-permeable colour bond fence (excluding top 300mm) on the southern side of the proposed beer garden.*

### **9.3 ENGINEERING SERVICES**

#### **9.3.1 CONCESSIONAL LOADING APPLICATION – SIMCOA MINE OPERATIONS**

**FILE REFERENCE:** S/MA11-2

**REPORT DATE:** 11 May 2018

**APPLICANT/PROPONENT:** Various

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHORS:** Alan Leeson CEO and John Greay, Manager Engineering Services

**ATTACHMENTS:** Nil

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

For Council to consider granting additional mass loading capacity for heavy haulage requirements out of the Simcoa Mine Operation north of the Moora townsite, and also consider if speed restrictions are warranted as a result of the additional heavy haulage through the centre business district adjacent to Gardiner Street, Moora.

#### **BACKGROUND:**

Over the past two weeks Council management have received numerous requests from transport operators, for Council to approve additional loading capacity as part of moving product from Simcoa Operations (Kiaka Road) to Kemerton in the south west of W.A

#### **COMMENT:**

Discussions have been held between senior staff regarding the current conditions that apply to heavy haulage operators as they move through the Moora townsite. Most are requesting an increase to their concessional loading permits from AMM1 to AMM3.

Enquiries have been in regards to the calling of tenders by Simcoa Operations for the transportation of silica from Kiaka Road to Kemerton – south of Bunbury.

The preferred route operators wish to use is;

#### **Route (network 4 task limitation)**

- Kiaka Road onto Midland Road; Network, N 4
- Turn left of Midlands Road into Tootra Street, N7
- Transition into Gardiner Street, N7
- Transition back onto Midlands Road, N7
- Moora out to Walebing, N7
- Turn onto Great Northern Highway N7

Most operators enquiring were seeking to have Kiaka Road upgraded to a Network 7, from Network 4, which notwithstanding gross vehicle mass (GVM) increases vehicle movement length from a maximum of 27.5 metres (N4) to a maximum of 36.5 metres (N7). We have had to advise this isn't possible because of the stacking distance between the eastern edge of Midlands Road and the railway line is not sufficient.

From that point operators requested concessional loading on a Network 4 heavy vehicle configuration (maximum of 27.5 metres) under the Australian Mass Management Scheme (AMMS).

The Midlands Road route through Moora is approved as a N7 with a standard maximum gross vehicle mass of 107.5 tonne without concessional loading.

With the rail crossing limitations on Kiaka Road / Midlands Road junction operators have requested concessional loading be granted in excess of the standard N4 maximum gross vehicle mass of 87.5 tonne.

#### **POLICY REQUIREMENTS:**

Nil

#### **LEGISLATIVE REQUIREMENTS:**

Guides, Regulations and Acts

- Load Restraint Guide (Second Edition 2004 - applicable in WA)
- Road Traffic (Vehicles) Regulations 2014
- Road Traffic (Administration) Regulations 2014
- Road Traffic (Authorisation to Drive) Regulations 2014
- Road Traffic (Repeals and Amendments) Regulations 2014
- State Law Publisher - Road Traffic (Administration) Act 2008
- State Law Publisher - Road Traffic Vehicles Act 2012

#### **STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this proposal.

#### **SUSTAINABILITY IMPLICATIONS:**

##### ➤ **Environment**

The main issue with this route being a heavy vehicle route is in relation to increased congestion of vehicles and pedestrians in the central business area of Gardiner Street Moora. To that end the author commissioned a small survey on the 10<sup>th</sup> May 2018 across the community in relation to speed limits in the said area. Regardless of the type of vehicle the author is of the view that consideration should be given to permanent speed reduction to 40 kph in this area (Seaforth Street to Atbara Street), or at the very least a condition be place of the RAV network for all heavy vehicles limiting them to 40 kph in this area of the Moora townsite.

##### ➤ **Economic**

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

##### ➤ **Social**

Anecdotally there has been a fair amount of discussion at a community level regarding increased traffic and heavy vehicle movements in this area of town expressing some degree of concern regarding congestion, speeding vehicles and the like. There have been a number of near misses with the mix of vehicles and pedestrians in the area.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications to Council in relation to this item.

#### **VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATIONS****Council**

- 1. approve Restricted Access Vehicle Network 4 gross vehicle mass concessional loading not exceeding 100 tonne on the routes from the Simcoa Mine operation north of Moora namely;**

**Preferred Route (network 4 task limitation)**

- **Kiaka Road onto Midland Road; Network, N 4**
- **Turn left of Midlands Road into Tootra Street, N7**
- **Transition into Gardiner Street, N7**
- **Transition back onto Midlands Road, N7**
- **Moora out to Walebing, N7**
- **Turn onto Great Northern Highway N7**

**and request Main Roads to upgrade the Restricted Access Heavy Vehicle Network for all heavy vehicles utilising this route to a maximum speed limit of 40 kph associated with this freight task within the Moora townsite;**

- 2. engage with Main Roads W.A with a view to permanently reducing the speed limit speed from 50 kph to 40 kph on two sections of road within the Moora townsite, both of which are heavy haulage routes on the Restricted Access Vehicle Network;**
  - a. Gardiner Street, Moora (between Seaforth Street and Atbara Street)**
  - b. Roberts Street, Moora (from the Moore River Bridge to Clinch Street, Moora).**

**10. REPORTS OF COMMITTEES****GENERAL PURPOSE COMMITTEE MEETING – 2 MAY 2018****10.1 MOORA LIFESTYLE VILLAGE – DISPLAY RESIDENCE**

Quotations were called for a two-bedroom small display home to be located in the Moora Lifestyle Village. On calling quotations, prospective companies were advised of Council's budget of \$100,000 (ex GST).

One quotation was received from "Your Home Builder W.A" with the display specification coming in at \$103,200 (ex GST). Refer to uploaded file on Fluix for design and elevations. There will be some additional costs associated with landscaping and air conditioning / cooling.

With cooling and landscaping final costs will be approx. \$109,000 (ex GST), which is 9% over budget.

Council budgeted \$38,000 (ex GST) for marketing and operational management of the Village by H & H Developments (Mike Hollett and Chris Harrison). By the 30<sup>th</sup> June 2018 this account will have incurred expenditure of \$25,000 leaving it \$13,000 under budget.

It is recommended that Council approve a reallocation of \$10,000 (ex GST) from General Ledger Account LMLV2 – Marketing and Promotion – Moora Lifestyle Village to the Display Home Project taking that project to an overall budget Ex GST of \$110,000.

**VOTING REQUIREMENTS:**

Absolute Majority Required

**COMMITTEE RECOMMENDATION**

*Council approve a reallocation of \$10,000 Ex GST from General Ledger Account LMLV2 – Marketing and Promotion – Moora Lifestyle Village to the Display Home Project at the Moora Lifestyle Village, increasing that project budget from \$100,000 to \$110,000 ex GST, further that the budget be amended accordingly.*

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