



Ordinary Council Meeting Agenda

Date: 22 April 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, 22 April 2026** commencing at **5.30pm**.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Gavin Robins', written in a cursive style.

Gavin Robins
Chief Executive Officer

17 April 2026

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Agendas 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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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

Cr Gilbert is requesting Leave of Absence for the period of 5 May 2026 to 5 June 2026 which includes the Ordinary Council Meeting on 27 May 2026.

RECOMMENDATION

That Council grant the request for Leave of Absence for Cr Gilbert for the period of 5 May 2026 to 5 June 2026.

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 – 25 March 2026

RECOMMENDATION

That Council confirm the Minutes of the Ordinary Council Meeting held on 25 March 2026 as a true and correct record of the meeting.

9. Reports of Officers

9.1 Chief Executive Officer

Nil.

9.2 Financial Services

9.2.1 List of Payments Authorised under Delegation 1.15

Report Date	9 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Geize Teixeira, Manager Financial Services
Schedule Prepared by	Charlene Sawyer, Creditor Officer
Attachments	1. Credit Card Expenditure 2. List of Payments March 2026

Purpose of Report

For Council to note and endorse the payments made under delegated authority for March 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 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 notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.15.

<i>Municipal Funds</i>	<i>EFT35086-25290</i>	<i>-\$1,053,568.22</i>
<i>Municipal Cheque</i>	<i>62706-62712</i>	<i>-\$12,247.50</i>
<i>Credit Card</i>	<i>DD17360.3</i>	<i>-\$1,791.47</i>
<i>Direct Debit</i>	<i>DD17326.5 -DD17373.17</i>	<i>-\$159,759.92</i>
<i>NETT Pay</i>	<i>10/03/2026</i>	<i>-\$141,373.55</i>
<i>NETT Pay</i>	<i>24/03/2026</i>	<i>-\$144,559.97</i>
<i>PAYMENT TOTAL FOR MARCH 2026</i>		<i>-\$1,513,300.63</i>

9.2.2 Statement of Financial Activity for the Period Ended 31 March 2026

Report Date	17 April 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 31 March 2026

Purpose of Report

To receive and endorse the Statement of Financial Activity for the period ended 31 March 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 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 endorses the Statement of Financial Activity for the period ended 31 March 2026.

9.2.3 Write-Off - Unrecoverable Debts

Report Date	31 March 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Geize Teixeira, Manager Financial Services
Attachments	Nil

Purpose of Report

The purpose of this report is to provide information that supports the write-off of rates and service charges outstanding for assessments listed below. It is recommended that Council approve the write-off of monies totalling an amount of \$1,058.42, pursuant to section 6.12 (1)(c) of the Local Government Act 1995.

- A6716 - Lot 3 Prices Road MOORA – \$568.42
- A6718 - Lot 4 Prices Road MOORA – \$490.00

Background

The properties were previously owned by the State of Western Australia and were therefore not subject to rates during that period. Following their sale into private ownership, rates were applied for the full financial year.

The write-off amounts represent the non-rateable portion of the financial year when the properties were owned by the State of Western Australia. In accordance with rating principles, rates are not applicable during this period, and the adjustment ensures rates are levied only for the period of private ownership.

Details of the affected assessments are as follows:

A6716	Lot 3 Prices Road MOORA	80 Days owned by State of WA		WRIGHT. G	-\$	568.42
A6718	Lot 4 Prices Road MOORA	80 Days owned by State of WA		WRIGHT. G	-\$	490.00
AGENDA GRAND TOTAL WRITTEN OFF :						-\$1,058.42

Comment

The proposed write-off is administrative in nature and ensures that the rating record accurately reflects the correct ownership and rateable status of the land.

Policy Requirements

Rates Collection Procedure

(1) That as soon as practicable after 7 days following any rates or service charges falling due for payment, the CEO may issue a final notice for recovery of outstanding rates and service charges, allowing 14 days for payment.

(2) That action for recovery be taken after that time, to the extent allowed in the Act.

Small Rates Balance Write Offs

The CEO or their delegate are authorised to write off rates balances up to and including \$20.00. All amounts over \$20.00 should be referred to the Council for consideration.

Legislative Requirements

Local Government Act 1995

- Section 6.12(1)(c) – Council may write off any amount of money owed to the local government.

Local Government (Financial Management) Regulations 1996

- Regulation 5(1)(a) – The CEO must ensure proper systems exist for the collection of money owing.

Strategic Implications

Goal 5: A community that collaborates effectively, nourishes local leadership and advocates for its future.

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

Strategy 5.5.1: Develop, implement and maintain Strategic Community Plan, a Corporate Business Plan, a Long Term Financial Plan and a Workforce Plan.

(Ref. Shire of Moora Corporate Business Plan)

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

The write-off will reduce the current year's revenue; however, it corrects an overstatement of rates levied and ensures compliance with legislative requirements and equitable rating principles.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION

I - That Council, pursuant to Section 6.12(1)(c) of the Local Government Act 1995 (WA), approves the write-off of rates and charges totalling \$1,058.42 for the non-rateable portion of the financial year for the properties listed, reflecting the period in which the land was owned by the State of Western Australia prior to transfer to private ownership.

- *A6716 - Lot 3 Prices Road MOORA – \$568.42*
- *A6718 - Lot 4 Prices Road MOORA – \$490.00*

9.3 Governance and Corporate Services

9.3.1 Annual Review of Delegations

Report Date	8 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	Nil
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	1. Current Register of Delegations 2. Draft Revised Register of Delegations

Purpose of Report

To review the authorities delegated by Council to facilitate the effective administration of functions.

Background

The Local Government Act 1995 (the Act) and other legislation affecting local government in WA allows decision making to be delegated to the Chief Executive Officer, a Committee of Council or in specific instances to other officers of Council or persons.

Delegations are important to allow the effective functioning of administration, allowing appropriate decisions to be made outside of the cycle of Ordinary Council Meetings.

Although not requiring a decision of Council, in order for completeness (that is, to not require separate registers), the Register of Delegations also includes sub-delegations by the CEO, delegations by legislations and appointments of Authorised Officers.

The Act requires a review of these delegations at least once each financial year. The Shire of Moora delegations were last reviewed in March 2022 and is therefore significantly overdue.

Comment

The Register of Delegations is reviewed based on the best practice approach to delegations in local government using the current Model Delegations provided by WALGA.

Legislation is relatively stable and therefore relatively few amendments arise from changes to legislation.

The primary changes in the register have been to reflect changes to management positions, for example, Manager Assets & Regulatory Services replaced by Manager Infrastructure Services.

In format, the Register has been amended slightly to include delegations and sub-delegations on the same page and the Register will have an authorisation for the delegations in their entirety rather than each delegation being signed.

Other specific amendments include:

- Delegation 1.15 Managers currently signatories to SoM bank account updated
- Delegation 1.16 Deleted - Appointment of Acting CEO replaced by a Policy as required by legislation
- Delegation 1.17 Deleted - Nomination of Designated Employees replaced by a Policy as required by legislation
- Delegation 1.18 & 1.23 Defer, Grant Discounts, Waive or Write off Debts Manager and Recovery of Rates or Service Charges - Financial Services Manager replaces Manager Corporate Services
- Delegation 1.19 & 1.20 Invest and Manage Investments & Amend Rate Record – Add Manager Financial Services
- Delegation 1.21 & 1.22 Agreement as to Payment of Rates & Charges & Determine Due Date for Rates & Charges – Add Manager Financial Services
- Delegation 3.1 Make a Request to DFES Commissioner – Control of Fire – Add Emergency Services Manager
- Delegation 3.2 Prohibited Burning Times – Correction - Delegation can only be to President and CBFCO jointly
- Delegation 3.12 Correction of title – Prosecution of Offences not Recovery of Expenses, add Emergency Services Manager
- Delegation 3.13 Local Laws under Bushfire Act – Remove delegation as there are no such Local laws
- Delegation 4.6 Local Laws made under the Cat Act – Remove delegation as there are no such Local Laws
- Delegation 10.3 Correction of title – Access to Electoral Information not Destruction of Electoral Papers

Policy Requirements

Nil.

Legislative Requirements

The Local Government Act 1995 regulates the ability of a local government to delegate the exercise of its powers or discharge its duties under the Act.

Local Government Act 1995 s5.42 allows for the delegation of powers to the CEO.

Local Government Act 1995 s5.46 requires the annual review of the Register of Delegations.

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 5.21:	Elected Members and staff develop and implement governance processes to achieve and communicate legislative compliance.

Sustainability Implications

- **Environment**
There are no known significant environmental implications associated with this proposal.
- **Economic**
There are no known significant economic implications associated with this proposal.
- **Social**
There are no known significant social implications associated with this proposal.

Financial Implications

Nil.

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION

That Council by Absolute Majority adopts the revised Shire of Moora Register of Delegations, Sub Delegations, Authorisations and Appointments 2025/2026 and directs the Chief Executive Officer to publish the Register on the Shire's website.

9.3.2 Appointment of Independent Members of the Audit Risk and Improvement Committee

Report Date	8 April 2026
Officer Disclosure of Interest	Nil
Previous Meeting References	47/26 – 25 March 2026
Author	Bob Hoogland, Deputy Chief Executive Officer
Attachments	Provided under separate cover

Purpose of Report

To allow Council to review 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.

Comment

As the closing date for the EOIs was 20 April 2026, these have been provided separately to Council for consideration. Council therefore needs to choose an Independent Presiding Member and Deputy to the Presiding Member.

If Council does not believe an appropriate EOI has been received, Council has the option of choosing to seek further options for either or both of the Independent positions.

Policy Requirements

Nil.

Legislative Requirements

Local Government Act 1995 Section 7.1 identify 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 as the Independent Presiding Member and as the Independent Deputy to the Presiding Member of the Audit Risk and Improvement Committee.

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