



# **MINUTES**

## **SPECIAL MEETING OF COUNCIL**

held on

**Thursday, 31 July 2025 at 9:00am**

at the

**Online via MS Teams**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council Meetings. The Shire of Morawa disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.*

*Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Morawa advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.*

## 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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**Contents**

Item 1	Opening of Meeting .....	6
Item 2	Acknowledgement of Traditional Owners and Dignitaries.....	6
Item 3	Recording of Attendance .....	6
3.1	Attendance .....	6
3.2	Apologies .....	6
3.4	Approved Leave of Absence .....	6
3.5	Disclosure of Interests.....	6
Item 4	Applications for Leave of Absence .....	6
Item 5	Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting .....	7
Item 6	Reports from Officers .....	7
Item 7	New Business of an Urgent Nature .....	7
Item 8	Matters for Which the Meeting May Be Closed (Confidential Items).....	8
8.1	Matters for Which the Meeting May Be Closed (Confidential Items) .....	8
8.2	Confidential Report – Recruitment of a Chief Executive Officer .....	11
8.3	Reopening of the Meeting to the Public .....	14
8.4	Presiding Member Publicly Confirms Confidential Item Resolutions.....	14
Item 9	Closure .....	14

**Item 1 Opening of Meeting**

The President will declared the meeting open at 9:05am.

**Item 2 Acknowledgement of Traditional Owners and Dignitaries**

The President 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 – Electronic Attendance**

President (Presiding Member) Councillor Karen Chappel

Deputy President Councillor Ken Stokes

Councillor Grant Chadwick

*From 9.10am*

Councillor Dean Clemson

Councillor Mark Coaker

Councillor Debbie Collins

Councillor Diana North

**Staff – Electronic Attendance**

Chief Executive Officer

Michael Cole

**3.2 Apologies**

Nil

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

**Item 4 Applications for Leave of Absence**

Nil

**Item 5 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting**

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 6 Reports from Officers**

*The Reports from Officers forms part of the Confidential Agenda.*

**Item 7 New Business of an Urgent Nature**

Nil

**Item 8 Matters for Which the Meeting May Be Closed (Confidential Item)****8.1 Matters for Which the Meeting Was Closed (Confidential Item)**

**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**

**250711 Moved: Cr Stokes Seconded: Cr North**

**That Council:**

**That Council closes the meeting to the public under section 5.23 (2)(a) and (c) 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:**

- **8.2 Confidential Report – Recruitment of a Chief Executive Officer**

***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:

- **8.2 Confidential Report – Recruitment of a Chief Executive Officer**

**LEVEL OF SIGNIFICANCE**

High – Confidential Items

**CONSULTATION**

Not applicable

**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:***

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*

**8.2 Confidential Report – Recruitment of a Chief Executive Officer**

**Author:** Lydia Highfield - Chief Executive Officer Recruitment Consultant

**Disclosure of Interest:** The Author declares that they do not have any conflicts of interest in relation to this item.

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**AUTHOR'S RECOMMENDATION**

**250712 Moved: Cr Stokes Seconded: Cr Coaker**

**That with regards to the recruitment of a permanent Chief Executive Officer:**

**1. That Council:**

- (a) Approves the making of an offer to the candidate named in Confidential Attachment 2 for the position of CEO at the Shire of Morawa as the person the Council believes to be most suitably qualified for the position;**
- (b) Authorises the Shire President, Deputy Shire President and the appointed independent recruitment consultant to conduct due diligence reference checking in relation to the preferred candidate;**
- (c) Approves and is satisfied with the proposed terms of the CEO employment contract detailed in Confidential Attachment 2, being for a period of 5 years inclusive of a Total Reward Package calculated in accordance with the 2025 Salaries and Allowances Tribunal Local Government Determination Band 4 range;**
- (d) Authorises the Shire President to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995, subject to the candidate agreeing to enter into the proposed terms of the CEO employment contract without amendment**
- (e) Notes that subject to the candidate named in Confidential Attachment 2 accepting the proposed terms of the CEO employment contract, the candidate is appointed to the position of CEO at the Shire of Morawa; and**
- (f) Notes that, if the candidate negotiates under clause 12 of Schedule 2 of the Local Government (Administration) Regulations 1996 terms different to the proposed terms, the Shire President will present the amended proposed contract to Council for approval before the contract is executed.**

***CARRIED BY ABSOLUTE MAJORITY 6/0***

Cr Chadwick joined the meeting online at 9.10am

<b>8.3 Reopening of the Meeting to the Public</b>
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**OFFICER'S RECOMMENDATION/RESOLUTION**

**250713 Moved: Cr North Seconded: Cr Cr Stokes**

**That Council reopens the meeting to the public.**

***CARRIED BY SIMPLE MAJORITY 7/0***

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<b>8.4 Presiding Member Publicly Confirms Confidential Item Resolutions</b>
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*The Presiding Member publicly confirms the Confidential Item Resolutions for:*

- 8.2 Confidential Report – Recruitment of a Chief Executive Officer.

<b>Item 9 Closure</b>
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There being no further business, the President declared the meeting closed at 9.11am.