Ordinary Council Meeting
Minutes

Date: 26 August 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 5.30pm.

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
EI Hamilton	- Deputy President
DV Clydesdale-Gebert	- Councillor
TW Dugan	- Councillor
SJ Gilbert	- Councillor
M James	- Councillor
AJ Phillips	- Councillor

Staff

G Robins	- Chief Executive Officer
B Hoogland	- Deputy Chief Executive Officer
H Ulferts	- Executive Support Officer

Public

-

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

There are three questions taken on notice at the Special Council meeting which was held on 12 August 2026. Some of these questions have been provisionally answered as the responses have required deeper clarification; this process is currently underway.

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

30 July 2026	- LEMC Meeting in Moora
4 August2026	- Chamber of Commerce Sundowner in Moora
20 August 2026	- Avon Midland Zone meeting in Bindoon
21 August 2026	- Wheatbelt Forum Chittering Shire

Deputy President Hamilton

5 August2026	- Budget Workshop
20 August 2026	- Youth at Risk meeting
21 August 2026	- Wheatbelt Forum Chittering Shire

Cr Dugan

20 August 2026	- Youth at Risk meeting

Cr Clydesdale-Gebert

Nil.

Cr James
30 July 2026 - LEMC Meeting in Moora

Cr Gilbert
Nil.

Cr Phillips
Nil.

7.2 Delegates' Reports

Nil.

8. Confirmation of Minutes

8.1 Ordinary Council Meeting – 22 July 2026

COUNCIL RESOLUTION

90/26 Moved Cr Phillips, seconded Cr Dugan, that Council confirm the Minutes of the Ordinary Council Meeting held on 22 July 2026 as a true and correct record of the meeting.

CARRIED: 7/0

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

8.2 Special Council Meeting – 12 August 2026

COUNCIL RESOLUTION

91/26 Moved Cr Gilbert, seconded Cr Hamilton, that Council confirm the Minutes of the Special Council Meeting held on 12 August 2026 as a true and correct record of the meeting.

CARRIED: 7/0

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

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 August 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 future 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

COUNCIL RESOLUTION

92/26 Moved Cr Gilbert, seconded Cr Phillips, 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.

CARRIED: 7/0

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

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

COUNCIL RESOLUTION

93/26 Moved Cr Gilbert, seconded Cr Phillips, 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**

CARRIED: 7/0

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

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	1. 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

COUNCIL RESOLUTION

94/26 Moved Cr Gilbert, seconded Cr Phillips, that Council discuss the paper at the next Ordinary Council Meeting in September.

CARRIED: 7/0

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

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

COUNCIL RESOLUTION

95/26 Moved Cr Hamilton, seconded Cr Gilbert, that Council amend the Shire of Moora Policy Manual, replacing the existing Bush Fire Control Policy with the recommended replacement Policy.

CARRIED: 7/0

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

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

COUNCIL RESOLUTION

96/26 Moved Cr Gilbert, seconded Cr Phillips, that Council adopt the Dress Guide for Elected Members for inclusion in the Shire of Moora Policy Manual.

CARRIED: 4/3

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

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

11.1 Housing for Medical Staff

Voting Requirements
Simple Majority

PROCEDURAL MOTION

97/26 Moved Cr Clydesdale-Gebert, seconded Cr Gilbert, that Council accept "Item 11.1 Housing for Medical Staff" as a late item to the agenda.

CARRIED: 7/0

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

Report Date	19 August 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Gavin Robins, Chief Executive Officer
Attachments	Nil

Voting Requirements
Simple Majority

PROCEDURAL MOTION

98/26 Moved Cr Dugan, seconded Cr Hamilton, that Council close the meeting to the public at 5.51pm to consider a new residence for medical staff, in accordance with section 5.23(4)(b) of the Local Government Act 1995.

CARRIED: 7/0

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

Voting Requirements
Simple Majority

PROCEDURAL MOTION

99/26 Moved Cr Clydesdale-Gebert, seconded Cr Dugan, that Council open the meeting to the public at 5.53pm.

CARRIED: 7/0

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

Voting Requirements
Simple Majority

COUNCIL RESOLUTION

100/26 Moved Cr Clydesdale-Gebert, seconded Cr Hamilton, that Council approve the recommendation that a new three-bedroom residence for medical officer accommodation be built on Carnaby Place at an expected cost of $550,000 - $620,000 (GST Inc), subject to final budget approval.

CARRIED: 7/0

For: Crs Seymour, Hamilton, Dugan, Gilbert, James, Phillips and Clydesdale-Gebert.
Against: 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 5.54pm.