

**Shire of Moora  
Ordinary Council Meeting  
21<sup>st</sup> June 2023**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 21<sup>st</sup> June 2023**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



GW Robins  
Chief Executive Officer

20<sup>th</sup> June 2023

## **The Shire of Moora Vision and Mission Statement**

### **Vision**

Our vision is:

***Shire of Moora - a vibrant, affordable Regional Centre with a growing, caring community.***

### **Mission**

Our mission is:

***To provide the leadership, services and infrastructure that will meet the needs of the community and surrounds.***

## 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, <sup>(1)</sup> \_\_\_\_\_ wish to declare an interest in the following item to be considered by Council at its meeting to be held on <sup>(2)</sup> \_\_\_\_\_.

Agenda Item <sup>(3)</sup> \_\_\_\_\_

The type of interest I wish to declare is: <sup>(4)</sup>

- 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 <sup>(5)</sup>

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The extent of my interest is <sup>(6)</sup>

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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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**SHIRE OF MOORA**  
**ORDINARY COUNCIL MEETING AGENDA**  
**21 JUNE 2023**  
 COMMENCING AT 5.30PM

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\* Separate Attachments

9.1.1 List of Payments Authorised Under Delegation I.31

9.1.2 Statement of Financial Activity for Period Ended 31 May 2023

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****1.1 DECLARATION OF OPENING****Acknowledgement of Country**

*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 READING**

*No responsibility whatsoever is implied or accepted by the Shire of Moora for any act, omission or statement or intimation occurring during this meeting.*

*It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.*

**2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****4. PUBLIC QUESTION TIME****5. PETITIONS / DEPUTATIONS / PRESENTATIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. ANNOUNCEMENTS BY THE PRESIDING MEMBER****8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 17 MAY 2023**

*That the Minutes of the Ordinary Meeting of Council held on 17 May 2023 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:** 12 June 2023

**OFFICER DISCLOSURE OF INTEREST:** Nil

**AUTHOR:** Gavin Robins, Chief Executive Officer

**SCHEDULE PREPARED BY:** Charly Sawyer, Creditors Officer

**ATTACHMENTS:** Accounts Paid Under Delegated Authority

#### **PURPOSE OF REPORT**

Payments have been made under delegated authority and a listing of these payments is attached for Council to note and endorse.

#### **BACKGROUND**

At the December 2005 Ordinary Meeting of Council resolution 276/2005 delegated the authority of payments from Municipal and Trust Funds to the Chief Executive Officer.

#### **COMMENT**

Accounts Paid under delegated authority are periodically presented to Council.

#### **POLICY REQUIREMENTS**

Delegation 1.15 – Making Payments from Municipal and Trust Funds

#### **LEGISLATIVE REQUIREMENTS:**

Local Government Act 1995 - Section 6.10

Local Government (Financial Management) Regulations 1996 – Regulations 12 & 13.

#### **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 Required

<b>RECOMMENDATION</b>
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***That Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.15***

Municipal Funds	EFT29256-29515	-\$3,475,772.73
Municipal Cheque	62560-62561	-\$3,460
Credit Card	DD15483.8	-\$687.56
Direct Debit	DD15365.1-DD15483.27	-\$126,556.40
Trust Cheque	5636-5637	-\$422.03

NETT Pay	09/05/2023	-\$117,621.07
NETT Pay	23/05/2023	-\$113,568.15

**PAYMENT TOTAL FOR MAY 2023** **-\$3,838,088.15**



**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2023**

**REPORT DATE:** 16 June 2023

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Rhona Hawkins, LG Best Practices

**ATTACHMENTS:** Statement of Financial Activity for the Period Ended 31 May 2023

**PURPOSE OF REPORT**

To receive and endorse the Statement of Financial Activity for the period ended 31 May 2023.

**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 2022/23 adopted budget.

**VOTING REQUIREMENTS**

Simple Majority Required

**RECOMMENDATION**

*That Council endorses the Statement of Financial Activity for the period ended 31 May 2023.*

### 9.1.3 **WRITE OFF DEBTOR BALANCE**

**FILE REFERENCE:** F/SUDI

**REPORT DATE:** 12 June 2023

**APPLICANT/PROPONENT:** Shire of Moora

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**AUTHOR:** Amy Watts, Manager Community Development & Stakeholder Services

**ATTACHMENTS:** Nil

#### **PURPOSE OF REPORT**

This report recommends that Council agree to write off one outstanding debtor balance of \$966.00.

#### **BACKGROUND**

The annual fee invoice for the Central Midlands Basketball Association was issued on 12 September 2022. On 3 May 2023, Andrea Cockman, Treasurer of the Central Midlands Basketball Association, contacted the Shire of Moora's debtor officer to report that the 22/23 Basketball Season did not happen and requested the fee be waived.

#### **COMMENT**

Manager Community Development & Stakeholder Services, met with Ms Cockman on 10 May 2023 and confirmed that there was no 22/23 Basketball Season, and that there would likely be no 23/24 Season either due to financial hardship, or lack of volunteers.

Gavin Robins, Chief Executive Officer, approved the waiver of this fee on 12 May 2023 considering there was no 22/23 season and the Basketball Association being in hardship.

Should Council not want to write off the debtor balances, there is the option to pursue further legal action to recover these debts. The risk associated with this is that such legal costs may not be recovered in the event of the amounts not being recovered in full.

#### **POLICY REQUIREMENTS**

Nil

#### **LEGISLATIVE REQUIREMENTS**

**Local Government (Financial Management) Regulations 1996**

##### **5. CEO's duties as to financial management**

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
  - (a) for the proper collection of all money owing to the local government; and
  - (b) for the safe custody and security of all money collected or held by the local government; and
  - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
  - (d) to ensure proper accounting for municipal or trust —
    - (i) revenue received or receivable; and
    - (ii) expenses paid or payable; and
    - (iii) assets and liabilities.

and

- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;  
and
  - (f) for the maintenance of payroll, stock control and costing records; and
  - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to —
- (a) ensure that the resources of the local government are effectively and efficiently managed;  
and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

## **STRATEGIC IMPLICATIONS**

Nil

## **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**

Writing off the outstanding balances will result in an amount of \$966.00 previously invoiced no longer being collected.

## **VOTING REQUIREMENTS**

Simple Majority Required

## **RECOMMENDATION**

***That Council agree to write off the debtor balance for Central Midlands Basketball Association, totalling \$966.00.***

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**