

SHIRE OF MOORA
MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS, MOORA
19 MARCH 2025

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Shire President declared the meeting open at 5.30pm.

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

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 Council meetings.

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.

All formal Council Meetings will be audio / visually recorded and publicly available on the Shire of Moora website.

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

APOLOGIES

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DELEGATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

The following Council associated engagements were attended;

Cr Lefroy, President

26/2 meeting with Shire CEO Gavin Robins re Aged Care in Moora

16/3 represented the Shire of Moora at the Moora triathlon

18/3 webinar on Navigating Community Engagement in Wind Energy

19/3 meeting with the Public Review Board for high schools at Central Midlands Senior High School

Cr Gilbert, Deputy President

24/2 Sport & Recreation Precinct Working Group meeting

Cr Seymour

17/3 Wheatbelt North Regional Road Group Moora Subgroup meeting

Cr Errington

24/2 Sport & Recreation Precinct Working Group meeting

26/2 Moora CRC meeting

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

10/25 Moved Cr Gilbert, seconded Cr Bryan that the Minutes of the Ordinary Meeting of Council held on 19 February 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: 6 March 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 February 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

11/25 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	EFT32889-33047	-\$1,059,983.97
Municipal Cheque	62653-62657	-\$3,916.50
Credit Card	DD16672.1	-\$6,003.90
Direct Debit	DD16638.1-DD16662.16	-\$210,542.14
NETT Pay	11/02/2025	-\$115,529.11
NETT Pay	25/02/2025	-\$110,788.77

PAYMENT TOTAL FOR FEBRUARY 2025 **-\$1,506,764.39**

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 31 JANUARY 2025

REPORT DATE: 27 February 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 31 January 2025

PURPOSE OF REPORT

To receive and endorse the Statement of Financial Activity for the period ended 31 January 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

12/25 Moved Cr Bryan, seconded Cr Errington that Council endorses the Statement of Financial Activity for the period ended 31 January 2025.

CARRIED 7/0

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

9.1.3 2024-2025 BUDGET REVIEW

FILE REFERENCE: F/BUE1

REPORT DATE: 17 March 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Travis Bate, Financial Accountant (RSM Australia)

ATTACHMENTS: Midyear Budget review 2024/2025

PURPOSE OF REPORT

To note the annual budget review based on financial performance between 1 July 2024 to 31 December 2024 for presentation at the Ordinary Council meeting on 19 March 2025 and endorsement of the recommendations.

BACKGROUND

As required by the Local Government Act 1995, Council adopted a budget for the 2024-25 financial year based on forward plans and best estimates at the time. According to the Local Government (Financial Management) Regulations 1996, each year, between 1 January and 31 March, a local government is to carry out a review of its annual budget for that year, considering its financial performance for at least the first six months of the year, its position at the date of review and its forecast position to the end of the financial year. This review is required to be submitted to the Council for consideration.

The Budget review for 2024 / 2025 has been conducted and suggested amendments are detailed in the Budget Review Report as attached. This followed an in depth review the relevant financials for each Chart of Account code and where applicable, individual job levels.

A copy of the review and Council decision is to be provided to the Department of Local Government, Sport & Cultural Communities within 30 days of the decision by Council.

The following highlights are of note:

Opening Carried Forward figure

With adoption of the 2024 / 2025 budget, a precise opening figure was not able to be determined as the Council's 2023 / 2024 financial statements were yet to be finalised for audit. The unaudited opening balance of \$5,493,154 has been decreased to \$4,932,307, based on the 2023 / 2024 audited financial statements.

Operating Revenue

An increase in operating revenue of \$254,926 is expected and mainly relates to:

- Increase in operating grants, subsidies and contributions of \$142,298. This can mainly be attributed to the MPAC operating grant of \$70,000 and increase to Direct Grants – Maintenance of \$64,919.
- Increased fees and charges of \$160,370. This is based on actual revenue generated and expected by 30 June 2025. The largest increase relates to Town Planning Fees of \$105,726.

Operating Expenditure

Operating expenditure is expected to increase by \$604,482. Most notable movements in expenditure relate to:

- Decreased employee cost of \$132,127 mainly due to vacancies and reclassification of some contractor expenses which were incorrectly included as wages in the original budget.
- Increase in Materials and Contracts of \$481,114. The major increases relate to the "Greenshoots" program of \$150,000. This is also impacted by the reclassification of some contractor expenses from wages as outlined above. It should be noted that the Greenshoots expenditure is expected to be partially offset by sponsorship and ticket sales, which have not been factored into the budget review.
- Increased depreciation of \$205,289 in line with the final 2024 asset register. Note, this does not impact the net surplus.
- Increased interest expense of \$67,353.
- Decreased insurance expenses of \$9,743 in line with actual expense.
- Increased other expenditure of 20,543.
- Decrease in utilities of \$27,588 based on actual cost and expected to be lower than originally budgeted.

Capital Revenue

There is an expected increase in capital revenue (expenditure of grant funds on key projects) to the value of \$704,336 which can be attributed to the following areas:

- Increased Childcare grant funding: \$800,800.
- Increased regional road grants of \$165,271
- Decreased Roads to Recovery funding of \$216,673
- Decreased Wheatbelt Secondary Freight Network funding of \$82,432.

Capital Expenditure

Property, Plant and Equipment expenditure is forecast to be \$307,224 more than initial budget with following notable variances:

- Increase in plant and equipment replacements of \$331,694. This includes replacement Ranger Ute, Emergency Services Vehicle and Medium Dump Truck.
- Increased expenditure on Early Childhood Development Centre of \$700,00 funded by Grant.
- Increased expenditure on Moora Recreation Centre renewal of \$130,000.
- Decrease to Administration Capital Projects of \$185,714.
- Decreased expenditure on Shared SES Precinct & Volunteer Bushfire fighting & OHS Training Centre \$200,000.
- Reduced Hydrotherapy Pool works of \$400,000.

Infrastructure expenditure is expected to increase by \$241,598 from adopted budget. Highlights of cost changes set out as follows:

- Increased roads spend of \$342,787. Expenditure offset against capital grants claimable.
- Reduced other infrastructure spend of \$101,189 and being attributed mainly by:
 - CCWP – Wastewater Farm decreased \$30,000.
 - Moora Swimming Pool improvements decreased \$52,944.
 - War Memorial Restoration increased \$60,000.

Reserve Fund Transfers

Total reserve funds balance is expected to decrease by \$424,550 from the adopted budget.

An overall summary of the reserve movements is included in the attached 2024 / 2025 Budget Review Report.

A notable change is the purpose of the Housing Revitalisation Reserve. The original purpose of this reserve was stated as “Balance of Housing revitalisation loan – to acquire properties.” The purpose has been updated to better reflect the intended use of the funds as “Balance of housing revitalisation loan – to fund development of shire owned buildings.”

Closing Carried Forward Figure

The closing carried forward review figure is shown in the attached document of \$36,810.

2024 / 2025 Budget Review Report

Overall summary of balances of Net Current Assets and Reserves are detailed in the attached 2024 / 2025 Budget Review Report.

CEO COMMENT

The Budget review, based on the first half of the 2024-2025 financial year, reflects a relatively volatile period characterised by ongoing supply chain issues, funding uncertainty and the residual historical influences of multiple financial contactors. Prudent expenditure controls have been applied to ensure the budget has retained sufficient cash on hand to address unforeseen events while anticipating the completion of the budget review. This strategy has been impacted to some degree by a slowing of grant fund recoveries from the Commonwealth, necessitating short-term resort to the Shire’s overdraft facility. Over the remaining budget period, the Shire will begin closing out some capital works projects – stage 1 WACHS residences, Wheatbelt Kids Institute and the childcare centre, and equipment purchases as set out in the budget. Operating expenses have been under stress throughout the year to date and will require aggressive management for the remainder of the budget cycle. As the second half of the financial stabilise, it is expected the year-end budget position remains that of a balanced budget.

POLICY REQUIREMENTS

There are no known policy implications.

LEGISLATIVE REQUIREMENTS

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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

The changes suggested in the budget review are based on the local government’s financial performance for the financial year up to 31 December 2024. Adjustments have been made to better reflect actual performance for the period and to give a more accurate projection of the nett result at 30 June 2025.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION**13/25 Moved Cr Errington, seconded Cr Clydesdale-Gebert that Council**

- 1. Approve the Budget Review for the period ended 31 December 2024 carried out in accordance with the Local Government Financial Management Regulations 1995 Section 33A;**
- 2. Amend the 2024/25 Budget as outlined in the 2024/25 Budget Review; and**
- 3. Forward a copy of the budget review to the Department of Local Government, Sport & Cultural Industries within 30 days of endorsement.**

CARRIED BY ABSOLUTE MAJORITY 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. REPORTS OF COMMITTEES**GENERAL PURPOSE COMMITTEE MEETING – 5 MARCH 2025****10.1 FUTURE BANKING ARRANGEMENTS****FILE REFERENCE:** F/BANI-2**REPORT DATE:** 4 March 2025**APPLICANTS/PROPONENT:** Shire of Moora**OFFICER DISCLOSURE OF INTEREST:** Author is a CBA shareholder & bank account holder.**PREVIOUS MEETING REFERENCES:** Nil**AUTHOR:** Gavin Robins, Chief Executive Officer**ATTACHMENTS:** Nil**PURPOSE OF REPORT**

The purpose of this report is for Council to consider the future banking arrangements for the Shire of Moora.

BACKGROUND

As advised at the Briefing Session of 19 February 2025, the Shire of Moora has been examining the merit of engaging a new banking service provider. The key reasons for this include;

- cost of current banking services
- inflexibility of services currently available to meet changing and short-term Shire needs
- uncompetitive interest rates on interest bearing accounts
- restricted local service availability, and
- limited understanding of local government business.

The Shire currently banks with Westpac Banking Corporation and has requested the Commonwealth Bank of Australia to submit a proposal for banking services to enable a comparison of the offering of the two banks to be undertaken.

Additional Information

Westpac submitted an updated banking proposal on 18 March 2025. As this was well after the initial report was written, and within hours of commencement of the Ordinary Council meeting, an evaluation of the proposal was not possible within the time frame available.

Recommending the item lay of the table to allow for evaluation.

COUNCIL RESOLUTION

14/25 Moved Cr Seymour, seconded Cr Dugan that item 10.1 'Future Banking Arrangements', lay on the table until the next Council meeting to allow for the conduct of a comparison of submissions received in respect of the Shire's banking arrangements.

CARRIED 7/0

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

10.2 UPDATING OF SHIRE RESERVATION BOOKING SYSTEM

FILE REFERENCE: F/BUAI

REPORT DATE: 27 February 2025

APPLICANTS/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Gavin Robins, Chief Executive Officer

ATTACHMENTS: Nil

PURPOSE OF REPORT

The purpose of this report is to recommend to Council the replacement of the existing reservation booking system with a new *Space to Co* system.

BACKGROUND

At its Briefing Session of 19 February Briefing Session, Councillors discussed the introduction of a contemporary reservation booking system to enable the Shire to deliver a more efficient and professional booking service. The Shire has persisted for some time with its increasingly inefficient and input intensive accommodation and site reservation system. An ongoing assessment of the cost of the Shire's current booking system - *Room Manager* and *Synergy* with that of a possible replacement system called '*Space to Co*', has been conducted.

COMMENT

The review conducted by the Shire has revealed the following:

- Minimal online booking completions are completed by customers compared with the high proportion (estimated 90%) of full-service bookings and support being completed by staff.
- The time-consuming booking process is resource intensive, complex, multi-screen dependent and subject to potential errors.
- 70%-80% of staff time on telephone calls is reservation management related. The total salary cost of staff involved in taking reservation calls is approximately \$247,000 per annum.
- The current booking system is inefficient – it does not advise staff of cancellations; extensions can only be made manually; the system will not accept non-accommodation bookings; only one booking can be made at a time – no multi-party booking such as clubs, can be made on-line.
- Poor system support from *Room Manager* and *Synergy*. Support calls go unanswered or wait time is protracted.

Currently, the Shire receives revenues of approximately \$512,000 per annum (2023–2024) from hiring its accommodation and other facilities.

In addition, the benefit of replacing the existing system with the proposed *Space to Co* system would deliver the Shire:

- A modern, fully online system that streamlines the booking process, delivering a more efficient, professional and responsive product for customers and staff.
- A reduction in reliance on telephone bookings to free up administrative staff to handle other critical tasks.

- A system with enhanced functionality (notifications, booking modifications, bulk bookings, detailed accommodation information) that enhances the user experience and reduces manual administrative work.
- An enhanced image displaying professionalism, efficiency and responsiveness.
- Improved customer support from the system provider due to the specialised nature of the product.

Transitioning to a more advanced, user-friendly system will significantly reduce inefficiencies, improve customer experience, and alleviate the administrative burden currently carried by the Shire. It should facilitate an increase in the rate of online bookings. The Shire would have the opportunity to share support from the following local government authorities that currently operate the Space to Co system:

- | | | | |
|-----------------------|-------------------|----------------------------------|---------------------|
| • City of Cockburn | City of Canning | City of Kwinana | City of Vincent |
| • City of Belmont | City of Kalamunda | Shire of Serpentine – Jarrahdale | |
| • Town of Cottesloe | Town of Cambridge | Shire of Denmark | Shire of Broome |
| • Shire of Dandaragan | Shire of Murray | Shire of Mundaring | Shire of Chittering |
| • Shire of Ashburton | Shire of Toodyay | Shire of Ravensthorpe | |

POLICY REQUIREMENTS

Nil

LEGISLATIVE REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

Shire of Moora Strategic Community Plan

Outcome 4.1 A Strong and diversified economic base

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

The cost associated with managing reservations in respect of these facilities is approximately \$48,700 per annum. This cost is not absolute as it embodies many estimated costs. These costs include salaries and wages, the cost of staff making individual arrangements at the Caltex service station to manage changed bookings and late arrivals, the cost of the ranger making after hours site arrangements for late arrivals, correction of errors in bookings and failure of system updates.

At an annual fee of \$53,756.00, the system is not inexpensive. In addition, the cost of transitioning the system and underpinning data will be \$4,000 with training included in this sum. The total first year cost of the system would be \$57,756.00 (excl. GST). It is estimated that this cost is at least comparable to, if not less than, the cost of operating the current system.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION (COMMITTEE RECOMMENDATION)

15/25 Moved Cr Errington, seconded Cr Gilbert that the Shire of Moora replace the present reservation booking and management system with the Space to Co reservation system, and that an appropriation for this upgrade be made in the 2025-2026 draft budget.

CARRIED 7/0

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

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

Nil

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

Nil

13. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

14. CLOSURE OF MEETING

There being no further business, the Shire President declared the meeting closed at 5.43pm.

CONFIRMED**PRESIDING MEMBER**