

**Shire of Moora
Ordinary Council Meeting
17th July 2024**

NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Moora
will be held on **Wednesday 17th July 2024**
in the Council Chambers, 34 Padbury Street, Moora
commencing at **5.30 pm**



GW Robins
Chief Executive Officer

15th July 2024

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, ⁽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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SHIRE OF MOORA

ORDINARY COUNCIL MEETING AGENDA

17 JULY 2024

COMMENCING AT 5.30PM

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

I.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**

Sj Gilbert - Deputy President

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**4. PUBLIC QUESTION TIME****5. PETITIONS / DEPUTATIONS / PRESENTATIONS****6. APPLICATIONS FOR LEAVE OF ABSENCE**

A Leave of Absence request has been received from Cr Ken Seymour for the meeting of Council scheduled to be held on 21 August 2024.

7. ANNOUNCEMENTS BY THE PRESIDING MEMBER**8. CONFIRMATION OF MINUTES****8.1 ORDINARY COUNCIL MEETING - 19 JUNE 2024**

That the Minutes of the Ordinary Meeting of Council held on 19 June 2024 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: 1 July 2024

OFFICER DISCLOSURE OF INTEREST: Nil

AUTHOR: Gavin Robins, Chief Executive Officer

SCHEDULE PREPARED BY: Charlene 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	EFT31528-31751	-\$1,053,620.45
Municipal Cheque	62620 - 62623	-\$2,668.75
Credit Card	DD16207.15	-\$3,657.97
Direct Debit	DD16168.1-DD16207.16	-\$116,417.51
NETT Pay	04/06/2024	-\$101,649.96
NETT Pay	18/06/2024	-\$107,026.44

PAYMENT TOTAL FOR JUNE 2024 **-\$1,385,041.08**

9.1.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2024

REPORT DATE: 9 July 2024

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Travis Bate, Financial Accountant (RSM Australia)

ATTACHMENTS: Statement of Financial Activity for the Period Ended 31 May 2024

PURPOSE OF REPORT

To receive and endorse the Statement of Financial Activity for the period ended 31 May 2024.

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 2023/24 adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

RECOMMENDATION

That Council endorses the Statement of Financial Activity for the period ended 31 May 2024.

9.1.3 WRITE OFF DEBTOR BALANCES

FILE REFERENCE: F/SUD I

REPORT DATE: 17 June 2024

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 \$1,014.00.

BACKGROUND:

The annual fee invoice for the Central Midlands Basketball Association was issued on 23 September 2023. On 18 April 2024, Andrea Cockman, Treasurer of the Central Midlands Basketball Association, contacted the Shire of Moora's debtor officer to report that the 23/24 Basketball Season did not happen and requested the fee be waived.

COMMENT:

Amy Watts, 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 be likely no 23/24 Season either due to financial hardship or lack of volunteers. This has been confirmed again this year, and the Association removed from our Fees & Charges schedule. Mrs Watts will continue to work with the Central Midlands Basketball Association and Basketball WA to revive the sport.

Gavin Robins, Chief Executive Officer, approved the waiver of this fee on 17 June 2024 considering there was no 23/24 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 \$1,014.00 previously invoiced no longer being collected.

VOTING REQUIREMENTS

Simple Majority Required

RECOMMENDATION

That Council agree to write off the debtor balance as noted, totalling \$1,014.00.

9.1.4 **2024/2025 BUDGET**

REPORT DATE: 12 July 2024

OFFICER DISCLOSURE OF INTEREST: Nil

PREVIOUS MEETING REFERENCES: Nil

AUTHOR: Travis Bate, RSM and Gavin Robins, Chief Executive Officer

ATTACHMENTS: 2024/2025 Budget and 2024/2025 Fees and Charges

PURPOSE OF REPORT:

For Council to consider the adoption of the 2024/2025 Budget.

BACKGROUND:

The 2024/2025 draft Budget has been prepared consistent with 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 budget document has been prepared in its statutory format.

COMMENT:

The Budget for the 2024/2025 financial year includes the following information:

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

Key features of the budget include:

- The draft budget is based on a suggested overall indexation of rate increase of **5%**.
- Fees and charges, including refuse collection have increased on average by **6%** from the base of set as the 2023/24 financial year.
- The sewerage service fees and charges and rate in the dollar have increased on average by 5% from the 2023/24 financial year.
- A capital works program totalling approximately \$14.4M for investment in property, plant and equipment and construction of infrastructure is planned. This includes a \$5.8M investment in roads, drainage and footpaths.
- An estimated surplus of \$5.493M is anticipated to be brought forward from 30 June 2024. However, it should be noted that this is an unaudited estimate and may change. Any change will be addressed as part of the year end audit and or a future budget review.
- Principle grant funding for the year is estimated from:
 - Wheatbelt Secondary Freight Route - \$3.5M
 - Roads to Recovery - \$829K
 - Regional Road Group - \$245K
 - Financial Assistance Grants - \$342K

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.

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 ending on the next following 30 June.

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 2024/2025 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 2024/2025 Budget.

VOTING REQUIREMENTS

Absolute Majority Required

RECOMMENDATION

That Council adopts the 2024/2025 Statutory Annual Budget and Notes forming part of the budget for the year ending 30 June 2025 as presented including the following:

- (1) Imposing General Rate for Gross Rental Value (GRV) properties – the general rate be set at 9.1714 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 0.5490 cents in the dollar on Unimproved Values for all rateable land within the district;***
- (3) Imposing Minimum Payment (Rates) for Gross Rental Value (GRV) properties – the Minimum Payment (Rates) be set at \$830 per assessment for GRV properties;***
- (4) Imposing Minimum Payment (Rates) for Unimproved Value (UV) properties – the Minimum Payment (Rates) be set at \$830 per assessment for all UV properties in the Shire of Moora;***
- (5) Imposing Sewerage Rate – the sewerage rate in the dollar be set at 8.0513 cents in the dollar, and that the following apply:***

- a. **That the minimum annual sewerage rates be as follows;**
- | | |
|---|--------------|
| Residential properties | \$455 |
| Commercial properties | \$465 |
| Vacant Land properties | \$455 |
| Ex-Gratia Commercial/Industrial properties | \$465 |
- b. **That the maximum annual sewerage rate be as follows;**
- | | |
|-------------------------------|----------------|
| Residential properties | \$1,195 |
| Vacant Land properties | \$1,195 |
| Commercial properties | \$5,635 |
- c. **Non-Rateable Properties connected to sewer**
- Class 1 Institutional/Public & Charitable Purposes for each property:**
- | | |
|--------------------------------------|------------------------|
| First major fixture | \$295 per annum |
| Each additional major fixture | \$125 per annum |
- Class 2 State and Local Government properties of a commercial nature: \$1,645 per Connection**
- (6) **Rubbish Removal Charges (per annum) – be set at;**
- | | |
|--|---|
| (i) Residential – Non-pensioner | \$465 per 240-litre bin (weekly) & recycling bin (fortnightly) |
| (ii) Residential– Pensioner | \$350 per 240-litre bin (weekly) & recycling bin (fortnightly) |
| (iii) Non-Residential | \$465 per 240-litre bin (weekly) |
| (iv) Transfer Station Key | \$265 (Watheroo and Miling) |
- (7) **Incentive for Early Payment of Rates – Council is offering a \$600 cash prize to ratepayers who pay their 2024/2025 rates, rubbish charges and arrears in full within 21 days from the issue date of the rate notice;**
- (8) **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 2024/2025 financial year:

Issue Date	26th July 2024
Payment in Full	30th August 2024

Payment by Instalments

First Instalment	30th August 2024
Second Instalment	1st November 2024
Third Instalment	24th January 2025
Fourth instalment	28th March 2025

- (9) **Instalment Plan Interest Rate – a charge be set at 3% per annum calculated by simple interest method and applied to Rates and Rubbish Removal Charge;**
- (10) **Instalment Plan Administration Charge – a charge of \$12.00 per instalment excluding the first instalment and applied to Rates and Rubbish Removal Charge;**
- (11) **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;**
- (12) **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.**
- (13) **Reserve Accounts – Council confirms the names and purposes of its Reserve Accounts as listed within the Shire of Moora Budget 2024/2025.**
- (14) **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.**
- (15) **Confirms the meeting fees to be paid to all Councillors at \$xxx per Committee meeting; and for Council meetings \$xxx per meeting to Councillors and \$xxx per meeting for the Shire President. Shire President’s allowance is set at \$xxx per annum and Deputy President at \$xxx.**
- (16) **In accordance with section 6.16 of the Local Government Act 1995 adopt the schedule of fees and charges as attached.**

9.2 DEVELOPMENT SERVICES

Nil

9.3 ENGINEERING SERVICES

Nil

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