

# SHIRE OF MOORA



## UNCONFIRMED MINUTES

### ORDINARY COUNCIL MEETING

held in the

Council Chambers, 34 Padbury Street, Moora

**Wednesday 16 April**

A handwritten signature in black ink, appearing to read 'GW Robins', is positioned above the printed name and title.

GW Robins

**Chief Executive Officer**

17 April 2025

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## **I. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

### **I.1 DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 5.30pm and announced that the meeting is being recorded.

The Shire acknowledges the traditional custodians of the land we are meeting on, the Yued people, and pay our respects to Elders past, present, and emerging.

### **I.2 DISCLAIMER**

The Shire's Disclaimer is on page 2.

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

### **ATTENDANCE**

TL Lefroy	-	President
SJ Gilbert	-	Deputy President
DV Clydesdale-Gebert	-	Councillor
KM Seymour	-	Councillor
SA Bryan	-	Councillor
TL Errington	-	Councillor
TW Dugan	-	Councillor
GW Robins	-	Chief Executive Officer
B Hoogland	-	Deputy Chief Executive Officer
G Teixeira	-	Manager Financial Services
MM Murray	-	Executive Support Officer (from 5.33pm)

## **3. DECLARATIONS OF INTEREST**

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the Shire of Moora and its community.

Nil

## **4. PUBLIC QUESTION TIME**

### **4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4.2 PUBLIC QUESTIONS**

Nil

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

The following Council associated engagements were attended;

**7.1 DELEGATES REPORTS**Cr Lefroy, President

24/3 meeting with Curtin Uni re mental health and wellbeing project, with the CEO.

26/3 meeting with Helen Morton and CEO in Pingelly re aged care support models.

28/3 guest speaker at Great Eastern Country Zone Forum in Bruce Rock (insights from experienced elected members).

1/4 Shire of Moora Audit Entrance meeting.

7/4 De-Carbonise WA Forum – at invitation of Curtin University.

Cr Errington

1/4 CRC meeting

At 5.33pm the Executive Support Officer joined the meeting

**8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 19 MARCH 2025****COUNCIL RESOLUTION**

***19/25 Moved Cr Clydesdale-Gebert, seconded Cr Bryan that the Minutes of the Ordinary Meeting of Council held on 19 March 2025 be confirmed as a true and correct record of the meeting.***

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan  
AGAINST: Nil

## **9. REPORTS OF OFFICERS**

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

#### **9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.15**

**REPORT DATE:** 8 April 2025

**OFFICER DISCLOSURE OF INTEREST:** Nil

**AUTHOR:** Gavin Robins, Chief Executive Officer

**SCHEDULE PREPARED BY:** Charlene Sawyer, Creditors Officer

**ATTACHMENTS:** Accounts Paid Under Delegated Authority

#### **PURPOSE OF REPORT**

For Council to note and endorse the payments made under delegated authority for March 2025 and a listing of these payments is attached.

#### **BACKGROUND**

Council has delegated authority to the Chief Executive Officer to exercise the power to make payments from Municipal and Trust Funds. The Chief Executive Officer is required to present a list to Council of those payments made since the last payment list was submitted.

#### **COMMENT**

Accounts Paid under delegated authority are periodically presented to Council.

All invoices have been verified, and all payments have been duly authorised in accordance with Council's procedures. The payment schedules are included as an attachment to this report.

#### **POLICY REQUIREMENTS**

Delegation 1.15 – Making Payments from Municipal and Trust Funds

#### **LEGISLATIVE REQUIREMENTS:**

*Local Government Act 1995* – Section 6.10 Financial Management Regulations

*Local Government (Financial Management) Regulations 1996* – Reg.12,13 and 13A.

#### **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

**COUNCIL RESOLUTION (OFFICER RECOMMENDATION)**

**20/25 Moved Cr Errington, seconded Cr Gilbert that Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.15**

Municipal Funds	EFT33048 - 33239	-\$2,440,807.64
Municipal Cheque	62658 - 62661	-\$3,275.00
Credit Card	DD16707.6	-\$6,209.45
Direct Debit	DD16688.1 - DD16719.13	-\$110,879.26
NETT Pay	11/03/2025	-\$117,599.02
NETT Pay	25/03/2025	-\$112,470.60

**PAYMENT TOTAL FOR MARCH 2025** **-\$2,791,240.97**

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan  
AGAINST: Nil

**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 28 FEBRUARY 2025**

**REPORT DATE:** 7 April 2025

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Travis Bate, Financial Accountant (RSM Australia)

**ATTACHMENTS:** Statement of Financial Activity for the Period Ended 28 February 2025

**PURPOSE OF REPORT**

To receive and endorse the Statement of Financial Activity for the period ended 28 February 2025.

**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 2024/25 adopted budget.

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION (OFFICER RECOMMENDATION)**

***21/25 Moved Cr Dugan, seconded Cr Bryan that Council endorses the Statement of Financial Activity for the period ended 28 February 2025.***

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan

AGAINST: Nil

**9.2 DEVELOPMENT SERVICES**

Nil

**9.3 ENGINEERING SERVICES**

Nil

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

Nil



## **I I. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL**

The Presiding Member advised of a matter of urgent business to be introduced which is the recommendation from the Audit Committee meeting earlier today, the 'Report Addressing Significant Matters as Identified by the Auditor in the 2023-2024 Audit Report'.

### **COUNCIL RESOLUTION**

**22/25 Moved Cr Clydesdale-Gebert, seconded Cr Bryan that Council allow the item of urgent business titled 'Report Addressing Significant Matters as Identified by the Auditor in the 2023-2024 Audit Report' to be introduced for consideration.**

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan  
AGAINST: Nil

## **I I. I REPORT ADDRESSING SIGNIFICANT MATTERS AS IDENTIFIED BY THE AUDITOR IN THE 2023-2024 AUDIT REPORT**

**FILE REFERENCE:** F/AUDI-3

**REPORT DATE:** 10 April 2025

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Travis Bate, RSM Australia

**ATTACHMENTS:** Report on the Significant Audit Matters (Attachment A)  
Independent Audit Report for the Year Ended 30 June 2024 (Attachment B)  
Interim Management Letter 2024 (Attachment C)  
Final Management Letter 2024 (Attachment D)

**PURPOSE OF REPORT:** This report outlines the actions taken by the CEO in response to the significant matters raised in the 2024 Audit Completion Report. The Audit Committee is requested to review and note this report, which must be submitted to the Minister in accordance with legislative requirements.

### **BACKGROUND:**

Section 7.12A(4) of the Local Government Act 1995 (Act) states that a local government must:  
*Prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

*(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*

*Within 14 days after a local government gives a report to the Minister under subsection 4(b), the CEO must publish a copy of the report on the local government's official website.*

The Shire's 2024 Audit Completion Report dated 18 December 2024 contains significant matters requiring the CEO to undertake the actions required by Section 7.12 of the Act.

### **COMMENT:**

Following the Internal Audit meeting held on 19 February 2025, actions have been prepared in response to the significant findings. These actions are detailed in the attached report and appendices.

**POLICY REQUIREMENTS:**

There are no known policy requirements related to this matter.

**LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 - Section 7.12A(4)

**STRATEGIC IMPLICATIONS:**

Presenting the actions taken to address the significant findings in the audit report to the Audit Committee enhances the governance role of the Council.

**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:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**COUNCIL RESOLUTION (AUDIT COMMITTEE RECOMMENDATION)**

**23/25 Moved Cr Gilbert, seconded Cr Errington that Council:**

- 1. Receive and review the report on the Significant Audit Matters with appendices A to C.**
- 2. Submit the report of Significant Audit Findings to the Minister.**

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan

AGAINST: Nil

**12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED****PROCEDURAL MOTION**

**24/25 Moved Cr Seymour, seconded Cr Bryan that the meeting be closed to members of the public in accordance with section 5.23(2)(d) of the Local Government Act 1995, to allow Council to discuss an item which legal advice has been obtained, 12.1 'LGA Sale of 2 McPherson Street, Moora'.**

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan

AGAINST: Nil

At 5.36pm the meeting stopped recording to the public and moved behind closed doors.

**12.1 LGA SALE OF 2 MCPHERSON STREET, MOORA**

Provided under confidential cover.

**REOPENING OF MEETING TO THE PUBLIC****PROCEDURAL MOTION**

**26/25 *Moved Cr Clydesdale-Gebert, seconded Cr Dugan that the meeting moves out from behind closed doors and reopens to the public at this juncture 5.40pm.***

**CARRIED 7/0**

FOR: Cr's Lefroy, Gilbert, Clydesdale-Gebert, Seymour, Bryan, Errington, and Dugan  
AGAINST: Nil

**13. CLOSURE OF MEETING**

***There being no further business, the Shire President declared the meeting closed at 5.40pm.***