



Ordinary Council Meeting Agenda

Date: 26 August 2026

Time: 5.30pm

Venue: Council Chambers, 34 Padbury Street, Moora



Shire of Moora Notice of Ordinary Council Meeting

Notice is hereby given that the next Ordinary Council Meeting will be held in the Council Chambers, 34 Padbury Street, Moora on **Wednesday, 26 August 2026** commencing at **5.30pm**.

Yours faithfully,



Gavin Robins
Chief Executive Officer

20 August 2026

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SHIRE OF MOORA
WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

Chief Executive Officer
Shire of Moora
PO Box 211
MOORA WA 6510

Dear Sir/Madam,

Re: Written Declaration of Interest in Matter Before Council

I, ⁽¹⁾ _____ wish to declare an interest in the following item to be considered by Council at its meeting to be held on ⁽²⁾ _____.

Agenda Item & Title ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- ☐ Financial pursuant to Section 5.60A of the Local Government Act 1995
☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
☐ Shire of Moora Code of Conduct for Council Members, Committee Members and Candidates.

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

Yours faithfully,

Signed

Date

1. Insert your name.
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

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1. Declaration of Opening and Announcement of Visitors

1.1 Declaration of Opening

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

2.2 Apologies

2.3 Approved Leave of Absence

3. Declaration 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.

4. Public Question Time

4.1 Response to Previous Public Questions Taken on Notice

4.2 Public Questions

5. Petitions, Deputations and Presentations

6. Applications for Leave of Absence

7. Announcements by the Presiding Member and Delegates' Reports

7.1 Announcements by the Presiding Member

7.2 Delegates' Reports

8. Confirmation of Minutes

8.1 Ordinary Council Meeting – 22 July 2026

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Council Meeting held on 22 July 2026 as a true and correct record of the meeting.

8.2 Special Council Meeting – 12 August 2026

RECOMMENDATION

That Council confirm the Minutes of the Special Council Meeting held on 12 August 2026 as a true and correct record of the meeting.

9. Reports of Officers

9.1 Chief Executive Officer

9.1.1 Appointment of Independent Members of Audit Risk and Improvement Committee

Report Date	19/08/2026
Officer Disclosure of Interest	Nil
Previous Meeting References	47/26 – 25 March 2026 OCM 58/26 – 22 April 2026 OCM 66/26 – 27 May 2026 OCM
Author	Gavin Robins, Chief Executive Officer
Attachments	Nil

Purpose of Report

For Council to consider 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. The seeking of EOIs was extended at the April 2026 Ordinary Council Meeting to provide sufficient time to enable potential candidates to register their interests.

Comment

The closing date for the EOIs was 22 May 2026, however, this date was not achievable for numerous reasons. Three potential candidates indicated an interest in participating in the roles. Subsequently, Ms Shilo Bailey was the only candidate to submit her name and details as a suitable candidate for the role.

Ms Bailey is an experienced business owner, accountant, and board member with over 20 years of experience in financial management, governance, strategic planning, and business operations. Proven ability to provide sound financial oversight, support effective governance, and contribute to sustainable organisational growth. Brings commercial insight gained through public practice accounting, business ownership, marketing leadership, and active community board service.

She holds an Education Master of Accounting Curtin University (2006–2008) and a Bachelor of Commerce, Curtin University (2002 – 2004). Prior to commencing her own accounting practice, Ms Bailey was employed by RSM Accounting for six years.

The field of candidates did not yield a suitable Independent Deputy to the Presiding Member. Although the Independent Deputy position is vacant, it is believed that the present recommendation has the capacity to ensure the integrity of the overall role and transparent conduct of the committee's business. Council would remain alert to the vacancy while being mindful of the vacancy and any steps necessary to fill the vacancy.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 – Section 7.1 identifies 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 Ms Shilo Bailey as the Independent Presiding Member and remain alert to potential candidates who may fill the vacancy of Independent Deputy to the Presiding Member of the Audit Risk and Improvement Committee.

9.2 Financial Services

9.2.1 List of Payments Authorised under Delegation 1.15

Report Date	18 August 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 July 2026

Purpose of Report

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

OFFICER RECOMMENDATION

That Council note and endorse the Payments from the Municipal and Trust Funds made under delegation 1.15.

Municipal Funds	35883-36023	-\$ 772,501.13
Municipal Cheque	62725-62733	-\$2,795.00
Credit Card	DD17629.14	-\$1,973.01
Direct Debit	DD17600.1-DD17629.20	-\$117,772.53
NETT Pay	01/07/2026	-\$123,607.93
NETT Pay	15/07/2026	-\$122,634.90
NETT Pay	29/07/2026	-\$140,000.21

PAYMENT TOTAL FOR JULY 2026

\$1,281,284.71

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

Report Date	20 July 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Travis Bate, Financial Accountant (RSM Australia)
Attachments	I. Statement of Financial Activity for the Period Ended 30 July 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 30 July 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 July 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

OFFICER RECOMMENDATION

That Council endorse the Statement of Financial Activity for the period ended 30 July 2026.

9.3 Governance and Corporate Services

9.3.1 Policy Manual Review – Bush Fire Control Policy

Report Date	3 August 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Bush Fire Control Policy from Current Policy Manual 2. Proposed Bush Fire Control Policy

Purpose of Report

To recommend amendments to the Shire of Moora Policy Manual, replacing the Bush Fire Control Policy as part of the ongoing review of the Policy Manual.

Background

The Local Government Act 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 Bush Fire Control Policy is now recommended for consideration.

Comment

A review of the Bush Fire Control Policies was undertaken in consultation with Council's Emergency Services Manager.

It is considered that the existing Policy includes detail and clauses inappropriate and unnecessary for Policy level and which are either redundant, outdate or covered by legislation or procedure level documents.

On that basis, a simplified Bush Control Policy is recommended, which still expresses the Shire of Moora intent to manage the risk of bush fire to the community.

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.

Bush Fires Act 1954

Bush Fire Regulations 1978

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 amend the Shire of Moora Policy Manual, replacing the existing Bush Fire Control Policy with the recommended replacement Policy.

9.3.2 New Policy – Elected Member Dress Guide

Report Date	3 August 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Briefing Session – 22 July 2026
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Draft proposed Councillor Dress Guide

Purpose of Report

To provide a draft Dress Guide for Shire of Moora Elected Members for consideration for incorporation in the Policy Manual.

Background

The Local Government Act identifies one of the functions of a local government is to determine its policies. A draft Councillor Dress Guide was provided to the 22 July 2026 Briefing Session which directed that this be reported for Council consideration.

Comment

This draft Dress Guide was presented to the July 2026 Briefing Session, seeking direction from Council, with respect to:

- Is such a Dress Guide necessary or desirable, and
- If so, is the guidance provided in the draft document appropriate

The Briefing Session directed that the draft Guide be reported to An Ordinary Council Meeting for consideration. No amendments to the document were recommended by Council and therefore the same Dress Guide is provided for Council consideration.

It is noted that this is provided as a “Guide”, not a “Policy”. On that basis, instances where the guide may be considered not to have been followed are considered “a dispute” for review by the CEO and not a “breach of the Code of Conduct” which has a legislated investigation and resolution process.

Policy Requirements

Council has adopted the Code of Conduct for Council Members, Committee Members and Candidates, which is included in the Shire of Moora Policy Manual. The Code of Conduct does not directly refer to or guide the Dress of Elected Members, referring, rather, to relationships:

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy, and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe, and productive work environment.

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.

The *Local Government Act 1995* requires the Shire of Moora to have a Code of Conduct.

Local Government (Model Code of Conduct) Regulations 2021 stipulates the required clauses of the Code of Conduct.

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 adopt the Dress Guide for Elected Members for inclusion in the Shire of Moora Policy Manual.

9.4 Community Development and Stakeholder Services

Nil.

9.5 Infrastructure Services

Nil.

9.6 Engineering Services

Nil.

10. Reports of Committees

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

12. Matters for Which the Meeting May Be Closed

13. Closure of Meeting