

SHIRE OF MOORA



ORDINARY COUNCIL MEETING

AGENDA

ORDINARY COUNCIL MEETING
TO BE HELD IN THE
Council Chambers, 34 Padbury Street, Moora
Wednesday 21 May 2025 at 5.30pm

Shire of Moora

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 21 May 2025** commencing at **5.30pm**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'GW Robins', is written over a faint, light blue circular official stamp.

GW Robins
Chief Executive Officer

21 May 2025

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Members of the public should note that no action should be taken on any application or item discussed at a council meeting prior to written advice on the resolution of Council being received.

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Agenda and minutes are available on the Shire's website www.moora.wa.gov.au

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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I. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**I.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.

I.2 DISCLAIMER

The Presiding Member directed 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 / APPROVED LEAVE OF ABSENCE**ATTENDANCE**

TL Lefroy	-	President / Presiding Member
SJ Gilbert	-	Deputy President
DV Clydesdale-Gebert	-	Councillor
KM Seymour	-	Councillor
SA Bryan	-	Councillor
TL Errington	-	Councillor
TW Dugan	-	Councillor
GW Robins	-	Chief Executive Officer
B Hoogland	-	Deputy Chief Executive Officer
G Teixeira	-	Manager Financial Services

APOLOGIES

SA Bryan	-	Councillor
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3. DECLARATIONS 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**

Nil

4.2 PUBLIC QUESTIONS

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER

7.1 DELEGATES REPORTS

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING - 16 APRIL 2025

That the Minutes of the Ordinary Meeting of Council held on 16 April 2025 be confirmed as a true and correct record of the meeting.

9. REPORTS OF OFFICERS

9.1 GOVERNANCE AND CORPORATE SERVICES

9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.15

REPORT DATE: 6th May 2025

OFFICER DISCLOSURE OF INTEREST: Nil

AUTHOR: RSM Accountants

SCHEDULE PREPARED BY: Charlene Sawyer, Creditors Officer

ATTACHMENTS: Accounts Paid Under Delegated Authority

PURPOSE OF REPORT

For Council to note and endorse the payments made under delegated authority for April 2025 and a listing of these payments is attached.

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 – Reg.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 notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.15

Municipal Funds	EFT33240 - 33459	-\$1,357,806.74
Municipal Cheque	62662 - 62665	-\$3,701.50
Credit Card	DD16782.13	-\$17,996.98
Direct Debit	DD16733.1 – DD16782.19	-\$147,117.86
NETT Pay	08/04/2025	-\$114,360.22
NETT Pay	22/04/2025	-\$116,092.15

PAYMENT TOTAL FOR APRIL 2025

-\$ 1,757,165.45

9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MARCH 2025**REPORT DATE:** xx Xxx 2025**OFFICER DISCLOSURE OF INTEREST:** Nil**PREVIOUS MEETING REFERENCES:** Nil**AUTHOR:****ATTACHMENTS:** Statement of Financial Activity for the Period Ended 31 March 2025**PURPOSE OF REPORT**

To receive and endorse the Statement of Financial Activity for the period ended 31 March 2025.

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, Clause 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 2024/25 adopted budget.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council endorses the Statement of Financial Activity for the period ended 31 March 2025.

9.1.3 ADOPTION OF THE 2023/24 ANNUAL REPORT

APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: 2023/2024 Annual Report

PURPOSE OF REPORT

The purpose of the report is for Council to consider the adoption of the 2023-2024 Annual Report and set a date for the Annual Electors Meeting.

BACKGROUND

The *Local Government Act 1995* requires local government authorities to prepare an Annual Report for each financial year. Section 5.54 of the Act states that the annual report for the financial year is to be accepted by absolute majority by no later than 31 December of the particular year, unless the auditor's report is not available in time. In which case, the Annual Report is to be adopted within two months of the Auditor's Report being adopted.

COMMENT

The Draft Annual Report for the 2023-2024 Financial Year is provided as an attachment.

LEGISLATIVE & POLICY REQUIREMENTS

Sections 5.27, 5.29, 5.54, 5.55 and 6.4 set out LGA obligations in respect of reporting, notice and handling of annual reports. Regulation 15 of the Local Government (Administration) Regulations 1996 details the matters and content that needs to be presented in Annual reports and at Annual Electors meetings.

STRATEGIC IMPLICATIONS

The presentation of the Annual Report and conduct of the Annual Electors Meeting provide an opportunity for Council to advise the community of its strategies and plans and outcomes against these instruments. The Annual Electors Meeting provides the community to the opportunity of engaging with Council.

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

There are no direct financial issues arising from this report.

VOTING REQUIREMENTS

Absolute Majority Required

OFFICER RECOMMENDATION

That Council

- 1. Adopt the 2023/24 Annual Report with the inclusion of;***
 - Shire Presidents Report***
 - Chief Executive Officer's Report***
 - Financial Report for the Period Ended 30 June 2024***
 - Independent Audit Report for the Period Ended 30 June 2024***
- 2. Conduct the Electors Meeting at 6.00PM on 4 June 2025 following the General-Purpose Committee meeting.***

9.1.4 NEW POLICY – ANNUAL OFFICE CLOSURE

FILE REFERENCE: PL/POP1-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Proposed new Policy – Annual Office Closure

PURPOSE OF REPORT:

This report recommends that Council adopt a new Policy – Annual Office Closure.

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 well as reviewing existing policies, management will be recommending new Policies if there is perceived to be a significant requirement.

COMMENT:

It is the practice of the Shire of Moora to close the office and works depot. It is recommended that Council adopt a Policy to authorise this and outline appropriate controls and arrangements.

POLICY REQUIREMENTS:

The report relates directly to the Annual Office Closure Policy.

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

There is no specific legislation relating to this Policy.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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**
Without appropriate measures in place, making Council services unavailable for any significant period can have negative community impacts. The conditions outlined in the Policy mitigate this.

FINANCIAL IMPLICATIONS:

Nil

VOTING REQUIREMENTS

Simple Majority Required

RECOMMENDATION

That Council adopt the Annual Office Closure Policy.

9.1.5 NEW POLICY – CARETAKER PERIOD FOR SHIRE ELECTIONS

FILE REFERENCE: PL/POP1-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Policies: Proposed Policy – Caretaker Period for Shire Elections

PURPOSE OF REPORT:

This report recommends that Council adopt a new Policy – Caretaker Period for Shire Elections

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 well as reviewing existing policies, management will be recommending new Policies if there is perceived to be a significant requirement.

COMMENT:

One of the matters arising from the reforms of the Local Government Act was the requirement of Councils to observe a Caretaker Period prior to and during local government elections. This endeavours to reduce the risk of Councils making inappropriate decisions that might impact on a new incoming Council or inappropriately influence the voting process in the Shire.

The reforms do not require the adoption of a Policy and generally policies that only stipulate the requirements of legislation are of limited benefit.

However, this Policy has the benefit of:

- Making clear the intent of Council with respect to behaviour during the caretaker period, for elected members, candidates, management, staff and the community
- Providing the guidelines in a format that is more readily accessible than Acts and Regulations

On that basis adoption of the Policy is recommended.

POLICY REQUIREMENTS:

The report relates directly to a new Caretaker Period for Shire Elections Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Caretaker Period for Shire Elections Policy as proposed.

9.1.6 NEW POLICY – FRAUD AND MISCONDUCT**FILE REFERENCE:**

PL/POPI-2

REPORT DATE:

30 April 2025

APPLICANT/PROPONENT:

Shire of Moora

OFFICER DISCLOSURE OF INTEREST:

Nil

PREVIOUS MEETING REFERENCES:

Nil

AUTHOR:

Bob Hoogland, Deputy CEO

ATTACHMENTS:

Policies: Proposed Policy – Fraud and Misconduct

PURPOSE OF REPORT:

This report recommends that Council adopt a new Policy – Fraud and Misconduct.

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 well as reviewing existing policies, management will be recommending new Policies if there is perceived to be a significant requirement.

COMMENT:

Fraud and misconduct are serious issues. Although incidents of this type are not likely to occur, the consequences can be very significant, not just in monetary terms (although this may be substantial) but also in damage to Council's reputation and trust with our community. On that basis, steps to mitigate the risk are warranted.

This Policy highlights the priority of fraud and misconduct prevention and confirms that Council's approach is zero tolerance and its intention is that reporting is strongly encouraged, and incidents are investigated, taken seriously and acted upon.

POLICY REQUIREMENTS:

The report relates directly to a new Fraud & Misconduct Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

OFFICER RECOMMENDATION

That Council adopt the Fraud and Misconduct Policy as proposed.

9.1.7 POLICY – HONOURARY FREEMAN

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Existing Policies from Policy Manual – Freeman and Councillors
Honour Board, proposed Policy Honorary Freeman

PURPOSE OF REPORT:

This report recommends that Council adopt the proposed Honorary Freeman Policy.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. As previously advised, it is the intention of management to progressively review all of Council's adopted policies for review. This report presents a revised Honorary Freeman Policy for consideration.

COMMENT:

The existing Honorary Freeman Policy seems fit for purpose and therefore the content and intent is unchanged. The layout has been amended to incorporate headings.

A separate existing Policy for a Councillor Honour Board has been incorporated into this Policy.

POLICY REQUIREMENTS:

The report relates directly to the Honorary Freeman Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

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 Required

RECOMMENDATION

That Council adopt the revised Honorary Freeman Policy as presented.

9.1.8 REVIEW OF POLICY – APPOINTMENT OF AN ACTING OR TEMPORARY CEO

FILE REFERENCE: PL/POPI-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Policies: Previous Acting CEO Policy, Proposed Policy – Appointment of an Acting or Temporary CEO

PURPOSE OF REPORT:

This report recommends that Council adopt the Appointment of an Acting or Temporary CEO Policy presented for review.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. Legacy policy may have been adopted that are more appropriately implemented by the CEO or have elements that should be removed and implemented as Procedures.

It is the intention of management to progressively review all of Council's adopted policies for review.

COMMENT:

With respect to the Appointment of an Acting CEO, the existing Policy seems reasonably fit for purpose.

However, the Local Government Act and Regulations provide also for arrangements necessary for a longer-term requirement and should Council or the CEO desire/need to appoint an Acting CEO who is not an employee.

The proposed Policy provides for greater certainty for Council with respect to the provisions for appointment while providing the CEO with appropriate flexibility.

POLICY REQUIREMENTS:

The report relates directly to the Appointment of an Acting CEO Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Appointment of an Acting or Temporary CEO Policy as proposed.

9.1.9 REVIEW OF POLICY – COMPLAINTS MANAGEMENT

FILE REFERENCE: PL/POPI-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Current Complaints Handling Policy for Sewerage Services, Proposed Complaints Management Policy, Complaints Management Procedure

PURPOSE OF REPORT:

This report recommends that Council adopt a revised Complaints Management Policy.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. As previously advised, it is the intention of management to progressively review all of Council's adopted policies and where appropriate, separate policy and procedural elements. This report presents a revised Complaint Management Policy for consideration.

COMMENT:

Council's existing complaints management policy is specifically to comply with our licensing requirements for sewerage services. A broader complaints management Policy and Procedure will

still fulfil this requirement while clarifying that Council's approach more generally to the management of complaints.

The Policy elements have been separated from the procedural elements, the Procedure is provided for Council's information.

POLICY REQUIREMENTS:

The report relates directly to the Complaints Management Policy.

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:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Complaints Management Procedure.

9.1.10 REVIEW OF CREDIT CARD POLICY

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Policies: Credit Card Policy adopted 15 September 2021, proposed Corporate Credit and Other Transaction Cards Policy, Corporate Credit Cards Procedure

PURPOSE OF REPORT:

This report recommends that Council adopt the Revised Corporate Credit Card Policy as presented.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. As previously advised, it is the intention of management to progressively review all of Council's adopted policies for review. This report presents a revised Corporate Credit Card Policy for consideration.

COMMENT:

The previous Corporate Credit Card Policy is generally fit for purpose. However, the Policy includes some detailed procedural elements as well as detailing credit card limits for specific managers. These are functions more appropriately of the CEO, rather than Council, and means that Council would need to review and amend the Policy should the CEO need to amend any of these elements of the Policy.

On that basis, the revised Policy, as prepared, directs the CEO to implement processes and controls and sets general limits and allows for allocation of credit cards only for Designated Senior Officers. Although the Procedure is not adopted by Council, it is provided to inform Council of the processes and limits adopted by the CEO to implement the intent of the Policy.

The proposed Policy also specifically allows for other Transaction Cards, such as fuel cards, again subject to appropriate controls.

POLICY REQUIREMENTS:

The report relates directly to a specific Policy.

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

Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Corporate Credit and Other Transaction Cards Policy as proposed.

9.1.11 REVIEW OF POLICY – DESIGNATED SENIOR EMPLOYEES

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Policies: Previous Designated Senior Employees Policy, Proposed Policy – Designated Senior Employees

PURPOSE OF REPORT:

This report recommends that Council adopt the Designated Senior Employees Policy presented for review.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. Legacy policy may have been adopted that are more appropriately implemented by the CEO or have elements that should be removed and implemented as Procedures.

It is the intention of management to progressively review all of Council's adopted policies.

COMMENT:

Section 5.37 of the Local Government Act allows Council to designate Senior Employees which allows Council greater participation in management of recruitment and performance than is generally permitted due to this being the specific role of the Chief Executive Officer.

This is a very straight-forward Policy, but it is appropriate to amend the previous version in two areas:

- Council has a slightly different management structure than when the Policy was last reviews
- The previous Policy identifies specific staff members by name which means that the Policy would require review and amendment not only when the management structure changes significantly but also when individual staff members in positions changed

POLICY REQUIREMENTS:

The report relates directly to the Designated Senior Employees Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Designated Senior Employees Policy as proposed.

9.1.12 REVIEW OF POLICIES – ELECTED MEMBER RELATED

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Policies: Code of Conduct, Elected Member Training & Professional Development, Attendance at Events – Elected Members & CEO, Standards for CEO Recruitment & Performance Management, Purchasing & Tenders, Addendum to Council Purchasing and Tender Policy – Purchase Order Authorisation Procedure, Purchase Order Procedure

PURPOSE OF REPORT:

This report recommends that Council adopt the Policies presented for review.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. Legacy policy may have been adopted that are more appropriately implemented by the CEO or have elements that should be removed and implemented as Procedures.

Policies:

- Provide consistency and certainty in the decision making of Council and the implementation of Council's intent by management and staff
- Identify Council priorities and matters of importance to Council and the community
- Achieve compliance by adopting policies specifically required by legislation

It is the intention of management to progressively review all of Council's adopted policies for review. Included in this process will be:

- Identification of Policies no longer required
- Identification of Policies that Council may wish to adopt
- Identification of Policies or elements of Policies that should be developed for implementation by the CEO as Procedures
- Identify a review period for each Policy and implement a program of regular Policy review

COMMENT:

With respect to the Policies presented for Council consideration, each of these policies: Code of Conduct, Elected Member Training & Professional Development, Attendance at Events - Elected Members & CEO, Purchasing & Tenders and Standards for CEO Recruitment & Performance Management; either have very specific legislated requirements with respect to content and these are presented according to the legislated Models or the legislation provides direction for the required content without providing a specific Model.

With respect to Code of Conduct, Attendance at Events - Elected Members & CEO and Standards for CEO Recruitment & Performance Management, the legislation providing the Model content is unchanged, these Policies are also unchanged and can be recommended for adoption, unamended.

With respect to the Policy for Elected Member Training & Professional Development, management noted a recommendation for this Policy to include a clause with respect to Councillors who have indicated their intention to either resign or not to re-nominate for a forthcoming election. In the interests of appropriate allocation of rate-payer resources, it is recommended that the Policy clearly stipulate that professional development, in this specific circumstance, is generally inappropriate. Otherwise, the Policy is unchanged.

With respect to Tenders and Purchasing, only minor changes to layout and wording have been made as, again, no changes have occurred with the legislated requirements and therefore the Policy is fundamentally unchanged. There was a final paragraph relating to the Works Supervisor issuing purchase orders for fuel and this has been removed. This more properly should be implemented through a CEO adopted Procedure but was not part of the procurement process and is more appropriate to be deleted rather than transferred to a Procedure.

Council did adopt an addendum to the Tenders and Purchasing Policy specifying the thresholds for Authorisation of Purchase Orders, identifying the CEO's function of setting these parameters. This is

more appropriately formatted as a CEO's Procedure rather than a Policy addendum adopted by Council and can be deleted in favour of that Procedure.

POLICY REQUIREMENTS:

The report relates directly to specific Policies.

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

Each of the respective individual policies identifies the legislation related to that specific policy.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

OFFICER RECOMMENDATION

That Council review and adopt the Code of Conduct, Elected Member Training & Professional Development, Attendance at Events – Elected Members & CEO, Standards for CEO Recruitment & Performance Management and Purchasing & Tenders Policies, as presented and cancel the Addendum to Council Purchasing and Tender Policy – Purchase Order Authorisation Procedure.

9.1.13 POLICY REVIEW – INVESTMENTS

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Investment Policy from Shire of Moora Policy Manual, proposed
Investment Policy for review

PURPOSE OF REPORT:

This report recommends that Council adopt a revised Investments Policy.

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.

Management will continue to provide Policies for Council to review.

COMMENT:

The existing Investment Policy is reasonably fit for purpose. However, the legislation references are a little out of date. The wording, generally, is quite technical and the investment intent is not particularly clear.

On that basis, a revised Policy is provided for consideration by Council, with similar intent, that is:

- Maintaining the security of Shire funds
- Maximising interest on available funds
- Complying with relevant legislation

POLICY REQUIREMENTS:

The report relates directly to the Investments Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the revised Investment Policy as presented.

9.1.14 REVIEW OF POLICY – REIMBURSEMENT OF ELECTED MEMBER EXPENSES

FILE REFERENCE: PL/POPI-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Current adopted Reimbursement of Councillor Travel Expenses Policy from the Policy Manual; proposed Reimbursement of Elected Member Expenses Policy

PURPOSE OF REPORT:

This report recommends that Council adopt the revised Policy for Reimbursement of Elected Member Expenses.

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 previously advised, it is the intention of management to progressively review all of Council's adopted policies.

COMMENT:

Although the current Policy generally meets the requirement of broadly identifying that Council will reimburse the expenses of Elected Members, it does so in a very generic manner which is not fit for its purpose. The Policy should provide clear direction to elected members as to expenses that are appropriate to claim for reimbursement and provide clear direction to the CEO, managers and staff for the approval and payment of claims for reimbursement of expenses.

This proposed Policy provides specific clarity in two main areas, types of meetings for which travel expenses should be claimed and reimbursed and reimbursement of care expenses.

In terms of travel expenses, the Local Government (Administration) Regulations specifies the meetings for which reimbursement of travel expenses is appropriate. Although Council can adopt additional reimbursements, this is not recommended as an appropriate allocation of rate-payer resources.

With respect to carer expenses, the legislation does not provide specific guidance. However, Victorian local governments all seem to have clear and specific guidance and similar wording has been adopted by at least one or two WA Councils. The approach seems clear, practical and appropriate and has therefore been presented for the consideration of Council.

POLICY REQUIREMENTS:

The report relates directly to a specific Policy.
 Code of Conduct is also relevant.

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.

Local Government Act 1995 s5.98 (2)(a)(b) and Local Government (Administration) Regulations 1996 r. 30 – 32.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the proposed Reimbursement of Elected Member Expenses Policy.

9.1.15 REVIEW OF POLICY – PUBLIC QUESTION TIME AT MEETINGS

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30/04/2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Policies: Previous Public Question Time Guidelines, Proposed Policy – Public Question Time at Meetings

PURPOSE OF REPORT:

This report recommends that Council adopt the Public Question Time at Meetings Policy presented for review.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. Legacy policy may have been adopted that are more appropriately implemented by the CEO or have elements that should be removed and implemented as Procedures.

It is the intention of management to progressively review all of Council's adopted policies.

COMMENT:

With respect to the Public Question Time for Meetings, the existing Policy seems fit for purpose as it offers guidelines that are supplementary to the relevant Regulations and Local Law. On that basis, no changes are recommended to the content of the Policy.

POLICY REQUIREMENTS:

The report relates directly to the Public Question Time Guidelines Policy.

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 Policy identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Public Question Time at Meetings Policy as proposed.

9.1.16 POLICIES REVIEW – RATING

FILE REFERENCE: PL/POPI-2
REPORT DATE: 30 April 2025
APPLICANT/PROPONENT: Shire of Moora
OFFICER DISCLOSURE OF INTEREST: Nil
PREVIOUS MEETING REFERENCES: Nil
AUTHOR: Bob Hoogland, Deputy CEO
ATTACHMENTS: Rating Policies from Shire of Moora Policy Manual, proposed Rating Policies

PURPOSE OF REPORT:

This report recommends that Council adopt revised Policies relating to Rates and Charges

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 well as reviewing existing policies, management will be recommending new Policies if there is perceived to be a significant requirement.

COMMENT:

Council has existing policies relating to rates and charges that are generally fit for purpose, and these have been retained with minor wording changes and formatting. A broader policy outlining instalment options, etc, is recommended as unnecessary as these details are stipulated in legislation, or incorporated in Council's budget decision, or both.

A new Policy is recommended to outline the Rate Incentive Prize guidelines.

POLICY REQUIREMENTS:

The report relates directly to the Shire of Moora Rating Policies.

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 Policies identifies the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the revised Rating Policies as presented.

9.1.17 REVIEW OF POLICY - USE OF COUNCIL VEHICLES

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROponent: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Policies: Use of Council Vehicles Policy from Policy Manual adopted 20 April 2016; proposed Use of Council Vehicles Policy; Use of Council Vehicles Procedure

PURPOSE OF REPORT:

This report recommends that Council adopt the revised Use of Council Vehicles Policy as presented.

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. As previously advised, it is the intention of management to progressively review all of Council's adopted policies for review and if appropriate convert elements of Policies to Procedures.

COMMENT:

The currently adopted Use of Council Vehicles Policy contains a significant amount of detailed procedural elements while not addressing some Policy level guidance.

The recommended Policy removes inappropriate clauses and requires Council's CEO to develop and implement appropriate processes to achieve the Policy outcomes identified by Council.

As well as a proposed Policy for Council consideration, the CEO's adopted Procedure is provided for Council's information.

POLICY REQUIREMENTS:

The report relates directly to the Use of Council Vehicles Policy.

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:

Strategic Community Plan 2018-2028:

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the Use of Council Vehicles Policy as proposed.

9.1.18 WORKPLACE HEALTH & SAFETY & HUMAN RESOURCES POLICIES

FILE REFERENCE: PL/POPI-2

REPORT DATE: 30 April 2025

APPLICANT/PROPONENT: Shire of Moora

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Bob Hoogland, Deputy CEO

ATTACHMENTS: Existing Human Resources (HR) and WH&S Policies from Shire of Moora Policy Manual, Proposed WH&S Policy for review, HR & WH&S related Procedures

PURPOSE OF REPORT:

This report recommends that Council adopt a revised Workplace Health & Safety Policy

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.

The Local Government Act differentiates between the role of Council and the role of the CEO. As previously advised, it is the intention of management to progressively review all of Council's adopted policies including separating, where appropriate, elements of Policy for Council to adopt and Procedural elements for the CEO to adopt.

COMMENT:

Human Resources is an area where management has undertaken significant effort in identifying appropriate Procedures to provide appropriate direction for staff.

On that basis, it is recommended that Council adopt a relatively high-level Workplace Health & Safety Policy, recognising that other former Policies are appropriately managed through a comprehensive suite of Procedures. Copies of Procedures are provided for Council's information.

POLICY REQUIREMENTS:

The report relates directly to the Workplace Health & Safety Policy but also addresses additional Human Resources related Policies and Procedures.

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 Policies and Procedures associated with this report identify the relevant legislation.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2018-2028:

Outcome 5.2: Community Leadership is encouraged and supported

Outcome 5.5: Ensure effective and efficient corporate and administrative services.

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 Required

RECOMMENDATION

That Council adopt the revised Workplace Health & Safety Policy and remove the redundant Policies from the Shire of Moora Policy Manual: Corporate Wardrobe; Sexual Harassment; Fit for Work.

9.2 DEVELOPMENT SERVICES

Nil reports

9.3 ENGINEERING SERVICES

Nil Reports

10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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