



Ordinary Council Meeting Minutes

Date: 24 June 2026

Time: 5.30pm

Venue: Council Chambers, 34 Padbury Street, Moora

DRAFT



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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 5.33pm.

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
M James	- Councillor
AJ Phillips	- Councillor
DV Clydesdale-Gebert	- Councillor
TW Dugan	- Councillor
SJ Gilbert	- Councillor

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

Mr F Daffen
Ms H Bradford

2.2 Apologies Nil.

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

Mr Flynn Daffen and Ms Holly Bradford asked Council for an update on the purchasing process of Lot 101 Dookling Drive, Miling.

The Chief Executive Officer replied that Council was scheduled to consider a recommendation on this matter under the section of the agenda dealing with confidential issues. The Chief Executive Officer advised that Mr Daffen and Ms Bradford would be informed of the outcome of Council's consideration.

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

19 June 2026 - Avon Midland Zone meeting in Toodyay

Deputy President Hamilton

4 June 2026 - WALGA Training in Perth

5 June 2026 - WALGA Training in Perth

18 June 2026 - Moora Miling Pasture Improvement Group Seeding Cut Out

Cr Dugan

Nil.

Cr Clydesdale-Gebert

4 June 2026 - WALGA Training in Perth

5 June 2026 - WALGA Training in Perth

Cr Phillips

4 June 2026 - WALGA Training in Perth

5 June 2026 - WALGA Training in Perth

Cr James

Nil.

Cr Gilbert

Nil.

7.2 Delegates' Reports

Nil.

8. Confirmation of Minutes**8.1 Ordinary Council Meeting – 27 May 2026****COUNCIL RESOLUTION**

70/26 Moved Cr Clydesdale-Gebert, seconded Cr Dugan, that Council confirm the Minutes of the Ordinary Council Meeting held on 27 May 2026 as a true and correct record of the meeting.

CARRIED: 7/0

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

Against: Nil.

PROCEDURAL MOTION

71/26 Moved Cr Gilbert, seconded Cr Hamilton, that Council suspend Standing Orders to amend the order of the agenda and discuss Item 12 "Matters for Which the Meeting May Be Closed" before Item 9 "Officers Reports".

CARRIED: 7/0

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

Against: Nil.

9. Matters for Which the Meeting May Be Closed

9.1 Sale of Land – LOT 101, Dookling Drive, Miling

Report Date	12 June 2026
Applicant/Proponent	Mr Flynn Daffen
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Gavin Robins, Chief Executive Officer
Attachments	Nil

Voting Requirements

Simple Majority

PROCEDURAL MOTION

72/26 Moved Cr Gilbert, seconded Cr Phillips, that Council close the meeting to the public at 5.38pm to consider the Sale of Lot 101, Dookling Drive, Miling, in accordance with section 5.23(2)(e) of the Local Government Act 1995.

CARRIED: 5/2

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

Apart from the Chief Executive Officer, all staff members and members of the public left the Council Chambers at 5.38pm. The meeting stopped recording to the public and moved behind closed doors.

Voting Requirements

Simple Majority

PROCEDURAL MOTION

73/26 Moved Cr Gilbert, seconded Cr Dugan, that Council open the meeting to the public at 5.52pm.

CARRIED: 7/0

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

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

74/26 Moved Cr Gilbert, seconded Cr Phillips, that Council approve the statutory public notice of the prospective sale of Lot 101 Dookling Drive, Miling, in accordance with the Local Government Act 1995.

CARRIED: 7/0

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

75/26 Moved Cr Gilbert, seconded Cr Phillips, that Council approve, subject to the expiry of the public notice period and consideration of any public comment, the sale of Lot 101 Dookling Drive, Miling, on suitable terms as agreed by the Shire for no less than \$18,000 (GST Inc).

CARRIED: 7/0

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

76/26 Moved Cr Gilbert, seconded Cr Dugan, that Council consent to rezone Lot 101 Dookling Drive, Miling from "Rural Townsite" to land use categorised as "Light Industry", as an "A" category use within the Rural Townsite of Miling in accordance with the Shire of Moora Town Planning Scheme No. 4.

CARRIED: 7/0

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

Mr Daffen and Ms Bradford left the meeting at 5.56pm.

10. Reports of Officers

10.1 Chief Executive Officer

Nil.

10.2 Financial Services

10.2.1 List of Payments Authorised under Delegation 1.15

Report Date	9 June 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 May 2026

Purpose of Report

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

77/26 Moved Cr Gilbert, seconded Cr James, that Council note and endorse the Payments from the Municipal and Trust Funds made under delegation 1.15.

Municipal Funds	EFT35479-35660	-\$ 1,761,065.44
Municipal Cheque	62718-62721	-\$2,636.75
Credit Card	DD17499.4	-\$4,691.23
Direct Debit	DD17454.1-DD17501.10	-\$121,310.04
NETT Pay	05/05/2026	-\$133,588.67
NETT Pay	20/05/2026	-\$122,943.82

PAYMENT TOTAL FOR MAY 2026 **\$2,146,235.95**

CARRIED: 7/0

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

10.2.2 Statement of Financial Activity for the Period Ended 31 May 2026

Report Date	17 May 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 May 2026 (This attachment will be circulated as a late item)

Purpose of Report

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

78/26 Moved Cr Hamilton, seconded Cr Gilbert, that Council endorses the Statement of Financial Activity for the period ended 31 May 2026.

CARRIED: 7/0

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

10.3 Governance and Corporate Services

10.3.1 Policy Manual Review – Works and Plant Policies

Report Date	10 June 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Works and Plant Policies from Current Policy Manual 2. Works and Plant Policies as recommended

Purpose of Report

To recommend amendments to the Shire of Moora Policy Manual relating to Works and Plant 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, Works and Plant Policies are now recommended for consideration.

Comment

The Works and Plant Policies cover a variety of topics and are therefore addressed individually rather than generally:

4.1 Farm Drainage – although this Policy is not applied often, the Policy is still useful and the terms appropriate and is therefore recommended for adoption unchanged, the title being amended to more generally reflect Earthworks in the Shire, rather than specifically to farms – Earthworks Affecting Council Drainage Policy.

4.2 Crossover Policy – similarly, this Policy is not applied often, but is still useful in clarifying Council's requirements and contributions towards crossovers. Although the intent and the terms are generally still fit for purpose, the wording has been simplified and specific amounts replaced with reference to Fees and Charges.

4.3 Plant – is recommended to be deleted in its entirety, as the terms are outdated and the intent is dealt with in Council's adopted Motor Vehicle and Procurement Policies.

4.4 Picking of Wildflowers Policy – The intent of the Policy is still relevant, but is broader than picking of wildflowers. It is therefore recommended that the title of the Policy be changed to Disturbance of Soil or Flora on Council Reserves and the wording re-arranged accordingly.

4.5 Brick Paved Footpath – A Policy to guide footpath management is still relevant and many of the conditions appropriate, although unnecessarily complex. As the Policy is broader than brick paved footpaths, it is recommended that the Policy be titled Footpath Management. The recommended Policy has been drafted to still retain the intent, but provide more general guidance rather than detail and technical specifications.

4.6 Donations of Work to Organisations – This Policy is considered necessary and appropriate and can be retained with minor changes.

4.8 Council Heavy Transport Vehicle Policy – Since adoption/review of this Policy, legislation has been adopted, which makes this redundant and the policy can be deleted in its entirety.

4.9 Use of Council Plant at Fires – Although the intent and content of the Policy is still relevant, it is considered that this should be guided by a CEO adopted Procedure due to its operational nature.

4.10 Loan/Use of Council Plant/Equipment – It is recommended that this Policy be deleted in its entirety as being no longer necessary or appropriate.

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. Although there is a Policy specifically related to disturbance of flora, the intent is unchanged.
- **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

79/26 Moved Cr Dugan, seconded Cr Clydesdale-Gebert, that Council amend the Shire of Moora Policy Manual with respect to Works and Plant Policies, as recommended, by:

1. Deleting the following Policies:

4.3 Plant

4.8 Heavy Transport Vehicle

4.9 Use of Council Plant at Fires

4.10 Use of Council Plant by Employees

and;

2. Adopting the following Policies:

(a) Policies Earthworks affecting Council drainage

(b) Crossovers

- (c) Disturbance of soil or flora on Council reserves*
- (d) Footpath management*
- (e) Donations of work to organisations*

CARRIED: 7/0

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

Against: Nil.

10.4 Community Development and Stakeholder Services

Nil.

10.5 Infrastructure Services

Nil.

10.6 Engineering Services

Nil.

11. Reports of Committees

Nil.

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

Nil.

13. Closure of Meeting

The Presiding Member thanked attendees and closed the meeting at 6.10pm.