



MINUTES

ORDINARY MEETING OF COUNCIL

held on

Thursday, 05 February 2026 at 6.00pm

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 President declared the meeting open at 6:00pm

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**

President (Presiding Member) Councillor Karen Chappel
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Mark Coaker
Councillor Diana North
Councillor Dean Clemson

Staff

Chief Executive Officer
Manager- Work & Services
Governance & Executive Support officer

Marty Symmons
Graeme Hedditch
Anish Thomas

Staff – Electronic Attendance

Executive Manager – Corporate & Community Services

Brad Douglas

Members of the Public

Hamish James North

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 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 December 2025 & January 2026

Date	Details of Meeting
02 Dec 2025	Attending State Roads Funds to LG Meeting
03 Dec 2025	Attending WALGA State Council Meeting
08 Dec 2025	Role of Mayor or President Forum
10 Dec 2025	Attending Audit, Risk & Improvement Committee at Shire of Morawa
12 Dec 2025	Attending National Emergency Management Ministers Meeting
15 Dec 2025	Shire of Morawa OCM
18 Dec 2025	Attending Lord Mayors Distress Fund Meeting
08 Jan 2026	Meeting Hon Hannah Beazley BA MLA – Minister for Local Government, Disability Service, Volunteering.
26 Jan 2026	Attending Australia Day Function at Morawa.

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 declared that they had given due consideration to all matters contained in the agenda.

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

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 13 January 2026 Special Council Meeting were provided as email to all councillors on 21 January 2026 and under separate cover via Shire of Morawa's secure portal to all councillors on 03 February 2026.

The Minutes of the 20 January 2026 Ordinary Council Meeting were provided as email to all councillors on 21 January 2026 and under separate cover via Shire of Morawa's secure portal to all councillors on 03 February 2026.

OFFICER'S RECOMMENDATION/RESOLUTION**260203****Moved: Cr. Stokes****Seconded: Cr. North****That Council confirm that:**

- 1. the Minutes of the Special Council Meeting held on the 13 January 2026 are a true and correct record.**
- 2. the Minutes of the Ordinary Council Meeting held on 20 January 2026 are a true and correct record.**

CARRIED BY SIMPLE MAJORITY VOTE 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****11.1.1 Actions Performed under Delegated Authority for December 2025 & January 2026.**

Author: Governance and Executive Support 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 RECOMMENDATION/RESOLUTION**260204****Moved: Cr. Chadwick****Seconded: Cr. Clemson**

That with respect to Actions Performed under Delegated Authority for December 2025 & January 2026, Council:

1. Accept the Report.***CARRIED BY SIMPLE MAJORITY VOTE 6/0***

PURPOSE

To report back to Council, actions performed under delegated authority from the period 01 December 2025 to 31 January 2026.

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 December 2025 to 30 January 2026 ('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 & Development Act 2005* during the 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 (2020)

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 – January 2026

Author: Executive Manager Corporate & Community Services

Authorising Officer: Executive Manager Corporate & Community Services

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

260205

Moved: Cr. Coaker

Seconded: Cr. North

The Monthly Financial Report – January 2026 was not finalised at the time of distribution of the agenda on 2 February 2026.

The following reports will be updated in the Council meeting to be held on 31st March 2026

1. The Monthly Statement of Financial Activity Report for the period ending 31 January 2026.
2. The Bank Reconciliation Report for period ending 31 January 2026.
3. The List of Payments for the period ending 31 January 2026.

CARRIED BY SIMPLE MAJORITY VOTE 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.

OFFICER'S COMMENTS

1. In line with the report adopted at the 20th November 2025 Ordinary Council Meeting (OCM) which specified OCM dates for 2026, that report Detail identifies that the deferral of financial reporting may occur when OCM's are scheduled early in the month.

The January Statements are currently being actively determined and remain unfinalised. They will therefore be referred for consideration and review at the next scheduled OCM.

2. There is a material impact on the approved maintenance and works budget arising from unforecasted expenditure for unforeseen repair and rectification items. These costs will be incorporated into the forward budget. The majority of this expenditure relates to additional property maintenance requirements, vandalism, and the ongoing upkeep of services that have experienced significant recent failures across both residential and public facilities.

While these pressures have been managed to date, previous items and largely arising in the past month has required funding to be allocated beyond the approved maintenance and works budget. This reallocation reduces the available capacity to deliver the originally approved scope of works and will constrain planned maintenance activities unless additional funding is approved. The impacts will be known further as Mid Year Budget review is performed over the next few weeks.

For transparency, approximate prices for some of the recent items for the previous month and February are;

- Solar storage water heaters on residential properties required replacement due to total failure or large leaks posing potential damage to ceilings. \$40,000.00
- Day Care centre, recently damaged fencing and general repairs required to pass ECRU inspection. \$20,000.00
- Community pool backwash tank drainage repair. \$3500.00
- Airconditioning to Shire homes and Dr Surgery exceeding expected failure rates vs approved budget \$10,000.00
- Vandalised windows on Shire properties. \$5500.00

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 —
 - (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

The January Financial Statements are actively being finalised. In line with the report adopted at the 20 November 2025 Ordinary Council Meeting (OCM) which specified OCM dates for 2026, that report Detail identifies that the deferral of financial reporting may occur when OCM's are scheduled early in the month.

These unfinalised Statements must be formally deferred. They will therefore be presented for Council's consideration and review at the next scheduled OCM in March 2026.

ATTACHMENTS

Nil

11.3 Manager - Works & Services

11.3.1 New Depot Construction

Author: Manager of Works & 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

260206

Moved: Cr. Coaker

Seconded: Cr. Clemson

That Council resolves to receive the following

1. **Approves Stage One** of the Shire Depot redevelopment and the use of capital works reserve fund to deliver Stage One demolition and site security works in the **2025/2026** financial year, at an estimated total cost of **\$147,349.50 (excluding GST)**.
2. **Approves Stage Two** of the Shire Depot redevelopment and the use of capital works reserve fund to complete Stage Two shed construction works across the **2025/2026–2026/2027** financial years, at an estimated total cost of **\$264,483 (excluding GST)**, thereby reducing the total amount of future funding required.
3. **Approves Stage Three** of the Shire Depot redevelopment and the use of capital works reserve fund to complete Stage Three for the **2026/2027** financial year, involving further construction of new compliant depot infrastructure, at an estimated total cost of **\$184,149 (excluding GST)**.
4. **Notes Stage Four**, being the planning and construction of a compliant wash-down facility, which will be required to be designed in accordance with relevant environmental regulations and standards, at an estimated cost of **\$450,000 (excluding GST)**, and resolves that this project be further investigated and considered for inclusion in the **2027/2028** budget, subject to detailed costing and reporting to Council.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

DETAILS / BACKGROUND**Depot Structural Assessment**

Following concerns regarding the structural integrity of several buildings at the Shire Depot, BRIC Consulting Engineers (BRIC) were engaged to undertake a visual structural assessment. The inspection was conducted on 3 February 2025, with the final report received on 27 February 2025.

The assessment identified extensive structural deficiencies across most depot buildings. BRIC concluded that most of the buildings are beyond repair and pose significant safety risks. Three newer structures, the Chemical Shed, Car Parking Bay, and Gardeners' Shed, were assessed as safe for continued use.

Given the immediate safety concerns, demolition of unsafe structures is required within three months, and planning for a new, compliant depot site is essential to ensure ongoing operational capacity.

The BRIC report highlights the following key issues:

- Steel members in many sheds are leaning, bent, or deformed
- Roof and wall sheeting show severe corrosion and weather damage
- Missing supports and bolts were observed in several structures
- Wall sheeting at ground level is beyond repair due to rust
- Many structures were poorly constructed, with no evidence of engineering design
- No footings could be confirmed for any buildings
- No engineering drawings exist for the structures

Overall, the report concludes that most depot buildings are structurally unsound and present an unacceptable safety risk to staff and visitors.

RISK MANAGEMENT & COMPLIANCE CONSIDERATION

Under the Work Health and Safety (WHS) Act, the Shire and the CEO have a legal obligation to provide a safe workplace.

Continuing to use unsafe buildings exposes the Shire to:

- Significant liability and workers' compensation risks
- Non-compliance with WHS obligations
- Potential loss of insurance coverage due to non-compliant structures

Current Status

- The old depot site has been vacated due to safety risks.
- Temporary alternative workspaces have been arranged to ensure operational continuity.
- Demolition of unsafe structures is required within three months to mitigate collapse risks, particularly during storm or wind events.
- Ongoing communication with affected staff continues, and strict access controls are in place.
- Designs and pricing have been completed of new shed and associated site works to enable long-term ongoing use.

OFFICER'S COMMENTS**Next Steps**

To ensure continuation of works into the long-term facilities are required including for minor administration activities, storage of plant, light fleet, chemicals, safety equipment, tools and sundry items, and fuels.

Initial designs were very costly and therefore a simplified approach has been adopted including maintaining the temporary facilities in the long term for staff use and designing a simple shed base depot with ancillary smaller sheds.

To facilitate this, steps to be taken include:

- Engage a qualified demolition contractor to remove condemned structures (target completion within six months).
- Consult with LGIS to confirm insurance and risk mitigation strategies.
- Progress construction of a compliant, fit-for-purpose new depot site, with internal crews to assist with the groundwork in the development of new depot.
- Maintain communication with staff and enforce access restrictions until demolition is completed.

FINANCIAL AND RESOURCES IMPLICATIONS

Stage One – Demolition and Site Security (2025/2026)

Item	Estimated Cost (excl. GST)
Demolition – Whole Site, quote attached	\$75,000
New Perimeter Fencing, quote attached	\$53,130
Scrap metal removal (approx. 500 tonnes) Included	
Design for wash down bay	TBA
Subtotal	\$128,130
15% Contingency	\$19,219.50
Total Stage One	\$147,349.50

Stage Two – New Depot Infrastructure (2025/2026–2026/2027)

- One 24m x 15m shed with 15m x 7m awning
- Concrete floor
- Design and quote attached

Estimated Cost (excl. GST): \$264,483

Less estimated scrap dividend: –\$50,000

Net Stage Two Cost (excl. GST): \$214,483

Stage Three – New Depot Infrastructure (2026/2027)

- Two open-front sheds (24m x 10m each)
- Concrete floors
- Designs and quote attached

Estimated Cost (excl. GST): \$184,149

Stage Four – Depot Development (2027/2028 – Subject to Further Investigation, Design and Costing)**Wash-Down Facility (Environmental Compliance)**

Purpose:

To provide environmentally responsible cleaning and servicing of Parks and Gardens machinery and prevent contamination of stormwater and surrounding areas.

Key features include:

- Reinforced concrete floor
- Bunding to contain wash water
- Drainage system connected to an approved treatment or containment unit
- Oil-water separator

Indicative Costs (excl. GST): \$170,000

Quote received.

CONCLUSION

Summary of Costs

- **Stage One:** \$147,349.50
- **Stage Two:** \$264,483
- **Stage Three:** \$184,149

Total Stages One to Three: \$595,981.50 (excluding GST)
(Funding source - Capital Works Reserve Fund).

ATTACHMENTS

Attachment 1 – 11.3.1a – Stage 1 – Demolition Quote.

Attachment 2 – 11.3.1b – Stage 1 – Chainmesh Fencing Proposal.

Attachment 3 – 11.3.1c – Stage 2 – New Depot Infrastructure.

Attachment 4 – 11.3.1d – Stage 3 – New Depot infrastructure.

Attachment 5 – 11.3.1e – Stage 4 – Depot Development Wash Down Facility.

Attachment 6 – 11.3.1f – Stage 4 – Depot Development Wash Down Facility.

Item 12 Reports from Committees**12.1 Minutes of WALGA State Council Meetings**

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**260207****Moved: Cr. Stokes****Seconded: Cr. North****That Council receive:**

1. the Minutes of the WALGA State Council Meeting held 3 December 2025.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Attachment 1 – 12.1a Minutes of WALGA State Council Meeting, 3 December 2025

Item 13 Motions of Which Previous Notice Has Been Given

Nil

Item 14 New Business of an Urgent Nature

Presiding Member Cr. Karen Chappel included late item 14.1 – Membership of CEO Review Committee.

COUNCIL RESOLUTION

260208

Moved: Cr. Stokes

Secondment: Cr. Clemson

That:

1. the Council members approved inclusion of late item and are in favour of introducing of New Business – Membership of CEO Review Committee.

*CARRIED BY SIMPLE MAJORITY 6/0***14.1 Establishment of CEO Review Committee**

Author: Executive Assistant

Authorising Officer: Presiding Member

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

COUNCIL RESOLUTION

260209

Moved: Cr. North

Secondment: Cr. Coaker

That a CEO Review Committee be established comprising of all Council Members and an invitation be extended to Karin Grima (Lyssna Consulting) to join the Committee as an Independent Member.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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 Tuesday 31 March 2026 commencing at 5.30pm, in the Council Chambers.

16.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 6.10pm.

Presiding member.....