



MINUTES

ORDINARY MEETING OF COUNCIL

to be held on

Thursday, 21 August 2025 at 5:30pm

at the

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



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

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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 President to declare the meeting open at 5:32pm.

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 – In Person Attendance**

President (Presiding Member) Councillor Karen Chappel
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Dean Clemson

Council – Electronic Attendance

Councillor Mark Coaker- Joined meeting at 5.38pm

Staff – Attendance

Acting Chief Executive Officer	Brad Douglas
Executive Manager	Stuart Taylor
Govt and Executive Support Officer	Anish Thomas

Members of the Public

Nil

3.2 Apologies

Councillor Debbie Collins

3.4 Approved Leave of Absence

Councillor Diana North

3.5 Disclosure of Interests

Nil

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 July 2025.

Date	Details of Meeting
01 July 2025	Rural West Board Meeting
02 July 2025	Future Resource Roads Midwest Steering- WALGA State Council Meeting
09 July 2025	Meeting with Hon Roger Cook BA GradDipBus MBA MLA (Premier of Western Australia)
11 July 2025	LGIS- Board Meeting
15 July 2025	National Emergency Management Meeting
22 July 2025	Meeting with Hon Don Punch BPsych BSocwk MBA MLA (Minister of Aboriginal Affairs) and Hon Matthew Swinbourne BA LLB MLC (Minister of Environment)
23 July 2025	Midwest NAIDOC Event Morawa
23 July 2025	Shire of Morawa- Audit and Risk Committee Meeting
23 July 2025	Shire of Morawa- Ordinary Council Meeting
24 July 2025	Lord Mayor Distress Relief Fund Meeting
28 July 2025	Meeting with Hon Dr Tony Buti BPE DipEd MIR LLB DPhil MLA (Attorney General)
29 July 2025	Meeting with Midwest Secondary Grain Freight Committee
29 July 2025	Meeting with Hon Jackie Jarvis MLC (Minister of Agriculture and Food and Mid-West)
31 July 2025	Australian Local Government Association Board Meeting
31 July 2025	Shire of Morawa- Special Council Meeting

Item 9 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 Grant Chadwick
- Councillor Dean Clemson
- Councillor Mark Coaker

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 23 July 2025 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 28 July 2025.

The Minutes of the 31 July 2025 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 18 August 2025.

COUNCIL RECOMMENDATION/ RESOLUTION**250801****Moved: Cr Stokes****Seconded: Cr Clemson**

That Council confirm that:

- 1. the Minutes of the Ordinary Council Meeting held on the 23 July 2025 are a true and correct record.**
- 2. the Minutes of the Special Council Meeting held on the 31 July 2025 are a true and correct record.**

CARRIED BY SIMPLE MAJORITY 4/0

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****11.1.1 Actions Performed under Delegated Authority for July 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.

COUNCIL RECOMMENDATION/ RESOLUTION**250802****Moved: Cr Stokes****Seconded: Cr Chadwick**

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

- 1. Accept the Report.**

CARRIED BY SIMPLE MAJORITY 4/0

PURPOSE

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

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

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 approvals during this period.

Building Permits

No delegated decisions were undertaken by Shire pursuant to building permits during this period.

Other Delegations

No other delegated decision was undertaken by Shire pursuant to this category during the period.

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

11.2 Executive Manager Corporate & Community Services

11.2.1 Monthly Financial Report – July 2025

Author: Acting Chief Executive Officer

Authorising Officer: Acting 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.

COUNCIL RECOMMENDATION/ RESOLUTION

250803

Moved: Cr Clemson

Seconded: Cr Stokes

That Council receive:

1. **The Monthly Financial Report including the Statement of Financial Activity for the period ending 31 July 2025.**
2. **The Bank Reconciliation Report for period ending 31 July 2025.**
3. **The attached List of Payments for the period ending 31 July 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 July 2025.**

CARRIED BY SIMPLE MAJORITY 4/0

PURPOSE

The Monthly Financial Report is prepared to provide Council with a comprehensive report on the financial position on a monthly basis. The report provided interim results for the 2024/25 financial year and will be subject to the end of financial year audit.

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 July 2025 is as follows:

Account	Balance
Municipal Account	614,143.53
Municipal Online Account	1,147,078.31
Trust Account	1,525.11
Reserve Account	5,658,044.52
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	9,520,791.47

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 July to 31 July 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)	710,298.06
Municipal	Cheques No:	
Municipal	Direct Debit Transactions	79,352.91
Municipal	Bank Transfers / Payroll / Other Payments	231,178.95
Municipal	Corporate Credit Cards / Fuel Cards	6,460.47
Trust	Electronic Funds Transfers (EFT)	
	TOTAL	1,027,290.39

Reimbursement Applications

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Chief Executive Officer

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 governs the local government's affairs; and is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council's role includes the following—
 - a. oversee the allocation of the local government's finances and resources; and
 - b. determining 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 the previous 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

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 July 2025

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

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

Item 12 Reports from Committees*Nil***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)**

Cr Coaker joined meeting at 5.38pm

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.

COUNCIL RECOMMENDATION/ RESOLUTION**250804****Moved: Cr Stokes****Seconded: Cr Coaker****That Council:**

That Council closes the meeting to the public under section 5.23 (2) (a) 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- CEO Contract**

CARRIED BY SIMPLE MAJORITY 5/0

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 – CEO Contract

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 Coaker joined the meeting at 5.37pm

15.2	Confidential Report – CEO Contract
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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.

COUNCIL RECOMMENDATION/ RESOLUTION

250805

Moved: Cr Stokes

Seconded: Cr Coaker

That Council:

1. Recommendation receives a copy of the Chief Executive Officer contract.

CARRIED BY SIMPLE MAJORITY 5/0

15.3 Reopening of the Meeting to the Public**COUNCIL RECOMMENDATION/ RESOLUTION****250806****Moved: Cr Stokes****Seconded: Cr Coaker**

That Council reopens the meeting to the public.

CARRIED BY SIMPLE MAJORITY 5/0

15.4 Presiding Member Publicly Confirms Confidential Item Resolutions

The Presiding Member publicly confirms the Confidential Item Resolutions for:

- 15.2 Confidential Report – CEO Contract

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

The date of the next ordinary meeting of Council will be on Thursday 18 September 2025 commencing at 1.30pm, in the Council Chambers.

16.2 Closure

There being no further business, the Presiding Member to declare the meeting closed at 5.46pm.