

**Shire of Moora  
Ordinary Council Meeting  
16<sup>th</sup> August 2023**

**NOTICE OF MEETING**

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora  
will be held on **Wednesday 16<sup>th</sup> August 2023**  
in the Council Chambers, 34 Padbury Street, Moora  
commencing at **5.30 pm**



GW Robins  
Chief Executive Officer

15<sup>th</sup> August 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>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**  
**16 AUGUST 2023**  
 COMMENCING AT 5.30PM

**TABLE OF CONTENTS**

<b>1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....</b>	<b>6</b>
<b>1.1 DECLARATION OF OPENING.....</b>	<b>6</b>
<b>1.2 DISCLAIMER READING .....</b>	<b>6</b>
<b>2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>6</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>6</b>
<b>4. PUBLIC QUESTION TIME .....</b>	<b>6</b>
<b>5. PETITIONS / DEPUTATIONS / PRESENTATIONS .....</b>	<b>6</b>
<b>6. APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>6</b>
<b>7. ANNOUNCEMENTS BY THE PRESIDING MEMBER.....</b>	<b>6</b>
<b>8. CONFIRMATION OF MINUTES .....</b>	<b>6</b>
<b>8.1 ORDINARY COUNCIL MEETING - 19 JULY 2023 .....</b>	<b>6</b>
<b>9. REPORTS OF OFFICERS.....</b>	<b>7</b>
<b>9.1 GOVERNANCE AND CORPORATE SERVICES.....</b>	<b>7</b>
9.1.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.15 .....	7
9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 JUNE 2023 .....	9
9.1.3 DISABILITY ACCESS AND INCLUSION PLAN 2023-2028.....	10
9.1.4 2023/2024 BUDGET .....	12
<b>10. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN I</b>	<b>16</b>
<b>11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL .....</b>	<b>16</b>
<b>12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....</b>	<b>16</b>
<b>13. CLOSURE OF MEETING .....</b>	<b>16</b>

Separate Attachments

- 9.1.1 List of Payments Authorised Under Delegation 1.31
- 9.1.2 Statement of Financial Activity for Period Ended 30 June 2023
- 9.1.3 Shire of Moora DAIP 2023-2028 and Responses to Draft DAIP 2023–2028 Community Consultation
- 9.1.4 2023/2024 Draft Budget

**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****APPROVED LEAVE OF ABSENCE**

SA Bryan - Councillor

**APOLOGY**

Sj Gilbert - Councillor

**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 - 19 JULY 2023**

*That the Minutes of the Ordinary Meeting of Council held on 19 July 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:** 8th August 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

**RECOMMENDATION**

***That Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.15***

Municipal Funds	EFT29716-29838	-\$1,056,623.75
Municipal Cheque	62567-62571	-\$3,984.75
Credit Card	DD15620.6	-\$10,290.71
Direct Debit	DD15554.1-DD15624.3	-\$103,746.36
NETT Pay	04/07/2023	-\$111,239.89
NETT Pay	18/07/2023	-\$117,462.87

**PAYMENT TOTAL FOR JULY 2023** **-\$1,403,348.33**



**9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 JUNE 2023**

**REPORT DATE:** 10 August 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 30 June 2023

**PURPOSE OF REPORT**

To receive and endorse the Statement of Financial Activity for the period ended 30 June 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 30 June 2023.*

### 9.1.3 **DISABILITY ACCESS AND INCLUSION PLAN 2023-2028**

**FILE REFERENCE:** LO/DACI-2 & BC/DAI1

**REPORT DATE:** 11 August 2023

**APPLICANT/PROPONENT:** Shire of Moora

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** 19/7/23 (Res# 62/23)

**AUTHOR:** Peter Toboss, Principal Environmental Health Officer (PEHO)

**ATTACHMENTS:** Shire of Moora DAIP 2023-2028

Responses to Draft DAIP 2023 – 2028 Community Consultation

#### **PURPOSE OF REPORT**

Under the *WA Disability Services Act 1993 (amended 2004)*, all public authorities are required to develop, implement and review a Disability Access Inclusion Plan (DAIP) every five years.

The Shire's DAIP 2017 - 2022 has been reviewed and a new DAIP 2023 - 2028 has been developed. At its meeting of 19 July 2023, Council resolved to advertise the draft DAIP 2023 - 2028 for community consultation. Public consultation has been undertaken and Council has been requested to adopt the final DAIP.

#### **BACKGROUND**

The *Disability Services Act 1993 (amended 2004)* requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to assist in planning and implementing improvements to access and inclusion.

When local government authority makes decisions aligned with its DAIP, many people in the community including people with disability, the elderly, parents and carers with young children, and people from culturally and linguistically diverse backgrounds can benefit greatly.

The PEHO undertook a review of the Shire's 2017 – 2022 DAIP in June and develop the draft DAIP 2023–2028. There has been a period of advertised community consultation.

The Department of Communities - Disability Services was consulted during the review and have deemed the DRAFT DAIP 2023 – 2028 to be compliant. The new DAIP 2023-2028 includes strategies which will address physical access barriers to Shire facilities and services as well as continuous inclusion of people with a disability within our community.

#### **COMMUNITY CONSULTATION**

As directed at the July Ordinary Meeting, the Draft DAIP has been advertised for public comment, with a period of 14 days allowed for submissions to be made. Some feedback has been received and is attached to this item.

#### **COMMENT**

The adoption and implementation of a DAIP is a legislative requirement of the *Disability Services Act 1993 (amended 2004)*. In order to maintain its legislative compliance, the Shire is required to review and maintain the DAIP.

The plan can benefit many people in the community including people with disability, the elderly, parents and carers with young children, workers with trolleys and people from culturally and linguistically diverse backgrounds. As directed a period of community consultation took place. Three submissions were received. In relation to the response regarding issues with the Shire buildings, a number of those issues are acknowledged, and

responsible Managers will plan to rectify some of them. The management team will continue to liaise with those members of the community regarding the issues there have raised.

The PEHO and Manager Infrastructure Services will liaise with owners of the Junction Hotel, Drovers Inn Hotel, Post Office and other businesses to consider the needs of people with a disability when providing facilities and services. Notwithstanding the work required to be undertaken as identified in the correspondence, there does not appear to be anything in the feedback received to prevent Council from adopting the DAIP 2023 – 2028 as presented. Strategies identified under the outcomes of the DAIP 2023 - 2028 form part of the day-to-day operation of the Shire, as well as planning for improvements to processes and facilities the Shire is responsible for. Once adopted, the new DAIP will be forwarded to the Department of Communities.

### **POLICY REQUIREMENTS**

There are no direct policy implications in relation to this item.

### **LEGISLATIVE REQUIREMENTS**

*Local Government Act 1995.*

*Disability Services Act 1993 (amended 2004)*

*WA Equal Opportunity Act 1984 (amended 1988)*

*Commonwealth Disability Discrimination (DDA) Act 1992.*

### **STRATEGIC IMPLICATIONS**

The Disability Access and Inclusion Plan reflects the goals and strategies of the Shire's Strategic Community Plan 2018-2028.

### **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 financial implications to Council in relation to this item.

### **VOTING REQUIREMENTS**

Simple Majority Required

## **RECOMMENDATION**

***That Council adopt the Shire of Moora Disability Access and Inclusion Plan 2023 – 2028.***

### 9.1.4 2023/2024 BUDGET

**REPORT DATE:** 15 August 2023

**OFFICER DISCLOSURE OF INTEREST:** Nil

**PREVIOUS MEETING REFERENCES:** Nil

**CONTRIBUTORS:** Belinda Knight, Belinda Knight Financial Services and Gavin Robins, Chief Executive Officer

**ATTACHMENTS:** 2023/2024 draft Budget

**PURPOSE OF REPORT:**

For Council to consider the adoption of the 2023/2024 Budget.

**BACKGROUND:**

The 2023/2024 draft Budget is circulated as an attachment to this report. As per the requirements of the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Australian Accounting Standards (AAS) and Australian International Reporting Financial Standards (AIFRS) the document has been prepared in its statutory format.

**COMMENT:**

The Budget for the 2023/2024 financial year includes the following information:

- Shire of Moora Draft Statutory Budget
- Capital Expenditure Program
- Road Replacement Program
- Schedule of Fees & Charges

Over the past few months Councillors have had the opportunity to raise queries and have input into the draft budget at General Purpose Committee Meetings and Councillor Briefing sessions.

- The draft budget is based on an overall rate increase of 5%.
- GRV and UV rates in the dollar reflect a 30% and 70% split between GRV and UV rates
- revenue as per the Council's target set in 2019/20.
- Fees and charges, including refuse collection have increased on average by 5% from 2022/2023 financial year
- The sewerage service fees and charges and rate in the dollar have increased on average by 5% from the 2022/23 financial year
- A capital works program of approximately \$12.20M for investment in property, plant and equipment and construction of infrastructure is planned. This includes a \$1.075M investment in roads, drainage, and footpaths.
- An estimated surplus of approximately \$3.10M is anticipated to be brought forward from 30 June 2023. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- Principle grant and sources of funding for the year is estimated from:
  - Wheatbelt Secondary Freight Route - \$3,680,975
  - Financial Assistance Grants - \$1,067,852
  - Local Roads & Community Infrastructure Program Phases I - 4 \$2,725,348
  - Drought Communities - \$1,000,000
  - Regional Road Group - \$750,000
  - Department of Industry, Science, Energy & Resources - \$505,000
  - Department of Transport WA - \$397,564
  - WA Treasury Corporation - \$4,000,000

- Roads to Recovery - \$471,040

**POLICY REQUIREMENTS:**

The Budget is consistent with adopted Council policies and the Shire of Moora Rating Strategy. This strategy is available on the Shire's webpage [www.moora.wa.gov.au](http://www.moora.wa.gov.au).

**LEGISLATIVE REQUIREMENTS:**

LGA s6.2 requires that by no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2023/2024 budget as presented is considered to meet statutory requirements.

**STRATEGIC IMPLICATIONS:**

The draft budget includes a number of operating and capital projects which will help Council deliver the priorities it has identified in its Community Strategic Plan and Corporate Business Plan.

The budget is based on an overall rate increase of 5%.

**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 result of the following resolutions will be the adoption of the 2023/2024 Budget.

**VOTING REQUIREMENTS**

Absolute Majority Required

**RECOMMENDATION**

***That Council adopts the 2023/2024 Statutory Annual Budget and Notes forming part of the budget for the year ending 30 June 2024 as presented including the following:***

- (1) Imposing General Rate for Gross Rental Value (GRV) properties – the general rate be set at 10.9258 cents in the dollar on Gross Rental Values for all rateable land within the district;***

(2) **Imposing General Rate for Unimproved Value (UV) properties – the general rate be set at 0.8096 cents in the dollar on Unimproved Values for all rateable land within the district;**

(3) **Rates increase by area can be summarised as:**

UV/Farming	\$4,178,016
GRV/Town	<u>\$1,433,553</u>
	\$5,611,570

**Resulting in an actual increase in rate revenue across each area of:**

	2022/2023	2023/2024	% increase
UV/Farming	\$3,208,898	\$4,178,016	5.00%
GRV/Town	\$1,365,497	\$1,433,553	5.00%

(4) **Imposing Minimum Payment (Rates) for Gross Rental Value (GRV) properties – the Minimum Payment (Rates) be set at \$780 per assessment for GRV properties;**

(5) **Imposing Minimum Payment (Rates) for Unimproved Value (UV) properties – the Minimum Payment (Rates) be set at \$780 per assessment for all UV properties in the Shire of Moora;**

(6) **Imposing Sewerage Rate – the sewerage rate in the dollar be set at 7.6679 cents in the dollar, and that the following apply:**

a. **That the minimum annual sewerage rates be as follows;**

Residential properties	\$435.00
Commercial properties	\$445.00
Vacant Land properties	\$435.00
Ex-Gratia Commercial/Industrial properties	\$445.00

b. **That the maximum annual sewerage rate be as follows;**

Residential properties	\$1,140.00
Vacant Land properties	\$1,140.00
Commercial properties	\$5,370.00

c. **Non-Rateable Properties connected to sewer**

**Class 1 Institutional/Public & Charitable Purposes for each property:**

First major fixture	\$282.45 per annum
Each additional major fixture	\$118.00 per annum

**Class 2 State and Local Government properties of a commercial nature:  
\$1,565.00 per Connection**

(7) **Rubbish Removal Charges (per annum) – be set at;**

(i) Residential – Non-pensioner	\$445 per 240-litre bin (weekly) & recycling bin (fortnightly)
(ii) Residential– Pensioner	\$333 per 240-litre bin (weekly) & recycling bin (fortnightly)
(iii) Non-Residential	\$445 per 240-litre bin (weekly)
(iv) Transfer Station Key	\$252 (Watheroo and Miling)

- (8) Incentive for Early Payment of Rates – Council is offering a \$600 cash prize to ratepayers who pay their 2023/2024 rates, rubbish charges and arrears in full within 21 days from the issue date of the rate notice;**
- (9) Instalment Plan – The following options be made available to ratepayers: -**
- a. **To pay in full within 35 days of service of the rates notice.**
  - b. **To pay by 2 equal instalments as under.**
    - (i) 50% of the rates within 35 days**
    - (ii) 50% of the rates within 2 months of (i)**
  - c. **To pay by 4 equal instalments as under.**
    - (i) 25% of the rates within 35 days**
    - (ii) 25% of the rates within 2 months of (i)**
    - (iii) 25% of the rates within 2 months of (ii)**
    - (iv) 25% of the rates within 2 months of (iii) being 6 months from the expiration of the initial 35 day period and 6 months and 35 days from the date of service of the notice.**

**In accordance with regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment of rates and charges in the 2023/2024 financial year:**

**Issue Date                    23<sup>rd</sup> August 2023**  
**Payment in Full            28<sup>th</sup> September 2023**

**Payment by Instalments**

**First Instalment            28<sup>th</sup> September 2023**  
**Second Instalment        23<sup>rd</sup> November 2023**  
**Third Instalment            18<sup>th</sup> January 2024**  
**Fourth instalment         14<sup>th</sup> March 2024**

- (10) Instalment Plan Interest Rate – a charge be set at 3.5% per annum calculated by simple interest method and applied to Rates and Rubbish Removal Charge;**
- (11) Instalment Plan Administration Charge – a charge of \$15.00 per instalment excluding the first instalment and applied to Rates and Rubbish Removal Charge;**
- (12) Late Payment Interest Rate – (Rates and Rubbish Removal Charge) - a charge be set at 5.5% per annum, calculated by simple interest method, be applied for instalments past the due date, or where the instalment option is not in place, 35 days after the date of issue of the rate notice;**
- (13) Late Payment Interest Rate – (Sundry Debtors Charges) - a charge be set at 5.5% per annum, calculated by simple interest method, be applied for outstanding sundry debtors past the due date, 30 days after the date of issue of the invoice;**
- (14) Reserve Accounts – Council confirms the names and purposes of its Reserve Accounts as listed within the Shire of Moora Budget 2023/2024.**
- (15) Materiality Threshold – that the materiality threshold for monthly financial reporting (Statement of Financial Activity – Program) be set at plus or minus 5% and greater than \$10,000 at Program and Category levels.**

- (16) Confirms the meeting fees to be paid to all Councillors at \$170 per Committee meeting; and for Council meetings \$330 per meeting to Councillors and \$440 per meeting for the Shire President. Shire President's allowance is set at \$18,525 per annum and Deputy President at \$4,630.**
- (17) In accordance with section 6.16 of the Local Government Act 1995 adopt the schedule of fees and charges as attached.**

- 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**