

**Shire of Moora  
Ordinary Council Meeting  
17<sup>th</sup> October 2018**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 17<sup>th</sup> October 2018**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



AJ Leeson  
Chief Executive Officer

12<sup>th</sup> October 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**  
**17 OCTOBER 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 September 2018*
- 9.1.3 *Letter from Kerry Bein*
- 10.2 *Schedule of Meeting Dates for 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****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 - 19 SEPTEMBER 2018**

*That the Minutes of the Ordinary Meeting of Council held on 19 September 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:** 12 October 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 62367 to 62369</i></b>	<b><i>\$3,106.40</i></b>
	<b><i>EFT 20123 to 20261</i></b>	<b><i>\$559,363.02</i></b>
	<b><i>Credit Card 03/8/18 to 2/9/18</i></b>	<b><i>\$6,162.55</i></b>
	<b><i>Direct debit 12265.1-12314.20</i></b>	<b><i>\$55,869.75</i></b>
	<b><i>Net Pays – PPE 03/09/18</i></b>	<b><i>\$92,321.46</i></b>
	<b><i>Net Pays – PPE 17/09/18</i></b>	<b><i>\$93,481.73</i></b>
<b><i>Trust Fund</i></b>	<b><i>Cheques 5382 to 5387</i></b>	<b><i>\$248.50</i></b>
<b><i>Total</i></b>		<b><i><u>\$ 810,553.41</u></i></b>

## **9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 SEPTEMBER 2018**

**REPORT DATE:** 12 October 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 September 2018

### **PURPOSE OF REPORT:**

To note and receive the Statement of Financial Activity for the period ended 30 September 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 2018/19 adopted budget.

### **VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council notes and receives the Statement of Financial Activity for the period ended 30 September 2018.*

**9.1.3 NAMING OF STREET – SNELL STREET**

**FILE REFERENCE:** TP/PTMOI

**REPORT DATE:** 11 October 2018

**APPLICANT/PROPONENT:** Mrs Kerry Bein

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** 3/4/12 (34/12)

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

**ATTACHMENTS:** Letter from Kerry Bein

**PURPOSE OF REPORT:**

Request from Mrs Kerry Bein for Council to consider naming a street in the Moora townsite after their grandfather, Stanley Gordon Snell.

**BACKGROUND:**

As per the letter provided by Mrs Kerry Bein.

**COMMENT:**

Council does not have a formal policy position in relation to the naming of streets and roads within the Shire of Moora. The most recent naming of a street was Carnaby Place in Moora. The position taken by Council at that juncture was to name any streets within the Landcorp subdivision after flora, fauna and topographic features of the district

It would seem that any previous road name proposals have not been based upon any themes such as; local flora or fauna features. To provide some context as an example Dandaragan Shire utilises or references the following themes when considering new road names.

In the authors experience road naming, can potentially be a very delicate issue and the subject of quite some public input and comment, particularly where road names proposed are after families in the district. Naming roads after families in the past has been common practice; however, in more recent times (past 20-25 years) naming roads has been based more upon themes. This approach has evolved as public scrutiny and interest of local government has increased significantly, therefore the 'what has been simple process' is no longer, simply because of the societal changes and public interest in what local governments and other tiers of governmental naming of roads is very much a subject of some public interest. On that basis, it is recommended that Council adopt an in principle "theme" as a future reference point. Once the in-principle theme is agreed upon it recommended that a list of proposed road / street names be put together.

**POLICY REQUIREMENTS:**

There are no known policy implications as there is not a Council policy in place regarding the naming of roads. The author has attached a draft policy

**LEGISLATIVE REQUIREMENTS:**

Land Administration Act 1997, Part 2 – General Administration, Division 3 – General

When naming roads, Council must have regard for “Geographic Names Committee WA, Principles, Guidelines and Procedures”. Although not set in stone the broad context of this document will form the primary base for the Geographic Names Committee considering and road name proposal put forward by Council.

Some basic guidelines are;

- No duplication of name within adjoining shires where roads are within 50km
- Refer to page 8 of the attached guidelines / procedures

**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**

As previously stated, naming of roads can be the subject of some public interest and consternation. Example themes could be but not limited to;

- Local fauna/flora, topography
- Aboriginal culture
- Pioneers of the local district

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council;*

- 1. Formerly acknowledge the street name request from Mrs Kerry Bein and advise that ‘Snell Street’ will be recorded and added to a list of “proposed” street names for the Moora townsite for consideration in the future;*
- 2. That Council compile a list of theme based “proposed” street and road names for the Shire of Moora giving consideration to, but not necessarily limited to; local flora, fauna, topography, aboriginal culture, pioneers of the district.*

#### **9.1.4 WEST END LAND – TENDER 01 - 2018/2019**

**FILE REFERENCE:** ED/WEDI & L/TEN2  
**REPORT DATE:** 11 October 2018  
**APPLICANTS/PROPONENT:** Chief Executive Officer  
**OFFICER DISCLOSURE OF INTEREST:** Nil  
**PREVIOUS MEETING REFERENCES:** Nil  
**AUTHOR:** Alan Leeson, Chief Executive Officer  
**ATTACHMENTS:** Nil

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

For Council to consider calling tenders to lease the western side of the West End arable farm land for the purpose of cropping or grazing. The current land lease to W & K Vanzetti expires on 28 February 2019, which has been a five-year lease from 1 March 2014.

#### **BACKGROUND:**

When previously advertised, Council called for tenders from both community groups and or commercial entities.

#### **COMMENT:**

The author recommends that Council call for tender submissions from community and commercial entities, noting that Council will give preference to leasing the land to community groups who can demonstrate through their submission that any funds raised will be utilised for capital works that will provide long term benefit for their members and/ or the wider community.

#### **POLICY REQUIREMENTS:**

Council does not have a policy in relation to this matter. It has however imposed some broader guidelines in terms of Council expectations in managing the land. Conditions recommended to be imposed;

- a. Land cannot be sublet;
- b. Lessees are responsible for upkeep of fire breaks in accordance with the Shire of Moora Fire Break Order. Should the fire breaks be non-compliant they will be made good by Council at the lessees cost;
- c. Lessees are responsible for the upkeep and maintenance of all fencing and gates;
- d. Lessees are responsible for all weed management, of particular note, caltrop and melons over the summer months. If notice is received from the Lessor to make good any poor weed management the lessee will ensure appropriate action is taken with 14 days of the notice given to remedy the situation;
- e. Soil quality shall be maintained to a suitable level commensurate with good farming practices through application of fertiliser and mineral supplements as required;
- f. Lessee shall ensure due consideration and consultation occurs with adjoining land holders with respect to ongoing cropping/grazing and land management practices;
- g. Annual lease payment shall be based upon after harvest terms, therefore annual lease payment shall be paid to Council by no later than 28 February of the relevant year;
- h. Council reserves the right to call an end to the lease understanding that it will not be mid-stream in an annual cropping program. Clubs will be given the opportunity to complete their annual cropping program. Cessation of the lease would be on the premise of West End rural/residential development;
- i. Should the lessee wish to cease leasing prior to the expiry of agreed term, the lessor shall be notified by no later than the 31 December of the relevant year i.e. at the completion of the annual cropping program.

## LEGISLATIVE REQUIREMENTS:

### 3.58. Disposing of property

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) **the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.**
- (3) 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 submissions 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 submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (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 not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a 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.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

## STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this proposal.

**SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
The West End land has been set aside by Council for future residential development, with the majority of the land outside the flood zone of the Moora townsite.
- **Economic**  
In previous years, the land has been predominantly leased for community fundraising purposes. The current lease expiring on 28 February 2019 has been on “commercial terms”.
- **Social**  
Nil

**FINANCIAL IMPLICATIONS:**

The production area is approximately 100 hectares. Consistent with the land leased to Moora Speedway (near sewerage ponds), it is recommended Council set a subsidised lease rate of \$25 per hectare for community groups. The current commercial lease rate is \$100 per hectare.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

***That Council call for tender submissions from community groups and commercial entities for the lease of approx. 100 hectares of farm land (west of the river) for the purpose of cropping/grazing; subject to the following terms/conditions;***

- ***Lease commencement date 1 March 2019***
- ***Term (minimum 2 years-maximum 5 years)***
- ***Subsidised community group lease rate is set at \$25 per hectare (ex GST)***
- ***Land cannot be sublet;***
- ***Submissions shall include detail of cropping/grazing program over term of lease;***
- ***Lessees are responsible for upkeep of fire breaks in accordance with the Shire of Moora Fire Break Order. Should the fire breaks be non-compliant they will be made good by Council at the lessees cost;***
- ***Lessees are responsible for the upkeep and maintenance of all fencing and gates;***
- ***Lessees are responsible for all weed management, of particular note, caltrop and melons over the summer months. If notice is received from the Lessor to make good any poor weed management the lessee will ensure appropriate action is taken with 14 days of the notice given to remedy the situation;***
- ***Soil quality shall be maintained to a suitable level commensurate with good farming practices through application of fertiliser and mineral supplements as required. Lessee shall ensure due consideration and consultation occurs with adjoining landholders with respect to ongoing cropping/grazing and land management practices;***
- ***Annual lease payment shall be based upon after harvest terms, therefore annual lease payment shall be paid to Council by no later than 28 February of the relevant year;***
- ***Council reserves the right to call an end to the lease understanding that it will not be mid-stream in an annual cropping program. Lessors will be given the opportunity to complete their annual cropping program. Cessation of the lease would be on the premise of West End rural/residential development.***

## 10. REPORTS OF COMMITTEES

### GENERAL PURPOSE COMMITTEE MEETING – 3 OCTOBER 2018

#### 10.1 INITIATION OF LOCAL PLANNING STRATEGY PROCESS

**FILE REFERENCE:**

**REPORT DATE:** 20 September 2018

**APPLICANT/PROPONENT:** Not Applicable

**OFFICER DISCLOSURE OF INTEREST:** Liz Bushby, Town Planning Innovations  
(Planning Consultant) & Alan Leeson, CEO

**Nature of Interest:** Financial interest as receive  
town planning fees for advice to the Shire – Section  
5.60A of the Local Government Act 1960

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Liz Bushby, Town Planning Innovations

**ATTACHMENTS:** Nil

**PURPOSE OF REPORT:**

Council is to consider pursuit of a Local Planning Strategy to assist with strategic planning for the local government area.

**BACKGROUND:**

- ***Local Planning Strategy***

A Local Planning Strategy provides the framework for local planning and the strategic direction for any future local planning scheme review.

A Strategy would set out the Shires objectives for future planning and development, and broad framework to achieve those objectives. The Shire can also include ambitious objectives as long it is made clear that they are aspirational.

A Local Planning Strategy would also provide the rationalisation for any significant future zoning changes, and identify the need for any future studies. Recognition of the need for future studies can assist the Shire to maximise any external funding opportunities.

Over the last few years significant planning issues that the Shire has discussed with TPI and/or the Western Australian Planning Commission include:

- a) The need to plan for a new Industrial area outside of any flood hazard or flood plain areas;
- b) Constraints and restrictions for any new development and housing within the flood hazard or flood plain areas;
- c) Accommodation of new housing and potential unit development/higher densities outside of the flood hazard or flood plain areas.
- d) The need to modernise and update the existing Shire of Moora Town Planning Scheme No 4 to comply with the Model Scheme Text contained within the current Planning and Development (Local Planning Schemes) Regulations 2015;



- *Planning and Development (Local Planning Schemes) Regulations 2015*

The Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations') were gazetted on the 25 August 2015, and became effective on the 19 October 2015.

The Regulations include 'deemed provisions' which automatically apply statewide to every Town Planning Scheme in Western Australia and override entire sections of the Shire of Moora Town Planning Scheme No 4 ('The Scheme').

The 'deemed provisions' cover matters that are generally common to most town planning schemes including:

- a) Content and process for Structure Plans
- b) Heritage
- c) Information that will be lodged for planning applications
- d) Advertising of planning applications
- e) Matters to be considered by the local government
- f) Outlines what requires planning approval and exemptions
- g) Bushfire management
- h) Powers of the Scheme
- i) Offences
- j) Planning Policies – advertising and adoption process
- k) Delegated authority
- l) Planning application form and information to be lodged with an application

The majority of these matters are administrative and outline the requirements for applications and processes.

Since introduction of the Regulations, administering the Shire's Scheme is problematic as:

- a) The Shire's Scheme relies on land use definitions that existed in the old Regulations (which no longer legally exist);
- b) A major part of planning assessments is determining the most appropriate and 'best fit' land use definition that applies to development, which in turn dictates the permissibility of that land use in a particular zone;
- c) This causes an issue for determining applications as there are new and different land use definitions in the current Regulations. Some of the land uses listed in the Zoning Table of the Scheme no longer correlate with definitions and terms contained in the Regulations.

Since introduction of the Regulations town planning schemes can no longer be read in isolation, and all planning applications have to be assessed in accordance with both the Shires Scheme and the Regulations.

Where there is a conflict between the Shires Scheme and the Regulations, the Regulations are the overriding legislation.

**COMMENT:**

- *Local Planning Strategy process*

The Shire Chief Executive Officer has requested that TPI provide a general report outlining the process for a Local Planning Strategy.

The Regulations set out the statutory procedure for preparation, consultation, approval and endorsement of a local planning strategy.

A Local Planning Strategy can be prepared at the same time as a Scheme Review, however TPI recommends that the Shire consider proceeding with a Strategy first.

Preparation of a Strategy as a first step will streamline any Scheme Review process as all strategic issues would already be agreed to and endorsed by the Western Australian Planning Commission.

A summary of the Local Planning Strategy process is included below:

<b>Step</b>	<b>Description</b>	<b>Optional or statutory requirement</b>
1.	Engagement of a suitably qualified planning consultant	Required to commence process. Discussed separately in the body of this report.
2.	Pre-consultation - invite key stakeholders and the local community to lodge submissions and/ or meet with the engaged planning consultant	Optional but recommended by TPI
3.	Formal Council resolution to prepare a Local Planning Strategy	Optional but recommended by TPI. The Shire will need to consider the financial implications and budget.
4.	Preparation of Draft Strategy and maps by engaged consultant	Work by engaged consultant
5.	Consultant engineering input on servicing for any new Industrial areas.	Optional but recommended by TPI. The Department of Planning, Lands and Heritage officers have indicated it would be their preference for servicing to be investigated for any new planned Industrial area, as part of a Strategy. TPI has liaised informally with a consultant engineer and is expected that a servicing report for two potential industrial locations would be in the vicinity of \$5000.00.
6.	Formal adoption of a Draft Local Planning Strategy for the purpose of conducting formal advertising	Statutory
7.	Lodgement of a Draft Local Planning Strategy to the Western Australian Planning Commission for pre-assessment and consent to advertise <i>Note: WAPC may require modifications prior to granting consent to advertise.</i>	Statutory
8.	WAPC provides consent to advertise	Statutory
9.	Shire advertises the Local Planning Strategy for 21 days inviting public submissions.	Statutory – advertising must include newspaper advertising, referral to government agencies, publication on the Shires website etc
10.	Each submission is to be assessed. The Shire will need to consider whether to recommend any modifications to the Strategy as a result of any submission.	Statutory
11.	Lodgement to the Western Australian Planning Commission seeking endorsement.	Statutory
<b>Step</b>	<b>Description</b>	<b>Optional or statutory requirement</b>
12.	Endorsement by the Western Australian Planning Commission with or without modification.	Statutory. The WAPC is the final determining authority and can require the Strategy to be modified.
13.	If WAPC require modifications, the Strategy is modified and re-lodged to WAPC to check prior to formal endorsement.	Statutory.
14.	The Strategy must be published on the local government website once endorsed by the WAPC.	Statutory.

*Note: Councillor Information sessions and workshops can also be held as part of the preparation process.*

- **Engagement of a Planning Consultant**

This is a matter for the Shire to consider, however TPI has concern over the Shires budget as there are less planning consultants involved in the preparation of local strategies in regional areas, and engagement of any of the larger companies may make it cost prohibitive.

In TPI's experience comprehensive Local Planning Strategies can cost in the vicinity of \$100,000.00 to \$150,000.00.

The recommended strategy is:

**Joint venture - TP Consultant / DPLH / Shire Administration**

The Department of Planning, Lands and Heritage (DPLH) are prepared to undertake a joint venture arrangement with qualified Town Planning (TP) Consultant in preparation of a Local Planning Strategy by:

1. Providing a DPLH Planning Officer as a resource to a TP Consultant to be appointed by the Shire who can research information for the Strategy;
2. Attending any Councillor workshops if required;
3. Being a liaison with the mapping section for preparation of strategy maps;
4. Providing statistical information on matters such as subdivision applications;
5. Agreeing to a more simplistic Local Planning Strategy format that concentrates on the most significant issues already identified by the Shire such as the need for a new Industrial area and alternative housing type opportunities within the flood areas. It is envisaged that the Strategy would concentrate on Moora townsite however other areas can be included if desired by the Shire.
6. Providing all Strategy mapping free of cost.

As any Strategy requires endorsement by the Western Australian Planning Commission, involvement by the DPLH would be beneficial to the project. Over the past years, Council has utilised the Services of Liz Bushby of Town Planning Innovation. Given the magnitude of this project Council is required to call for Expressions of Interest / Quotations in order to confirm with the Shire procurement requirements.

The Shire also has opportunities to reduce costs if shire staff work with a TP Consultant to provide background information for the Strategy such as historical information, photographs, population statistics, relevant documents adopted by the Shire, statistics on building and planning approvals etc.

**POLICY REQUIREMENTS:**

There are no known policy requirements related to this item.

**LEGISLATIVE REQUIREMENTS:**

*Planning and Development (Local Planning Schemes) Regulations 2015* – explained in the background section of this report.

The *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* require that local governments invite tenders should a supply of goods or services be expected to be more than \$150,000.00.

It should be noted that the Western Australian Local Government Association (WALGA) has a list of preferred suppliers. Purchasing through WALGA would mean the Shire would not need to tender if the cost exceeded \$150,000.00. A tender exemption applies to all WALGA's Preferred Supplier Contracts.

#### **STRATEGIC IMPLICATIONS:**

A Local Planning Strategy would provide strategic direction for future planning for the Shire.

#### **SUSTAINABILITY IMPLICATIONS:**

- **Environment**  
There are no known significant environmental implications associated with this matter.
- **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 pays consultancy fees to TPI for general planning advice. As outlined in this report, the Shire needs to consider funding and budget for any Local Planning Strategy.

#### **VOTING REQUIREMENTS:**

Simple Majority Required

### **COMMITTEE RECOMMENDATION**

*That*

1. ***Note the process for a Local Planning Strategy as outlined in the body of this report.***
2. ***Resolve to authorise the Chief Executive Officer implement the joint venture strategy for a review of the Shire of Moora Local Planning Strategy and call for expressions of interest from qualified planning consultants detailing experience and hourly rates, whom once selected/appointed by the Shire will work with Shire Staff and Department of Planning, Lands and Heritage staff to initiate and implement the Local Planning Strategy Process as detailed in the body of this report.***

## **10.2 REVIEW OF 2019 COUNCIL MEETING SCHEDULE**

**FILE REFERENCE:** EN/COAI

**REPORT DATE:** 30 August 2018

**DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

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

**ATTACHMENTS:** Draft Schedule of Meeting Dates for 2019

### **PURPOSE OF REPORT:**

To provide suggested dates for Council approval for meeting dates for the 2019 year to enable public advertising as required by the Local Government Act 1995.

### **BACKGROUND:**

From September 2013, monthly Council meetings have been successful in conjunction with a General Purpose Committee meeting held as the first meeting of the month and a briefing session prior to the Council meeting. It is considered appropriate to continue in this format.

### **COMMENT:**

Attached is a draft schedule of proposed dates for Council meetings for the 2019 year.

In April 2013 Council commenced a 6 month trial period of General Purpose Committee meetings to be held on the first Wednesday of the month; previously an informal briefing session. In September after the trial period it was resolved to continue on with the structure of the Committee meetings and for the briefing session to remain prior to the Council meetings on the third Wednesday of each month.

The January Council meeting traditionally had few items; the main one was the financial reporting. A number of Councillors and staff take the opportunity to take leave through January so it has been suggested again that no meetings are held in January. If an item of business arose that required a decision between the December meeting and the February meeting a special meeting could be convened.

As in previous years, the schedule has identified the need to adjust the regular meeting times and it is suggested that no Committee meeting be held at the beginning of August as the 2019 Local Government Convention has been scheduled to be held from the 7<sup>th</sup> – 9<sup>th</sup> August. This week also provides the opportunity for professional development during the week. It is therefore recommended that during August only, the Council meeting is held on the 21<sup>st</sup> August with the briefing session to precede it.

NGA in Canberra will be held from 16<sup>th</sup> – 19<sup>th</sup> June 2019.

### **POLICY REQUIREMENTS:**

There are no Council Policies relative to this matter.

### **LEGISLATIVE REQUIREMENTS:**

Section 5.25 (g) of the Local Government Act 1995 stipulates that Regulations may make provision in relation to the giving of public notice of the date and agenda for Council or committee meetings.

Regulation 12 of the Local Government (Administration) Regulations 1996 states;

- I. At least once each year a local government is to give local public notice of the dates on which and the time and place at which –
  - (a) the ordinary council meetings; and

- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,  
are to be held in the next 12 months.

Sections 5.98 and 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration Regulations) 1996 sets the minimum and maximum amounts for the payment of meeting fees.

**STRATEGIC IMPLICATIONS:**

Enables Council to provide good local government to the district.

**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. The holding of Council meetings including all associated costs is provided in the current budget and will be provided for in future budgets.

**VOTING REQUIREMENTS:**

Simple Majority Required

**COMMITTEE RECOMMENDATIONS**

*Council;*

- 1. Adopts the meeting schedule for the period February 2019 to December 2019 as attached, based on one Ordinary Meeting of Council per month and one General Purpose Committee Meeting;*
- 2. Advertises the meeting dates in accordance with section 5.25 of the Local Government Act 1995 and Regulation 12 (1) of the Local Government (Administration) Regulations 1996.*

### **10.3 INNOVATION CENTRAL MIDLANDS WA INC – SHIRE DELEGATE TO BOARD**

**FILE REFERENCE:** ED/ICM1

**REPORT DATE:** 1 October 2018

**APPLICANT/PROPONENT:** Shire of Moora

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

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

**ATTACHMENTS:** Nil

**PURPOSE OF REPORT:**

For Council to appoint a third person to the board of Innovation Central Midlands W.A Inc.

**BACKGROUND:**

ICMWA currently has one vacancy for persons nominated to the Board by the Shire of Moora.

**COMMENT:**

An approach was made to Michael Monaghan to become a board member. Michael has expressed a keen interest and willingness to join the board of ICMWA. Michael is currently Branch Manager of Rabobank Moora.

**POLICY REQUIREMENTS:**

There are no known policy implications associated with this item.

**LEGISLATIVE REQUIREMENTS:**

Innovation Central Midlands W.A. Inc Constitutional requirements in relation to membership.

Clause 8. MEMBERSHIP

8.1 Membership shall consist of:

- three (3) persons resident in the Shire of Dalwallinu and appointed by the Council of the Shire of Dalwallinu;
- three (3) persons resident in the Shire of Moora and appointed by the Council of the Shire of Moora; and
- three (3) persons resident in the Shire of Wongan-Ballidu and appointed by the Council of the Shire of Wongan-Ballidu.

**STRATEGIC IMPLICATIONS:**

There are no known strategic implications associated with this item.

**SUSTAINABILITY IMPLICATIONS:**

➤ **Environment**

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

➤ **Economic**

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

➤ **Social**

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

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS**

Simple Majority Required

**COMMITTEE RECOMMENDATION**

*That Council nominate Michael Monaghan as the Moora Shire delegate to the board of Management of Innovation Central Midlands W.A Inc.*

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**