



MINUTES

ORDINARY MEETING OF COUNCIL

held on

Thursday, 17 April 2025 at 5:30pm

at the

**Shire of Morawa Council Chambers,
26 Winfield Street, Morawa**



WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

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DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local
Government (Administration) Regulation 34C*

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i>			
Name of person declaring the interest			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

Signature: _____ **Date:** _____

Important Note:

Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

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Item 1 Opening of Meeting

The Presiding Member declared the meeting open at 5:30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji Elder's past, present and future, in working together for the future of Morawa.

Item 3 Recording of Attendance**3.1 Attendance****Council**

President (Presiding Member) Councillor Karen Chappel

Deputy President Councillor Ken Stokes

Councillor Dean Clemson

Councillor Mark Coaker

Councillor Debbie Collins

Councillor Diana North

Staff – Attendance

Chief Executive Officer

A/Exec Manager Corporate and Community Services

Manager Works & Services

Michael Cole

Stuart Taylor

Brett Atkinson

Members of the Public

Nil

3.2 Apologies

Councillor Grant Chadwick

3.4 Approved Leave of Absence

Nil

3.5 Disclosure of Interests

The Presiding Member read aloud the following listed disclosures of interest received before the meeting:

Agenda Item 11.1.1 Actions Performed under Delegated Authority for March 2025		
Disclosing Member	Nature of Interest	The Nature being
Cr Clemson	Financial Interest	Councillor's Business is listed under 'Other Delegations'.

**Agenda Item 15.2 Confidential Report – Disposal of Property – 19 Waddilove Road
Morawa and 2 Prater Street Morawa**

Disclosing Member	Nature of Interest	The Nature being
Cr North	Proximity Interest	Share a common boundary with one of the properties in the item.

Item 4 Applications for Leave of Absence

Nil

Item 5 Response to Previous Questions

Nil

Item 6 Public Question Time

Nil

Item 7 Questions from Members without Notice

Nil

Item 8 Announcements by Presiding Member without Discussion

President's Meetings for the month of March 2025.

Date	Details of Meeting
4 March 2025	Stronger Communities Programme Round 9 - Community Consultative Committee
13 March 2025	ALGA Board Meeting
20 March 2025	Shire of Morawa – Ordinary Council Meeting
20 March 2025	Lord Mayor's Distress Relief Fund - Board Meeting
20 March 2025	Shire of Morawa – CEO Meeting
20 March 2025	Shire of Morawa – Audit Entrance Meeting
20 March 2025	Shire of Morawa – Audit & Risk Management Committee Meeting
20 March 2025	Shire of Morawa – Ordinary Council Meeting
24 March 2025	WALGA & Bevan Eatts - Meeting
25 March 2025	Shire of Morawa – LEMC meeting
26 March 2025	Shire of Morawa – CEO Meeting
28 March 2025	GECZ Conference

Item 9 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting
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The Elected Members to declare that they had given due consideration to all matters contained in the agenda.

- President (Presiding Member) Councillor Karen Chappel
- Deputy President Councillor Ken Stokes
- Councillor Dean Clemson
- Councillor Mark Coaker
- Councillor Debbie Collins
- Councillor Diana North

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 20 March 2025 Audit & Risk Management Committee Meeting were provided under separate cover as an attachment of the 20 March 2025 Ordinary Council Meeting via the Shire of Morawa's secure portal to all Councillors on 26 March 2025.

The Minutes of the 20 March 2025 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 26 March 2025.

OFFICER'S RECOMMENDATION/RESOLUTION**250404****Moved: Cr Stokes****Seconded: Cr Clemson****That Council confirm that:**

- 1. the Minutes of the Audit & Risk Management Committee Meeting held 20 March 2025 are a true and correct record.**
- 2. the Minutes of the Ordinary Council Meeting held 20 March 2025 are a true and correct record, except for the following clarification:**
 - a. Resolution 250321 to be corrected to read:**
"That Council exercises the provisions of sections 6.63 to 6.75 of the Local Government Act 1995 and proceed to sell four (4) properties with arrears of 3 or more years and attempt to recover from the proceeds of the sale, unpaid rates and charges."

CARRIED BY SIMPLE MAJORITY 6/0

Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.

Item 11 Reports of Officers

11.1 Chief Executive Officer

Cr Clemson left the meeting at 5:32pm.

11.1.1 Actions Performed under Delegated Authority for March 2025

Author: Executive Assistant

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declares that they do not have any conflict of interest in relation to this item.

Disclosing Member	Nature of Interest	The Nature being
Cr Clemson	Financial Interest	Councillor's Business is listed under 'Other Delegations'.

OFFICER'S RECOMMENDATION/RESOLUTION

250405

Moved: Cr Coaker

Seconded: Cr North

That with respect to Actions Performed under Delegated Authority for March 2025, Council:

1. Accept the Report.

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

To report back to Council, actions performed under delegated authority from the period 01 March 2025 to 31 March 2025.

DETAIL

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals;
- Building Permits;
- Health Approvals;
- One off delegations to the Chief Executive Officer;
- Dangerous Goods;
- Affixing of Common Seal;
- Other Delegations as provided for in the Delegations Register.

The following outlines the actions performed within the Shire relative to Delegated Authority from the period 01 March 2025 to 31 March 2025 ('the period') and are submitted to Council for information.

Bushfire

No delegated decisions were undertaken by Shire pursuant to bushfire matters during the period.

Caravan parks and campgrounds

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds during the period.

Common Seal

No Common Seal actions were undertaken by the Shire during the period.

Dangerous Goods Safety Act 2004

No delegated decisions were undertaken by Shire pursuant to Dangerous Goods Safety matters during the period.

Food Act 2008

No delegated decisions were undertaken by Shire pursuant to the Food Act matters during the period.

Hawkers, traders, and stall holders

No delegated decisions were undertaken by Shire pursuant to hawkers, traders, and stall holders during this period.

Liquor Control Act 1988

<i>Date of decision</i>	<i>Decision Ref.</i>	<i>Decision details</i>	<i>Applicant</i>	<i>Other affected person(s)</i>
31/03/25	ICR254660	Approved	Morawa Tigers Sports Club Inc	

Lodging houses

No delegated decisions were undertaken by Shire pursuant to lodging house matters during the period.

Public Buildings

No delegated decisions were undertaken by Shire pursuant to public buildings matters during the period.

Septic Tank Approvals

No delegated decisions were undertaken by Shire pursuant to the Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974 during the period.

Planning Approval

No delegated decisions were undertaken by Shire pursuant to *Planning & Development Act 2005* during the period.

Building Permits

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
25/03/25	25/03	Approved – New Build Shed	Prices Fabrication and Steel Pty Ltd	

Other Delegations

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
13/03/25	NCR251351	Approved leasing of Unit 7 Business Unit for a period of 12 months	Midmech Pty Ltd	

LEVEL OF SIGNIFICANCE

Low – report provided to Council for information purposes.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Building Act 2011

Bushfire Act 1954

Dangerous Goods Safety (Explosives) Regulations 2007

Health Act 1991

Health Act 1911

Health (Public Buildings) Regulations 1992

Liquor Control Act 1988

Local Government Act 1995

Planning & Development Act 2005

Shire of Morawa Local Planning Scheme No. 2

Shire of Morawa Cemeteries 2018 - Local Law

Shire of Morawa Dogs 2018 - Local Law

Shire of Morawa Extractive Industries 2018 - Local Law

Shire of Morawa Fencing 2018 Local Law

Shire of Morawa Health 2004 - Local Law

Shire of Morawa Public Places and Local Government Property 2018 - Local Law

Shire of Morawa Meeting Procedures 2012 - Local Law

Shire of Morawa Waste 2018 - Local Law

Shire of Morawa Delegations Register (2025)

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial implications relating to this Item.

RISK MANAGEMENT CONSIDERATIONS

There are no known risk management implications relating to this Item.

ATTACHMENTS

Nil

Cr Clemson returned to the meeting at 5:33pm.

11.1.2 Appointment to Audit and Risk Management Committee

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION**250406****Moved: Cr North****Seconded: Cr Stokes**

That Council appoints Cr Mark Coaker as a Council delegate for the Audit and Risk Management Committee.

CARRIED BY ABSOLUTE MAJORITY 6/0

PURPOSE

The purpose of this report is to appoint a Council delegate to the Audit and Risk Management Committee (ARC).

DETAIL

Council delegates to the ARC were appointed at the 23 October 2023 Special Council Meeting, following the 2023 Ordinary Local Government Elections.

Cr Collins has resigned from the Committee, effective from 20 March 2025.

Under the Terms of Reference, the ARC membership shall consist of four elected members of Council and an Independent Chair. Current membership is as follows:

- Mr Nils Hay, Independent Chair
- Shire President, Cr Karen Chappel
- Deputy Shire President, Cr Ken Stokes
- Councillor, Diana North

Nominations are now sought for the fourth Council delegate.

LEVEL OF SIGNIFICANCE

High – Committee membership must be adopted by Absolute Majority

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

Strategic Community Plan 2022 - 2032

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial or resource implications in relation to this item.

RISK MANAGEMENT CONSIDERATIONS

This report provides the opportunity to clearly delineate roles and responsibilities which is a key risk management action.

CONCLUSION

That Council appoint a Council delegate to the Audit and Risk Management Committee.

ATTACHMENTS

Attachment 1 – 11.1.2a Audit and Risk Committee Terms of Reference

11.1.3 Commercial Properties – Property Management

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION**250407****Moved: Cr Collins****Seconded: Cr Clemson**

That Council endorse the proposal from Elders Real Estate Geraldton for the management of the Shire's commercial properties.

CARRIED BY SIMPLE MAJORITY 6/0

PURPOSE

To seek Council endorsement for the external management of the Shire's commercial properties.

DETAIL

At 17 June 2024 Ordinary Council Meeting, Council agreed to outsource residential property management to an appropriately accredited organisation, with a service delivery agreement that includes compliance with the Residential Tenancy Act and at least one property condition inspection per annum.

The Shire appointed Elders Real Estate Geraldton for this service.

This arrangement is now in place and is providing the Shire with an effective property management service with inspections being conducted at arms-length from Shire employees.

It is now proposed to extend this property management service to include the Shire's commercial properties based on the proposal submitted by Elders Real Estate Geraldton (*Attachment 1*).

LEVEL OF SIGNIFICANCE

Medium – the Shire has historically undertaken commercial property management with varied levels of success and could continue to do so. However, the engagement of an external firm will provide a level of independence from Shire staff in the management of these properties.

CONSULTATION

Chief Executive Officer
Senior Management Team

Elders Real Estate Geraldton

LEGISLATION AND POLICY CONSIDERATIONS

ENG03 Asset Management Policy – highlights the role of both the administration and Council in managing assets and ensuring their management is appropriately resourced.

Strategic Community Plan 2022 - 2032

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

The Shire's commercial properties are limited to the Incubator Units. The estimated cost to manage each Unit is \$1,500 per annum, in addition to the one-off costs for any negotiations for new leases or extensions.

RISK MANAGEMENT CONSIDERATIONS

The Shire lacks administrative and building maintenance resources to appropriately manage its commercial property portfolio, as such pursuing an outsourcing option is a risk mitigation activity.

CONCLUSION

That Council endorse the proposal from Elders Real Estate Geraldton for the management of the Shire's commercial properties.

ATTACHMENTS

Attachment 1 – 11.1.3a Elders Real Estate Geraldton – Management of Commercial Properties

11.1.4 Property Asset Condition Report

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION**250408****Moved: Cr Coaker****Seconded: Cr North**

That Council:

- 1. Notes that Management has received asset condition reports for the Shire's residential properties.**
- 2. Notes the reports will inform the review of the Corporate Business Plan and future draft annual budgets.**

CARRIED BY SIMPLE MAJORITY 6/0

Cr Chappel spoke to the report noting concern for the situation at 2 Broad Avenue.

PURPOSE

To provide Council with an update on the asset condition reports for the Shire's residential properties.

DETAIL

At the 18 April 2024 Ordinary Meeting of Council, in response to a Councillor Motion, the Chief Executive Officer was directed to obtain a report from a Property/Building Inspection business, providing asset condition reports for each residential asset, and present it to Council by 31 December 2024 to inform the 2025 review of the Corporate Business Plan, detailing for each residential asset:

- Structural and general maintenance status,
- A prioritise list of maintenance requirements, and
- Recommendations for improving asset management to support the long-term performance of the Shire's residential assets.

Housespect Building Inspections were engaged to undertake inspections of all residential properties which was carried out in November 2024. A comprehensive report on each property was received in December 2024.

Attachment 1 relates to 2 Broad Avenue and is provided as an example of the comprehensive report for each property. The property is described as a transportable building on a concrete slab constructed of framing with a fibre cement cladding and zincalume roof.

For this property the report identifies major structural defects with veranda and with major non-structural defects with external walkways and internal floors.

A subsequent review of 2 Broad Avenue has now been completed. It is estimated a further \$175,000 will be required to renovate this residence. Because of movement in the floor base, some of the issues may reoccur and on this basis it may be more economical to demolish this residence and replace with a new dwelling.

For the remaining properties, the following summarises the major structural defects in some of the properties:

- Patio – rusted stirrups and brackets missing
- Patio – rusted posts and brackets missing
- Retaining walls – movement and deflection
- Footings and internal floors – general subsidence, movement or deflection
- Veranda – Timber termite damage
- Ceilings – Water ingress

The Shire has 29 properties and in summary the required maintenance over the next 3 years is estimated at \$565,100. Of this, \$46,000 is required for urgent works with the remainder over the next 3 years.

An allocation of \$200,000 was included in the 2024/25 Annual Budget for capital expenditure for repairs to staff housing. The \$200,000 for this year was for 4 staff houses that are currently vacant. Works have been partially completed by a builder/handyman who had intended to base his business in Morawa, but this arrangement concluded before Christmas 2024. The Shire has since re-engaged with a Geraldton based business to complete this work.

The officer's response to the Notice of Motion identified that the Shire did employ a building maintenance team (2 FTE), but the team was allocated more to capital projects. With subsequent staff turnover, more pressing urgent repair work on Shire properties has become an issue. The property inspections have suggested a program of preventative maintenance and ongoing maintenance is required.

The Shire is preparing requests for quotations/tenders for undertaking building maintenance. This is for both scheduled and reactive maintenance. Consideration of future resources, specifically for ongoing building maintenance, will be listed for consideration in the 2025/26 Draft Annual Budget.

LEVEL OF SIGNIFICANCE

Medium significance – The ongoing renewal and maintenance of residential buildings is a role of administration and Council and should be appropriately managed and resourced.

CONSULTATION

Chief Executive Officer
Shire Staff

Housepect Building Inspections

LEGISLATION AND POLICY CONSIDERATIONS

- ENG03 Asset Management Policy – highlights the role of both the administration and Council in managing assets and ensuring their management is appropriately resourced.
- Executive Policy Staff Housing - provides a consistent approach to the allocation of Shire housing to Staff, the management of properties, and the associated charges aligned to the provision of staff housing.

Strategic Community Plan 2022 - 2032

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

The Annual Budget for 2024/25 included \$200,000 for capital expenditure repairs to staff housing. A similar allocation will be listed for consideration in the upcoming Draft 2025/26 Annual Budget.

RISK MANAGEMENT CONSIDERATIONS

The provision of staff housing and ongoing maintenance is vital for the attraction and retention of staff. The ongoing maintenance and renewal of our assets should be appropriately resourced.

CONCLUSION

Council to note the indicative costs to undertake capital works and maintenance of staff housing.

ATTACHMENTS

Attachment 1 – 11.1.4a General building inspection and maintenance plan - 2 Broad Avenue Morawa

11.1.5 Stevemacs Bulk Fuel Haulage - Restricted Access Vehicle (RAV) 7.3 Networks Permit

Author: Executive Assistant

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION

250409

Moved: Cr Stokes

Seconded: Cr North

That Council:

1. With respect to Stevemacs Bulk Fuel Haulage RAV Permit Application, as the local road asset owner, Council support a Restricted Access Vehicle (RAV) 7.3 Tandem Drive Network Permit for combinations up to 36.5 metres to operate in the Shire of Morawa on the following road, due to the road being categorised as a RAV 7.3 Tandem Drive Network Roads (as determined by Main Roads WA):

- a. 5110149 - Morawa-Yalgoo Road (from the intersection of Mullewa Wubin Rd & Mingenew Morawa Rd SLK 0.00 to Yalgoo LGA Boundary SLK 42.56)

Conditions:

- i. CA07 - All operators must carry written support from the road manager acknowledging the operator's use of the road.
 - ii. Headlights to be switched on at all times
 - iii. No operation on unsealed road segment when visibly wet, without road owner's approval.
 - iv. 10 km/h below posted speed limit
 - v. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.
2. Direct the CEO to respond to Stevemacs Bulk Fuel Haulage with the application outcome.

CARRIED BY SIMPLE MAJORITY 6/0

Cr Stokes spoke to the report noting that similar applications have previously been received, reviewed and approved.

PURPOSE

Stevemacs Bulk Fuel Haulage is seeking approval for a Restricted Access Vehicle (RAV) 7.3 Tandem Drive Network Permit for the period 30 April 2025 to 29 April 2028, to operate heavy vehicle combinations of up to 36.5 metres on Morawa-Yalgoo Road.

Under Main Roads Western Australia (MRWA) RAV networks conditions, there is a need for road users to seek approval road owner approval to travel on roads controlled by the Shire of Morawa.

DETAIL

Stevemacs Bulk Fuel Haulage is seeking the permission to travel on a Shire road to enable efficient supply of fuel to the Deflector Mine Site.

The Morawa-Yalgoo Road (SLK 0.00 to SLK 45.56) is already classified as a RAV Network 7.3 road and therefore, it is recommended that Council approve the permit as requested.

Main Roads WA 7.3 Tandem Drive Network conditions for the road are as noted in the Officer's Recommendations above.

It has been requested by Stevemacs Bulk Fuel Haulage that the permit be granted for a period of three years. In line with previous RAV permit approvals, the Administration recommends an annual permit approval with the initial permit approved for the period 30 April 2025 to 29 April 2026.

LEVEL OF SIGNIFICANCE

Low

CONSULTATION

Senior Management Team

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Road Traffic Act 1972

Road Traffic (Vehicles) Act 2012

Main Roads Act 1930

Road Traffic (Vehicle Standards) Regulations 2002

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial and resource implications associated with this Report. Silver Lake Resources Pty Ltd, who operate the mine site, pay a contribution towards the maintenance of Morawa-Yalgoo Road.

RISK MANAGEMENT CONSIDERATIONS

Low to Medium. The main risk relates to increase road maintenance costs however, the contribution received by the mine serviced by the fuel carrier will cover and increased costs.

CONCLUSION

It is recommended that RAV 7.3 permit approval be granted as requested until 29 April 2026, subject to the Main Roads WA conditions and Shire of Morawa terms as stipulated in Officer Recommendation.

ATTACHMENTS

Nil

11.2 Executive Manager Corporate & Community Services

11.2.1 Monthly Financial Report – March 2025

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION

250410

Moved: Cr North

Seconded: Cr Clemson

That Council receive:

1. The Monthly Financial Report including the Statement of Financial Activity for the period ending 31 March 2025.
2. The Bank Reconciliation Report for period ending 31 March 2025.
3. The attached List of Payments for the period ending 31 March 2025.
4. With respect to the Chief Executive Officer authorisations and reporting to Council;
 - 4.1. Reimbursement applications made by the Chief Executive Officer for the period ending 31 March 2025.

CARRIED BY SIMPLE MAJORITY 6/0

PURPOSE

The Monthly Financial Report is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

The Monthly Financial Report includes the Statement of Financial Activity Report, Bank Reconciliation Report and the List of Payments made during the reporting month.

DETAIL

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, a local government is to prepare each month a Statement of Financial Activity (Attachment 1) reporting on the revenue and expenditure as set out in the Annual Budget each month.

Under the regulations the report must include the following items:

- Annual Budget estimates
- Budget estimates to the end of the month to which the statement relates,
- Actual amounts of expenditure, revenue, and income.

- Material variances between budget and actual
- Net current assets
- The report is to be accompanied by documents containing an explanation of the net current assets, material variances and other relevant supporting documentation.

As part of the monthly report a bank reconciliation report will be completed and included as **Attachment 2**. The summary of the report for 31 March 2025 is as follows:

Account	Balance
Municipal Account	2,046,112.56
Municipal Online Account	1,132,984.25
Trust Account	1,525.11
Reserve Account	5,101,617.37
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	10,382,239.29

Pursuant to Section 5.42 of the *Local Government Act 1995*, Council has resolved to delegate to the Chief Executive Officer the authority to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the *Local Government (Financial Management) Regulations 1996* – Reg 13(3) for a list of payments to be prepared and presented to Council.

The list of accounts paid for the period 1 March to 31 March 2025 is presented as an attachment to this report (**Attachment 3**) and is summarised in the table below.

Bank	Payment Description	Amount
Municipal	Electronic Funds Transfers (EFT)	436,627.52
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	78,070.42
Municipal	Bank Transfers / Payroll / Other Payments	178,798.11
Municipal	Corporate Credit Cards / Fuel Cards	5,396.21
Trust	Electronic Funds Transfers (EFT)	0.00
	TOTAL	698,892.26

Reimbursement Applications

There have been no reimbursements claimed during the month of March 2025.

LEVEL OF SIGNIFICANCE

Low significance – report is presented to Council for information purposes only.

CONSULTATION

Chief Executive Officer

OFFICER'S COMMENTS

1. Term deposits have been placed and we are now receiving a 5% return.
2. 80.7% of rates have been received as at the end of March 2025.

LEGISLATION AND POLICY CONSIDERATIONS

Section 5.42 Local Government Act 1995 Delegation of some powers and duties to the CEO.

Section 2.7 of the Local Government Act 1995 states:

Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Local Government (Financial Management) Regulations 1996

Regulation 34(1)

- (1) A local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) for each month.

Regulation 13

- (1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month.
- (3) A list prepared under sub regulation (1) or (2) is to be –
 - a. presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - b. recorded in the minutes of that meeting

Procurement Policy

Use of Corporate Credit Card Policy

CEO Leave Authorisations and Other Approvals Policy

Strategic Community Plan 2022 - 2032

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

As presented.

RISK MANAGEMENT CONSIDERATIONS

The risks identified as part of this report being inaccurate information is mitigated by Council receiving financial statements on a monthly basis and in the form that is in accordance with the Local Government Act 1995 and associated regulations in the format called Statutory Reporting and is considered Low Risk.

CONCLUSION

Council is requested to receive the attached Monthly Financial Report that contains the

Statement of Financial Activity, the Bank Reconciliation Report, the list of accounts paid by the Chief Executive Officer and the list of any work-related expenses/reimbursements submitted by the Chief Executive Officer.

ATTACHMENTS

Attachment 1 – 11.2.1a Monthly Financial Report as at 31 March 2025

Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 March 2025

Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 March 2025

Item 12 Reports from Committees**12.1 Appointment of Bush Fire Control Officers**

Author: Community Emergency Services Manager

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION/RESOLUTION**250411****Moved: Cr North****Seconded: Cr Coaker**

That Council endorse the following appointments for the relevant Bush Fire Control Officer positions:

- **Chief Bushfire Control Officer (CBFCO) - Wayne Kowald**
- **Deputy Chief Bushfire Control Officer (DCBFCO) – Geoff Scott**
- **Fire Control Officers**
 - **Shire CEO**
 - **Shire Community Emergency Services Manager – Rick Ryan**
 - **Canna/Gutha Brigade – Garry Collins**
 - **Koolanooka Brigade – Glen Tapscott**
 - **Morawa West Brigade – Darren Yewers**
 - **Pintharuka Brigade – Mark Coaker**
- **Permit Issuing Officers**
 - **CBFCO – Wayne Kowald**
 - **DBFCO – Geoff Scott**
 - **Canna/Gutha – Garry Collins**
 - **Townsite – Morawa VFES Captain – Claire Adams**
 - **Shire Community Emergency Services Manager – Rick Ryan**
 - **Shire CEO**

CARRIED BY SIMPLE MAJORITY 6/0

PURPOSE

The purpose of this report is for the Bush Fire Advisory Committee to nominate Officers to hold the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, Fire Control Officer, Permit Issuing Officers, Fire Weather Officer and make a recommendation to Council in relation to those nominations.

DETAIL

The Shire of Morawa Bush Fire Advisory Committee held its annual AGM on Thursday, 13 March 2025. Other than receiving a report on the high-risk period that has just concluded, the

main order of business was to nominate and elect Bushfire Control and Permit Issuing Officer Positions.

All nominations were unanimously supported.

Historically, the CEO has appointed Fire Control Officers under delegated authority, however due to the importance to the community of these appointments, it was deemed prudent for the appointments to be endorsed by Council.

LEVEL OF SIGNIFICANCE

Medium – it is a statutory requirement that either Council or the CEO by delegated authority accept the Fire Control Officer appointments.

CONSULTATION

Senior Management Team
Morawa Bushfire Advisory Committee

LEGISLATION AND POLICY CONSIDERATIONS

Section 38 of the *Bush Fires Act 1954* sets the requirement for local governments to appoint such persons as it thinks necessary to be its Bush Fire Control Officers. A notice of the appointments is to be published.

Strategic Community Plan 2022 - 2032

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial or resource implications in relation to this item.

RISK MANAGEMENT CONSIDERATIONS

All appointees are experienced Brigade Members and have demonstrated adequate capabilities to perform the relevant roles.

There are no other known risk management implications in relation to this item.

CONCLUSION

It is recommended that Council appoint the nominated people to the relevant roles as recommended by the Shire of Morawa Bushfire Advisory Committee.

ATTACHMENTS

Attachment 1 – 12.1a Morawa Bush Fire Advisory Committee Minutes, 13 March 2025

Item 13 Motions of Which Previous Notice Has Been Given

Nil

Item 14 New Business of an Urgent Nature

Nil

Item 15 Matters for Which the Meeting May Be Closed (Confidential Items)**15.1 Matters for Which the Meeting May Be Closed (Confidential Items)**

Author: Executive Assistant

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/RESOLUTION

250412

Moved: Cr North

Seconded: Cr Stokes

That Council:

That Council closes the meeting to the public under section 5.23 (2) (c) and (e) of the *Local Government Act 1995* and the *Shire of Morawa Meeting Procedures Local Law 2012* s 6.2 so that it can consider the following Items:

- **15.2 Confidential Report – Disposal of Property – 19 Waddilove Road Morawa and 2 Prater Street Morawa**

CARRIED BY SIMPLE MAJORITY 6/0

PURPOSE

This item seeks Council's approval under s5.23 (2) of the Local Government Act 1995 to move into camera or closed session to consider confidential matters.

DETAIL

Under s5.23 (2) of the Local Government Act 1995, Council must resolve to move into camera or closed session. The following Items are 'confidential matters' as addressed below:

- **15.2 Confidential Report - Disposal of Property – 19 Waddilove Road Morawa and 2 Prater Street Morawa**

LEVEL OF SIGNIFICANCE

High – Confidential Items

CONSULTATION

Senior Management Team

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

Under section 5.23 (2) of the *Local Government Act 1995*, part of a council meeting may be closed, if the meeting deals with any of the following:

- (a) *a matter affecting an employee or employees;*
- (b) *the personal affairs of any person;*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) *a matter that if disclosed, would reveal —*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person;*
 - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*
- (f) *a matter that if disclosed, could be reasonably expected to —*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property;*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
- (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*

Shire of Morawa Meeting Procedures Local Law 2012

The key parts include:

6.2 Meetings not open to the public;

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried— (a) the presiding member is to direct everyone to leave the meeting except— (i) the members; (ii) the CEO; and (iii) any officer specified by the presiding member; and (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.

- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

Strategic Community Plan 2022 to 2032)

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

Any known financial implications are addressed in the respective reports.

RISK MANAGEMENT CONSIDERATIONS

There are no known risk management implications in relation to this item.

CONCLUSION

That Council closes the meeting to the public under section 5.23 (2) of the *Local Government Act 1995* and the *Shire of Morawa Meeting Procedures Local Law 2012* s 6.2 so that it can consider the reports as addressed.

ATTACHMENTS

Nil

Cr North left the meeting at 5.38pm.

15.2	Confidential Report – Disposal of Property – 19 Waddilove Road Morawa and 2 Prater Street Morawa
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Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

Disclosing Member	Nature of Interest	The Nature being
Cr North	Proximity Interest	Share a common boundary with one of the properties in the item.

OFFICER'S RECOMMENDATION

That Council:

1. Note the market appraisals for 19 Waddilove Road and 2 Prater Street, Morawa prepared by Elders Real Estate (*Attachments 1 and 2*).
2. In principle, accept the disposition of the disposition of property being the sale of 19 Waddilove Road, Morawa and 2 Prater Street, Morawa to Ikonyx Medical Services for a purchase price of \$50,000.
3. Direct the CEO to give the legislated local public notice of the proposed disposition in line with section 3.58 of the *Local Government Act 1995*.

ALTERNATE MOTION

Moved: Cr Chappel

Seconded: Cr Stokes

That Council:

1. Note the market appraisals for 19 Waddilove Road and 2 Prater Street, Morawa prepared by Elders Real Estate (*Attachments 1 and 2*).
2. In principle, accept the disposition of the property being the sale of 19 Waddilove Road, Morawa and 2 Prater Street, Morawa to Ikonyx Medical Services for a purchase price of \$30,000.
3. Direct the CEO to give the legislated local public notice of the proposed disposition in line with section 3.58 of the *Local Government Act 1995*.

Reason for Change

Cr Chappel spoke to the alternate motion noting that the valuation did not reflect the true value and likened the reduced price to the rental discounts provided to local businesses renting the Shire owned incubator units. Cr Chappel also noted the return value of having additional medical staff able to be housed to in turn, service the community.

Cr Stokes noted that there are no 'head works' on the vacant block and these works would require considerable financial contribution by Ikonyx Medical Services to enable housing to be built.

AMENDMENT**250413****Moved: Cr Collins****Seconded: Cr Coaker**

That the price be reduced to \$20,000.

Cr Collins spoke to the importance of supporting local medical providers to ensure adequate servicing of the community. Cr Collins noted the lack of suitable and vacant housing currently available and put forward a motion to support further reducing the sale price to \$20,000.

Cr Coaker spoke for the amendment and noted support of any actions to keep local medical services available to the community.

AMENDMENT CARRIED BY SIMPLE MAJORITY 5/0

SUBSTANTIVE MOTION/RESOLUTION

That Council:

- 1. Note the market appraisals for 19 Waddilove Road and 2 Prater Street, Morawa prepared by Elders Real Estate (Attachments 1 and 2).**
- 2. In principle, accept the disposition of the property being the sale of 19 Waddilove Road, Morawa and 2 Prater Street, Morawa to Ikonyx Medical Services for a purchase price of \$20,000.**
- 3. Direct the CEO to give the legislated local public notice of the proposed disposition in line with section 3.58 of the Local Government Act 1995.**

CARRIED BY SIMPLE MAJORITY 5/0

Cr North returned the meeting at 5.43pm.

15.3 Reopening of the Meeting to the Public**OFFICER'S RECOMMENDATION/RESOLUTION****250414****Moved: Cr Stokes****Seconded: Cr Clemson**

That Council reopens the meeting to the public.

CARRIED BY SIMPLE MAJORITY 6/0

15.4 Presiding Member Publicly Confirms Confidential Item Resolutions

The Presiding Member publicly confirms the Confidential Item Resolutions for:

- 15.2 Confidential Report - Disposal of Property – 19 Waddilove Road Morawa and 2 Prater Street Morawa

Item 16 Closure**16.1 Date of Next Meeting**

The date of the next ordinary meeting of Council will be on 15 May 2025 commencing at 5.30pm, in the Council Chambers.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 5.45pm.