



Ordinary Council Meeting Minutes

Date: 22 July 2026

Venue: Council Chambers, 34 Padbury Street, Moora

DRAFT



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UNCONFIRMED

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 5.30pm.

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

The Presiding Member is to direct the public's attention to the Disclaimer and the paragraph that advises that formal meetings of Council will be audio visually recorded.

2. Attendance, Apologies and Approved Leave of Absence

2.1 Attendance

Councillors

KM Seymour	- President
El Hamilton	- Deputy President
DV Clydesdale-Gebert	- Councillor
TW Dugan	- Councillor
SJ Gilbert	- Councillor
M James	- Councillor – via electronic means

Staff

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

Public

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2.2 Apologies

AJ Phillips	- 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

Nil.

7. Announcements by the Presiding Member and Delegates' Reports

7.1 Announcements by the Presiding Member

President Seymour

Nil.

Deputy President Hamilton

30 June 2026 - CMSHS - Agricultural Advisory Committee Meeting

2 July 2026 - Rotary Club Of Moora Change Over

Cr Dugan

Nil.

Cr Clydesdale-Gebert

Nil.

Cr Gilbert

Nil.

7.2 Delegates' Reports

Nil.

Councillor James joined the meeting at 5.35pm.

8. Confirmation of Minutes

8.1 Ordinary Council Meeting – 24 June 2026

COUNCIL RESOLUTION

80/26 Moved Cr Gilbert, seconded Cr Hamilton, that Council confirm the Minutes of the Ordinary Council Meeting held on 24 June 2026 as a true and correct record of the meeting.

CARRIED: 6/0

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

Against: Nil.

9. Reports of Officers

9.1 Chief Executive Officer

9.1.1 Grader Change Over

Report Date	14 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	62/25 – 26 November 2025 OCM
Author	Gavin Robins, Chief Executive Officer
Attachments	Nil

Purpose of Report

To recommend Council approve the purchase of a 2025 Cat 140 Grader to replace the 2016 Cat 12M grader under a lease agreement with WesTrac.

Background

During the 2025/2026 budget round, the Shire sought Council's consent to replace the 2016 Cat 12M grader for a new 2025 Caterpillar 140. The machine was to be supplied by WesTrac following the company's successful tender submission. Council approved this purchase at its Ordinary Council Meeting of November 2025.

Tenders were called through the WALGA Preferred Supplier Portal for 1 only new articulating motor grader, by trading in council's existing 2016 model Cat 12M motor Grader, Registration number 1GFO819, with 2 complying tenders being received. WesTrac was the successful tenderer.

The purchase of the grader was to be funded by borrowings from Western Australian Treasury Corporation (WATC). Discussions with WATC in respect of a funding package for the purchase of the grader intersected with the proposed WATC borrowings to fund Stage 1A of the Sport and Recreation Precinct. In addition, the Shire had also applied to borrow WATC funding to complete the remaining WACHS residences and the Housing Revitalisation Project.

Collectively, these borrowings placed the Shire in a constrained financial position. To relieve this pressure, and retain a greater future borrowing margin, it was recommended that a lease be used to fund the acquisition of the grader.

Comment

Although the budget recommendation and decision proposed that the grader be changed over by way of borrowed funding, the discussions referred to above now propose that the grader be acquired by lease finance. The acquisition of capital equipment under leasing agreements is one of the most common methods of capital equipment financing.

In consultation with WesTrac, the company has agreed to alter the financing of the purchase of the grader to a 60 x 60-month lease through WesTrac Finance, at a financed cost of \$488,730.00

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 – Section 3.57

Local Government (Functions & General) Regulations 1996 – Regulation 11 (1) & (1B)

Strategic Implications

Strategically the appropriate resourcing of heavy plant and equipment should be a priority of Council on an annual basis. Timely changing over of major plant and equipment will generally mitigate against the risk of major repairs and rebuilds.

It is understood there is always annual budget parameters and it's a difficult task to provide the appropriate fiscal resources to keep up with a plant and equipment replacement program.

In 2025-2026 Council included, in its budget, the replacement of one only articulating motor grader.

Sustainability Implications

- **Environment**

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

- **Economic**

Other than those highlighted above, 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 changeover allocation for the grader replacement is \$488,730.00 Inc GST, plus the reversible fan at a cost of \$5,000.00 plus GST.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

That Council endorse the procurement by lease of one only 2025 model Caterpillar 140 with a 12-foot mouldboard/blade at a lease cost of \$488,730.00 plus the cost of the reversible fan for \$5,000.00 excluding GST.

Motion lapsed for want of a mover.

9.2 Financial Services

9.2.1 List of Payments Authorised under Delegation 1.15

Report Date	8 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Gavin Robins, Chief Executive Officer
Schedule Prepared by	Charlene Sawyer, Creditors Officer
Attachments	1. Credit Card Expenditure 2. List of Payments June 2026

Purpose of Report

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

81/26 Moved Cr Gilbert, seconded Cr Hamilton, that Council note and endorse the Payments from the Municipal and Trust Funds made under delegation 1.15.

Municipal Funds	EFT35661-35882	-\$ 1,284,647.44
Municipal Cheque	62722-62724	-\$2,385.00
Credit Card	DD17543.2	-\$6,115.81
Direct Debit	DD17511.1-DD17572.16	-\$168,763.7
NETT Pay	02/06/2026	-\$25,197.06
NETT Pay	16/06/2026	-\$121,620.83

PAYMENT TOTAL FOR JUNE 2026

\$1,708,729.84

CARRIED: 6/0

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

Against: Nil.

9.2.2 Statement of Financial Activity for the Period Ended 30 June 2026

Report Date	16 June 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 30 June 2026

Purpose of Report

To receive and endorse the Statement of Financial Activity for the period ended 30 June 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 30 June 2026 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

82/26 Moved Cr Gilbert, seconded Cr Hamilton, that Council endorse the Statement of Financial Activity for the period ended 30 June 2026.

CARRIED: 6/0

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

Against: Nil.

9.3 Governance and Corporate Services

9.3.1 Policy Manual Review – Elected Member Policies

Report Date	7 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Briefing Session – 24 June 2026
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Media Policy from current Policy Manual 2. Presentation to Retiring Councillors from Current Policy Manual

Purpose of Report

To recommend amendments to the Shire of Moora Policy Manual two Elected Member Policies as part of the ongoing review of the Policy Manual.

Background

The *Local Government Act 1995* identifies one of the functions of a local government is to determine its policies, which need to be reviewed. There is no legislated time frame for the frequency of review of policies, and this is always a balance between the risk of outdated and ineffective or inappropriate policies and appropriate use of the resources of Council.

As part of the ongoing review, the Councillor Media and Gifts for Retiring Councillor Policies are now recommended for consideration.

Comment

The review of these Policies was considered at the June 2026 Briefing Session, to which it was advised that:

- The Media Policy is redundant given the relative roles of elected members and the Shire President and the foreshadowed state legislation relating to media/social media.
- The Gifting Policy is redundant as it repeats requirements detailed in the Local Government (Administration) Regulations.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 – s2.7 (2) (b) Identifies one of the roles of Council is to determine the policies of the local government.

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

COUNCIL RESOLUTION

***83/26 Moved Cr Hamilton, seconded Cr Dugan, that Council amend the Shire of Moora Policy Manual, as recommended, by:
Deleting the Elected Member Polices – Presentations to Retiring Councillors and Media.***

CARRIED: 6/0

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

9.3.2 Policy Manual Review – Health Policies

Report Date	8 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Health Policies from Current Policy Manual

Purpose of Report

To recommend amendments to the Shire of Moora Policy Manual, removal of two Health Policies as part of the ongoing review of the Policy Manual.

Background

The *Local Government Act 1995* identifies one of the functions of a local government is to determine its policies, which need to be reviewed. There is no legislated time frame for the frequency of review of policies, and this is always a balance between the risk of outdated and ineffective or inappropriate policies and appropriate use of the resources of Council.

As part of the ongoing review, the Food Sampling and Home and Farmstay Policies are now recommended for consideration.

Comment

Review of Food Sampling and Home and Farmstay Policies was undertaken by consultation with Council's consultant Senior Environmental Health Officer.

It is considered that both of these policies are redundant, with the guidance provided by these policies covered by legislation and industry standards and guidelines.

On that basis, it is recommended that both policies be removed from the Policy Manual.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 – s2.7 (2) (b) Identifies one of the roles of Council is to determine the policies of the local government.

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

COUNCIL RESOLUTION

*84/26 Moved Cr Clydesdale-Gebert, seconded Cr Dugan, that Council amend the Shire of Moora Policy Manual, as recommended, by:
Deleting the Food Sampling and Home and Farmstay Policies.*

CARRIED: 6/0

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

9.3.3 Policy Manual Review – Purchasing and Tenders Policy

Report Date	9 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Purchasing and Tenders Policy Draft

Purpose of Report

To recommend an amendment to the Purchasing and Tenders Policy to allow for Panels of Pre-Qualified Suppliers.

Background

Management is considering creating Panels of Pre-Qualified Suppliers for procurement of goods and services, particular trade services. The Purchasing and Tenders Policy needs to be amended to permit this.

Comment

Management believes that Panels of Pre-Qualified Suppliers should improve operations through procurement efficiencies:

- By minimising the requirement to obtain quotes
- By seeking competitive rates from suppliers of specific goods/services

The *Local Government (Functions and General) Regulations* permit this type of requirement if Council has adopted relevant Policies with specific parameters that must be considered.

It is therefore recommended that Council approve the amendments to the Purchasing and Tenders Policy to permit Panels of Pre-Qualified Suppliers and set appropriate processes for advertising and communications.

Policy Requirements

Nil.

Legislative Requirements

Local Government (Functions and General) Regulations 1996 – R.24AB allows for the establishment of Panels of Pre-Qualified Suppliers. R.24AC – R.24AJ specify the requirements prior to establishment of Panels and their operation.

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

COUNCIL RESOLUTION

85/26 Moved Cr Gilbert, seconded Cr Clydesdale-Gebert, that Council amend the Shire of Moora Purchasing and Tenders Policy as recommended.

CARRIED: 6/0

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

9.3.4 Meeting Attendance Fees – Delegated Elected Member

Report Date	8 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	Nil

Purpose of Report

To determine a meeting attendance fee for meetings where an Elected Member has been delegated to attend by Council.

Background

The Local Government Act 1995 (the Act) and the *Local Government (Administration) Regulations 1996* have been amended allowing/requiring payment of meeting attendance fees for a meeting where “the council member is representing a local government as a delegate elected or appointed by the local government”.

However, the entitlement for payment ceases should the delegate be paid by the person who organises the meeting.

Comment

Council has set fees for meeting attendance for Ordinary Monthly Meetings and Special Meetings of Council, as well as Committee Meetings.

The changes to legislation mentioned above detail that a Councillor attending a prescribed meeting may be entitled to a fee, where Council has determined that such a fee should apply.

The prescribed meeting types, relevant to Moora Shire Council provided the attendee is a delegate, are:

- Meeting of a Regional Road Group
- Meeting other than a Council/Committee meeting where the council member is representing Council

The fees set by the Salaries and Allowances Tribunal allow for payment in a range for band 3 Councils of \$114 to \$244.

Management are seeking guidance from Council as to whether Council wishes to apply the fee and if so, at what amount and for which meetings.

The recommendation provided is on the basis that Council does wish to apply the meeting attendance fee, that this would be at the highest amount allowed for in the range set by SAT and that this would apply to delegations at Council's post election meetings or as specifically decided by Council (eg RRG or BFAC) but not ad hoc meetings (eg Youth at Risk).

Council, may, of course, determine alternatives to the recommendation.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 – s5.98 specifies Fees, reimbursements and allowances for council members and (2A) guides allows for meetings of prescribed types.

Local Government (Administration) Regulations 1996 provides the details relating to Meeting attendance fees and (3A) identifies the prescribed types of meetings.

The Salaries and Allowances Tribunal's *Local Government Chief Executive Officers and Elected Council Members Determination* No 1 of 2026 provides details of payment amounts.

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

86/26 Moved Cr Dugan, seconded Cr Clydesdale-Gebert, that Council by Absolute Majority applies a meeting attendance fee of \$244 for Councillors attending prescribed meetings as per Regulation 30 Section 3A of Local Government Administration Regulations 1996.

CARRIED BY ABSOLUTE MAJORITY: 6/0

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

Against: Nil.

9.3.5 General Purpose Committee Meetings

Report Date	08 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	40/26 – 25 March 2026
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	Nil

Purpose of Report

To determine from Council the future with respect to holding, or discontinuing, General Purpose Committee Meetings.

Background

The March 2026 Ordinary Council Meeting resolved:

1. Council discontinue holding the General Purpose Committee Meetings every second Wednesday of the month, and only hold these Committee Meetings on an as needs basis for a trial period up to 30 June 2026; and
2. an Agenda item be brought to the July 2026 Ordinary Council Meeting to determine the timing for holding General Purpose Committee meetings in the future

This report addresses Council direction to refer the matter to this Ordinary Council Meeting.

Comment

The report to the March 2026 Ordinary Council Meeting noted the resourcing issues arising from holding the General Purpose Committee Meetings and the significant overlap with both Briefing Sessions and Ordinary Council meetings.

The Report further highlighted that, should one or more issues arise requiring consideration by Council, this could (and can) be arranged promptly, as required. On that basis, Council agreed with the recommendation, effectively to trial the suspension of General Purpose Committee meetings.

From a management point of view, the trial has achieved the objectives, in terms of reducing the resource requirements of preparation of materials for a whole of Council Meeting, as well as minuting and enacting any matter arising. Management has not perceived any noticeable issues relating to canvassing issues with Council nor appropriate communication with Council.

Management is not aware of any concerns or issues raised by Council during the trial period. On that basis, it is recommended that Council discontinue General Purpose Committee Meetings completely.

Council may, of course, consider alternative options, including but not limited to:

- Extending the trial period
- Resuming General Purpose Committee Meetings (either monthly or at some other frequency)

Policy Requirements

Nil.

Legislative Requirements

The *Local Government Act 1995* – s5.3 requires Council to hold Ordinary Monthly Council Meetings; s5.8 – s5.10 authorises Council to form Committees and hold Committee Meetings

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

COUNCIL RESOLUTION

87/26 Moved Cr Dugan, seconded Cr Gilbert, that Council discontinue holding General Purpose Committee Meetings on an ongoing basis and only hold these Committee Meetings as required.

CARRIED: 6/0

For: Crs Seymour, Hamilton, Dugan, Gilbert, Clydesdale-Gebert and James.
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 6.11pm.