



MINUTES

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 20 January 2026 at 5.00pm

via

E-Meeting



WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

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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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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	7
Item 5	Response to Previous Questions	7
Item 6	Public Question Time	7
Item 7	Questions from Members without Notice	7
Item 8	Announcements by Presiding Member without Discussion	7
Item 9	Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting	8
Item 10	Confirmation of Minutes of Previous Meeting	8
Item 11	Reports of Officers	9
11.1	Chief Executive Officer	9
11.1.1	Annual Leave - CEO	9
11.2	Executive Manager Corporate & Community Services	11
11.2.1	Monthly Financial Report – November 2025	11
11.2.2	Monthly Financial Report – December 2025	15
Item 12	Reports from Committees	19
Item 13	Motions of Which Previous Notice Has Been Given	19
Item 14	New Business of an Urgent Nature	19
Item 15	Matters for Which the Meeting May Be Closed (Confidential Items)	19
Item 16	Closure	19
16.1	Date of Next Meeting	19
16.2	Closure	19

Item 1 Opening of Meeting

The President to declare the meeting open at 5:00pm

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**

Nil

Council – Electronic Attendance

President (Presiding Member) Councillor Karen Chappel

Deputy President Councillor Ken Stokes

Councillor Dean Clemson

Councillor Mark Coaker

Councillor Diana North

Staff – Electronic Attendance

Chief Executive Officer

Marty Symmons

Staff – In Person Attendance

Executive Manager – Corporate & Community Services

Brad Douglas

Members of the Public

Nil

3.2 Apologies

Councillor Grant Chadwick

3.4 Approved Leave of Absence

Nil

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

Nil

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.

- Councillor Karen Chappel
- Councillor Ken Stokes
- Councillor Mark Coaker
- Councillor Diana North
- Councillor Dean Clemson

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 15 December 2025 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 22 December 2025.

OFFICER'S RECOMMENDATION/RESOLUTION**260102****Moved: Cr. Stokes****Seconded: Cr. Coaker**

That Council confirm that:

- 1. the Minutes of the Ordinary Council Meeting held on 15 December 2025 are a true and correct record.**

CARRIED BY SIMPLE MAJORITY VOTE 5/0

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 Annual Leave - CEO**

Author: Chief Executive Officer

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.

OFFICER'S RECOMMENDATION/RESOLUTION**260103****Moved: Cr. Clemson****Seconded: Cr. North****That Council:**

- 1. Note the current and projected leave balances for the CEO.**
- 2. Approve the appointment of the Executive Manager Corporate and Community Services as Acting CEO for the CEO periods of leave:**

Period 1: 27 January 2026 to 3 February 2026.
Period 2: 27 March 2026 to 2 April 2026.
- 3. Authorise the Acting CEO to exercise all powers and functions of the CEO during these periods, specifically including the certification of election-related documentation.**

CARRIED BY SIMPLE MAJORITY VOTE 5/0

PURPOSE

To ensure operational continuity, to provide Acting CEO cover during periods of CEO leave of absence of one (1) week or greater.

DETAIL

Under the terms of the current employment contract, the CEO is entitled to six (6) weeks of annual leave per annum, accruable on a pro-rata basis.

The CEO has requested the following periods of leave for the 2026 calendar year:

Period 1: 27 January 2026 to 3 February 2026.
Period 2: 27 March 2026 to 2 April 2026.

Current and projected CEO leave balances are as follows:

Leave Type	Balance (as at 31 Dec 2025)	Projected Balance (at 31 Mar 2026)
Annual Leave	83.60 hours	98.41 hours
Personal Leave	16.66 hours	35.37 hours

To ensure operational continuity, it is recommended that for any absence of one (1) week or greater, formal authority be delegated to the EMCCS to serve as Acting CEO.

This delegation is particularly critical during the 2026 leave periods to ensure the timely CEO certification of election-related documentation and other statutory requirements.

LEVEL OF SIGNIFICANCE

Low – The CEO is entitled to Annual Leave under regulations.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Shire of Morawa Policy EMP10 – CEO leave Authorisations and other Approvals.

Strategic Community Plan 2022 - 2032

N/A

FINANCIAL AND RESOURCES IMPLICATIONS

N/A

RISK MANAGEMENT CONSIDERATIONS

N/A

CONCLUSION

Annual leave request by CEO is informed to Council for approval
EMCCS will be appointed Acting CEO until completion of CEO's annual leave.

ATTACHMENTS

Nil

11.2.1 Monthly Financial Report – November 2025

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

260104 **Moved: Cr. Coaker** **Seconded: Cr. Stokes**

- 1. The Monthly Financial Report including the Statement of Financial Activity for the period ending 30 November 2025.**
- 2. The Bank Reconciliation Report for period ending 30 November 2025.**
- 3. The attached List of Payments for the period ending 30 November 2025.**
- 4. Declarations of reimbursements made to the Chief Executive Officer for the period ending 30 November 2025.**

CARRIED BY SIMPLE MAJORITY VOTE 5/0

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

- 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 30 November 2025 is as follows:

Account	Balance
Municipal Account	1,220,967.15
Municipal Online Account	1,159,867.08
Trust Account	1,525.11
Reserve Account	5,772,247.17
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	10,254,606.51

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 November to 30 November 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)	682,239.06
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	58,170.03
Municipal	Bank Transfers / Payroll / Other Payments	153,342.05
Municipal	Corporate Credit Cards / Fuel Cards	1067.85
Trust	Electronic Funds Transfers (EFT)	0.00
	TOTAL	894,818.99

Reimbursement Applications

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Chief Executive Officer

OFFICER'S COMMENTS

1. Data gathering for FMSR and Reg 17 audit ongoing

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

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 on 30 November 2025

Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 30 November 2025

Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 30 November 2025

11.2.2 Monthly Financial Report – December 2025

Author: Executive Manager Corporate & Community Services

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**260105****Moved: Cr. Stokes****Seconded: Cr. North****That Council receive:**

- 1. The Monthly Financial Report including the Statement of Financial Activity for the period ending 31 December 2025.**
- 2. The Bank Reconciliation Report for period ending 31 December 2025.**
- 3. The attached List of Payments for the period ending 31 December 2025.**
- 4. Declarations of reimbursements made to the Chief Executive Officer for the period ending 31 December 2025.**

CARRIED BY SIMPLE MAJORITY VOTE 5/0

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 December 2025 is as follows:

Account	Balance
Municipal Account	1,194,887.28
Municipal Online Account	1,163,380.04
Trust Account	1,525.11
Reserve Account	5,810,859.23
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	10,270,651.66

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 December to 31 December 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)	479,758.82
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	58,042.93
Municipal	Bank Transfers / Payroll / Other Payments	201,588.75
Municipal	Corporate Credit Cards / Fuel Cards	3877.44
Trust	Electronic Funds Transfers (EFT)	0.00
	TOTAL	743,267.94

Reimbursement Applications

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

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Chief Executive Officer

OFFICER'S COMMENTS

1. Data gathering for FMSR and Reg 17 audit ongoing
2. Tennis Club supporting loan financials prepared for WATC

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

- (3) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (4) 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)

- (2) 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

- (2) 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.
- (4) 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
 - c. 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 – 11.2.2a Monthly Financial Report as on 31 December 2025.

Attachment 2 – 11.2.2b Bank Reconciliation for the period ending 31 December 2025.

Attachment 3 – 11.2.2c List of Accounts Paid for the period ending 31 December 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)

Nil

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

The date of the next ordinary meeting of Council will be Thursday 05 February 2026 commencing at 6.00pm. (NB: *The Annual Electors Meeting 2024-25 at 5.30pm, same day*).

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 5.05pm.