



Ordinary Council Meeting Minutes

Date: 22 April 2026

Venue: Council Chambers, 34 Padbury Street, Moora



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1. Declaration of Opening and Announcement of Visitors

1.1 Declaration of Opening

The Presiding Member welcomed those in attendance and opened the meeting at 5.31 pm.

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

There was no requirement for the Presiding Member to refer to the disclaimer and to advise of the recording of the meeting, as there was no public in attendance.

2. Attendance, Apologies and Approved Leave of Absence

2.1 Attendance

Councillors

KM Seymour	- President
El Hamilton	- Deputy President
SJ Gilbert	- Councillor
AJ Phillips	- Councillor
DV Clydesdale-Gebert	- Councillor
TW Dugan	- Councillor

Staff

G Robins	- Chief Executive Officer
B Hoogland	- Deputy Chief Executive Officer
G Teixeira	- Manager Financial Services
T Bates	- Financial Accountant RSM
H Ulferts	- Executive Support Officer

Public

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2.2 Apologies

M James	- Councillor
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2.3 Approved Leave of Absence

Nil.

3. Declaration of Interest

Nil.

4. Public Question Time

4.1 Response to Previous Public Questions Taken on Notice

Nil.

4.2 Public Questions

Nil.

5. Petitions, Deputations and Presentations

Nil.

6. Applications for Leave of Absence

Cr Gilbert is requesting Leave of Absence for the period of 5 May 2026 to 5 June 2026 which includes the Ordinary Council Meeting on 27 May 2026.

COUNCIL RESOLUTION

51/26 Moved Cr Dugan, seconded Cr Clydesdale-Gebert, that Council grant the request for Leave of Absence for Cr Gilbert for the period of 5 May 2026 to 5 June 2026.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.
Against: Nil.

7. Announcements by the Presiding Member and Delegates' Reports

7.1 Announcements by the Presiding Member

President Seymour

- 27 March 2026 - WALGA Mayors and Presidents Forum in Perth
- 15 April 2026 - Shire of Moora Budget Workshop
- 21 April 2026 - Annual Electors' Meeting
- 22 April 2026 - Meeting with Avon Community Services
- 22 April 2026 - Audit Entrance Meeting
- 22 April 2026 - Citizenship Ceremony at Shire of Moora

Deputy President Hamilton

- 31 March 2026 - Youth at Risk Meeting
- 15 April 2026 - Shire of Moora Budget Workshop
- 21 April 2026 - Annual Electors' Meeting
- 22 April 2026 - Meeting with Avon Community Services
- 22 April 2026 - Audit Entrance Meeting

Cr Dugan

- 31 March 2026 - Youth at Risk Meeting
- 31 March 2026 - Bushfire Advisory Committee Meeting
- 9 April 2026 - Watheroo Development Association AGM
- 15 April 2026 - Shire of Moora Budget Workshop
- 21 April 2026 - Annual Electors' Meeting
- 22 April 2026 - Meeting with Avon Community Services

Cr Clydesdale-Gebert

- 15 April 2026 - Shire of Moora Budget Workshop
- 21 April 2026 - Annual Electors' Meeting

Cr Phillips

- 21 April 2026 - Annual Electors' Meeting

Cr Gilbert

- 15 April 2026 - Shire of Moora Budget Workshop

7.2 Delegates' Reports

Nil.

8. Confirmation of Minutes**8.1 Ordinary Council Meeting – 25 March 2026****COUNCIL RESOLUTION**

52/26 Moved Gilbert, seconded Phillips, that Council confirm the Minutes of the Ordinary Council Meeting held on 25 March 2026 as a true and correct record of the meeting.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.
Against: Nil.

9. Reports of Officers**9.1 Chief Executive Officer**

Nil.

9.2 Financial Services

9.2.1 List of Payments Authorised under Delegation 1.15

Report Date	9 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Geize Teixeira, Manager Financial Services
Schedule Prepared by	Charlene Sawyer, Creditor Officer
Attachments	1. Credit Card Expenditure 2. List of Payments March 2026

Purpose of Report

For Council to note and endorse the payments made under delegated authority for March 2026

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 – Regulations 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

53/26 Moved Cr Dugan, seconded Cr Gilbert, that Council note and endorse the Payments from the Municipal and Trust Funds made under delegation 1.15.

<i>Municipal Funds</i>	<i>EFT35086-25290</i>	<i>-\$1,053,568.22</i>
<i>Municipal Cheque</i>	<i>62706-62712</i>	<i>-\$12,247.50</i>
<i>Credit Card</i>	<i>DD17360.3</i>	<i>-\$1,791.47</i>
<i>Direct Debit</i>	<i>DD17326.5 -DD17373.17</i>	<i>-\$159,759.92</i>
<i>NETT Pay</i>	<i>10/03/2026</i>	<i>-\$141,373.55</i>
<i>NETT Pay</i>	<i>24/03/2026</i>	<i>-\$144,559.97</i>

PAYMENT TOTAL FOR MARCH 2026 ***-\$1,513,300.63***

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.
Against: Nil.

9.2.2 Statement of Financial Activity for the Period Ended 31 March 2026

Report Date	17 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Travis Bate, Financial Accountant (RSM Australia)
Attachments	1. Statement of Financial Activity for the Period Ended 31 March 2026

Purpose of Report

To receive and endorse the Statement of Financial Activity for the period ended 31 March 2026.

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 – Regulation 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 the 2025/26 adopted budget.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

54/26 Moved Cr Gilbert, seconded Cr Phillips, that Council endorse the Statement of Financial Activity for the period ended 31 March 2026.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.

Against: Nil.

9.2.3 Write-Off - Unrecoverable Debts

Report Date	31 March 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Geize Teixeira, Manager Financial Services
Attachments	Nil

Purpose of Report

The purpose of this report is to provide information that supports the write-off of rates and service charges outstanding for assessments listed below. It is recommended that Council approve the write-off of monies totalling an amount of \$1,058.42, pursuant to section 6.12 (1)(c) of the Local Government Act 1995.

- A6716 - Lot 3 Prices Road MOORA – \$568.42
- A6718 - Lot 4 Prices Road MOORA – \$490.00

Background

The properties were previously owned by the State of Western Australia and were therefore not subject to rates during that period. Following their sale into private ownership, rates were applied for the full financial year.

The write-off amounts represent the non-rateable portion of the financial year when the properties were owned by the State of Western Australia. In accordance with rating principles, rates are not applicable during this period, and the adjustment ensures rates are levied only for the period of private ownership.

Details of the affected assessments are as follows:

A6716	Lot 3 Prices Road MOORA	80 Days owned by State of WA		WRIGHT. G	-\$ 568.42
A6718	Lot 4 Prices Road MOORA	80 Days owned by State of WA		WRIGHT. G	-\$ 490.00
AGENDA GRAND TOTAL WRITTEN OFF :					-\$1,058.42

Comment

The proposed write-off is administrative in nature and ensures that the rating record accurately reflects the correct ownership and rateable status of the land.

Policy Requirements

Rates Collection Procedure

(1) That as soon as practicable after 7 days following any rates or service charges falling due for payment, the CEO may issue a final notice for recovery of outstanding rates and service charges, allowing 14 days for payment.

(2) That action for recovery be taken after that time, to the extent allowed in the Act.

Small Rates Balance Write Offs

The CEO or their delegate are authorised to write off rates balances up to and including \$20.00. All amounts over \$20.00 should be referred to the Council for consideration.

Legislative Requirements

Local Government Act 1995

- Section 6.12(1)(c) – Council may write off any amount of money owed to the local government.

Local Government (Financial Management) Regulations 1996

- Regulation 5(1)(a) – The CEO must ensure proper systems exist for the collection of money owing.

Strategic Implications

Goal 5: A community that collaborates effectively, nourishes local leadership and advocates for its future.	
Outcome 5.5:	Ensure the effective and efficient corporate and administrative services.
Strategy 5.5.1:	Develop, implement and maintain Strategic Community Plan, a Corporate Business Plan, a Long Term Financial Plan and a Workforce Plan.

(Ref. Shire of Moora Corporate Business Plan)

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 write-off will reduce the current year's revenue; however, it corrects an overstatement of rates levied and ensures compliance with legislative requirements and equitable rating principles.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

55/26 Moved Cr Clydesdale-Gebert, seconded Cr Hamilton, that Council, pursuant to Section 6.12(1)(c) of the Local Government Act 1995 (WA), approves the write-off of rates and charges totalling \$1,058.42 for the non-rateable portion of the financial year for the properties listed, reflecting the period in which the land was owned by the State of Western Australia prior to transfer to private ownership.

- *A6716 - Lot 3 Prices Road MOORA – \$568.42*
- *A6718 - Lot 4 Prices Road MOORA – \$490.00*

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.
Against: Nil.

9.3 Governance and Corporate Services**9.3.1 Annual Review of Delegations**

Report Date	8 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Current Register of Delegations 2. Draft Revised Register of Delegations

Purpose of Report

To review the authorities delegated by Council to facilitate the effective administration of functions.

Background

The Local Government Act 1995 (the Act) and other legislation affecting local government in WA allows decision making to be delegated to the Chief Executive Officer, a Committee of Council or in specific instances to other officers of Council or persons.

Delegations are important to allow the effective functioning of administration, allowing appropriate decisions to be made outside of the cycle of Ordinary Council Meetings.

Although not requiring a decision of Council, in order for completeness (that is, to not require separate registers), the Register of Delegations also includes sub-delegations by the CEO, delegations by legislations and appointments of Authorised Officers.

The Act requires a review of these delegations at least once each financial year. The Shire of Moora delegations were last reviewed in March 2022 and is therefore significantly overdue.

Comment

The Register of Delegations is reviewed based on the best practice approach to delegations in local government using the current Model Delegations provided by WALGA.

Legislation is relatively stable and therefore relatively few amendments arise from changes to legislation.

The primary changes in the register have been to reflect changes to management positions, for example, Manager Assets & Regulatory Services replaced by Manager Infrastructure Services.

In format, the Register has been amended slightly to include delegations and sub-delegations on the same page and the Register will have an authorisation for the delegations in their entirety rather than each delegation being signed.

Other specific amendments include:

- Delegation 1.15 Managers currently signatories to SoM bank account updated
- Delegation 1.16 Deleted - Appointment of Acting CEO replaced by a Policy as required by legislation
- Delegation 1.17 Deleted - Nomination of Designated Employees replaced by a Policy as required by legislation
- Delegation 1.18 & 1.23 Defer, Grant Discounts, Waive or Write off Debts Manager and Recovery of Rates or Service Charges - Financial Services Manager replaces Manager Corporate Services
- Delegation 1.19 & 1.20 Invest and Manage Investments & Amend Rate Record – Add Manager Financial Services
- Delegation 1.21 & 1.22 Agreement as to Payment of Rates & Charges & Determine Due Date for Rates & Charges – Add Manager Financial Services
- Delegation 3.1 Make a Request to DFES Commissioner – Control of Fire – Add Emergency Services Manager
- Delegation 3.2 Prohibited Burning Times – Correction - Delegation can only be to President and CBFCO jointly
- Delegation 3.12 Correction of title – Prosecution of Offences not Recovery of Expenses, add Emergency Services Manager
- Delegation 3.13 Local Laws under Bushfire Act – Remove delegation as there are no such Local laws
- Delegation 4.6 Local Laws made under the Cat Act – Remove delegation as there are no such Local Laws
- Delegation 10.3 Correction of title – Access to Electoral Information not Destruction of Electoral Papers

Policy Requirements

Nil.

Legislative Requirements

The Local Government Act 1995 regulates the ability of a local government to delegate the exercise of its powers or discharge its duties under the Act.

Local Government Act 1995 s5.42 allows for the delegation of powers to the CEO.

Local Government Act 1995 s5.46 requires the annual review of the Register of Delegations.

Strategic Implications

Goal 5: Professionally, collaboratively and accountably advocate for and nurture the community.	
Outcome 5.2:	A professional and accountable organisation modelling legislative compliance, equity and tolerance actively advocating for community outcomes.
Strategy 5.2.1:	Elected Members and staff develop and implement governance processes to achieve and communicate legislative compliance.

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

Absolute Majority

COUNCIL RESOLUTION

56/26 Moved Cr Gilbert, seconded Cr Clydesdale-Gebert, that Council by Absolute Majority adopts the revised Shire of Moora Register of Delegations, Sub Delegations, Authorisations and Appointments 2025/2026 and directs the Chief Executive Officer to publish the Register on the Shire's website.

CARRIED BY ABSOLUTE MAJORITY: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.
Against: Nil.

9.3.2 Appointment of Independent Members of the Audit Risk and Improvement Committee

Report Date	8 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	47/26 – 25 March 2026
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	Provided under separate cover

Purpose of Report

To allow Council to review the Expressions of Interest received for the positions of Independent Presiding Member and Independent Deputy to the Presiding Member of the Audit Risk and Improvement Committee (ARIC).

Background

At the March 2026 Ordinary Council Meeting, Council approved the seeking of Expressions of Interest (EOIs) for the Independent positions for the ARIC, as required for the transition from the existing Audit Committee.

Comment

As the closing date for the EOIs was 20 April 2026, these have been provided separately to Council for consideration. Council therefore needs to choose an Independent Presiding Member and Deputy to the Presiding Member.

If Council does not believe an appropriate EOI has been received, Council has the option of choosing to seek further options for either or both of the Independent positions.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 Section 7.1 identify the requirement to establish an ARIC and the membership of the ARIC.

Strategic Implications

Goal 5: Professionally, collaboratively and accountably advocate for and nurture the community.	
Outcome 5.2:	A professional and accountable organisation modelling legislative compliance, equity and tolerance actively advocating for community outcomes.
Strategy 5.2.1:	Elected Members and staff develop and implement governance processes to achieve and communicate legislative compliance.

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

OFFICER RECOMMENDATION

That Council appoint as the Independent Presiding Member and as the Independent Deputy to the Presiding Member of the Audit Risk and Improvement Committee.

PROCEDURAL MOTION

57/26 Moved Cr Clydesdale-Gebert, seconded Cr Dugan, that Council amend the Officer Recommendation due to the unsuccessful Expression of Interest for an Independent Presiding Member and Deputy Presiding Member for the Audit Risk and Improvement Committee.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.

Against: Nil.

COUNCIL RESOLUTION

58/26 Moved Cr Dugan, seconded Cr Clydesdale-Gebert, that Council approve the further seeking of Expression of Interest for an Independent Presiding Member and Deputy to the Independent Presiding Member for consideration at the May 2026 Ordinary Council Meeting.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Clydesdale-Gebert, Gilbert and Phillips.

Against: Nil.

9.4 Community Development and Stakeholder Services

Nil.

9.5 Infrastructure Services

Nil.

9.6 Engineering Services

Nil.

10. Reports of Committees

Nil.

11. New Business of an Urgent Nature Introduced by Decision of Council

Nil.

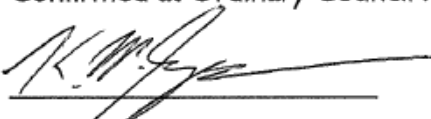
12. Matters for Which the Meeting May Be Closed

Nil.

13. Closure of Meeting

The Presiding Member thanked attendees and closed the meeting at 5.52pm.

Confirmed at Ordinary Council Meeting on 27 May 2026.



Presiding Member