



MINUTES

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 31 March 2026 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 declared the meeting open at 5.33pm.

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 Stokes
- Councillor Grant Chadwick
- Councillor Mark Coaker
- Councillor Dean Clemson
- Councillor Diana North
- Councillor Naomi Francis

Staff – Attendance

- Acting CEO
- Manger- Works & Service
- GESO

- Brad Douglas
- Graeme Hedditch
- Anish Thomas

Members of the Public

- Hamish North

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Chief Executive Officer

Marty Symmons

3.4 Disclosure of Interests

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

Agenda Item		
Disclosing Member	Nature of Interest	The Nature being

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 February 2026.

Date	Details of Meeting
05/02/2026	Shire of Morawa – Annual electors Meeting.
05/02/2026	Shire of Morawa – Ordinary Council Meeting.
12/02/2026	ALGA Strategic Planning Session.
13/02/2026	ALGA Strategic Planning Session.
19/02/2026	Shire of Morawa - CEO Appraisal Meeting.
23/02/2026	WALGA – Northen Country Zone Meeting.
24/02/2026	Shire of Morawa – Special Council Meeting.
26/02/2026	National Black Spot Consultative 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 Stokes
- Councillor Mark Coaker
- Councillor Grant Chadwick
- Councillor Diana North
- Councillor Dean Clemson
- Councillor Naomi Francis

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 05th February 2026 Ordinary Council Meeting were provided as email on 17th March 2026 and under separate cover via the Shire of Morawa's secure portal to all Councillors on 11th Feb 2026.

The Minutes of the 24th February 2026 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 03rd March 2026.

OFFICER RECOMMENDATION/RESOLUTION**260306****Moved: Cr. Stokes****Seconded: Cr. Chadwick****That Council confirm that:**

- 1. the Minutes of the Ordinary Council Meeting held on the 05th February 2026 are a true and correct record.**
- 2. the Minutes of the Special Council Meeting held on the 24th February 2026 are a true and correct record.**

CARRIED BY SIMPLE MAJORITY VOTE 7/0

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 February 2026.**

Author: Executive Manager Corporate & Community Services

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**260307****Moved: Cr. Coaker****Seconded: Cr. North**

That with respect to Actions Performed under Delegated Authority for February 2026, Council:

- 1. Accept the Report.**

CARRIED BY SIMPLE MAJORITY VOTE 7/0

PURPOSE

To report back to Council, actions performed under delegated authority from the period 01 February 2026 to 28 February 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 February 2026 to 28 February 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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
29/01/2026	1/26	Granted	Auspan Building Systems Pty Ltd	
02/02/2026	2/26	Granted	Colin Ashcroff	
27/02/2026	4/26	Granted	Bellaluca Construction & Stone Pty Ltd	Shire of Morawa

Other Delegations

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
17/02/2026		Debtors written off under delegation 2.8, s6.12, s5.42, s5.44.	239	Nil
17/02/2026		Debtors written off under delegation 2.8, s6.12, s5.42, s5.44.	220	Nil
17/02/2026		Debtors written off under delegation 2.8, s6.12, s5.42, s5.44.	128	Nil
17/02/2026		Debtors written off under delegation 2.8, s6.12, s5.42, s5.44.	30163	Nil
17/02/2026		Debtors written off under delegation 2.8, s6.12, s5.42, s5.44.	212	Nil

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

11.1.2 ELM03, ELM25, and Public Interest Disclosure Policy Amendments

Author: Marty Symmons

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 RECOMMENDATION/RESOLUTION

260308

Moved: Cr Stokes

Seconded: Cr. Chadwick

That Council:

1. **ADOPTS** the amended Policy ELM03: Code of Conduct for Council Members, Committee Members and Candidates as presented in Attachment 3;
2. **ADOPTS** the amended Policy ELM25: Behaviour Complaints Management Policy as presented in Attachment 6;
3. **APPROVES** the unchanged prescribed Behaviour Complaint form as the form approved by the local government under the Model Code;
4. **ADOPTS** the amended Public Interest Disclosure Policy as presented in Attachment 9;
5. **AUTHORISE** the CEO to receive complaints and withdrawals; and
6. **NOTES** that these amendments ensure the Shire's compliance with the Local Government Amendment Act 2024 and the Local Government (Local Government Inspector) Regulations 2025 regarding the new state-wide inspectorate and adjudication process.

CARRIED BY ABSOLUTE MAJORITY VOTE 7/0

PURPOSE

The purpose of this report is for Council to consider and adopt necessary amendments to the Shire's governance policies to align with the significant legislative reforms that took effect on 1 January 2026. Specifically, these updates formalise the mandatory referral pathways to the newly established Local Government Inspector.

BACKGROUND

The Local Government (Model Code of Conduct) Regulations 2021 (the Model Code Regulations) came into operation on 3 February 2021. These regulations effect sections 5.103 and 5.104 of the Local Government Act 1995, which require every local government in Western Australia to adopt a code of conduct observed by council members, committee members, and candidates.

The Model Code is structured into functional divisions:

- Division 2 outlines overarching general principles to guide behaviour;
- Division 3 addresses behavioural requirements managed internally by the local government; and
- Division 4 details rules of conduct managed externally through the state’s integrity framework.

To ensure a consistent and transparent approach to integrity across the sector, the Model Code Regulations mandate that each local government must authorise one or more persons, typically the Chief Executive Officer or a designated senior officer, to act as Complaints Officers to receive and manage complaints and withdrawals of complaints. Furthermore, the local government must approve a formal prescribed form that must be used by any person wishing to allege a breach of the behavioural requirements. Finally, the local government is required to determine the mechanisms for dealing with and dismissing behavioural complaints under Division 3.

Under section 5.104(2) of the Act, local governments are required to update their adopted code of conduct to incorporate any prescribed amendments to the Model Code within three months of those amendments taking effect. Consequently, all local governments must ensure their codes and internal complaints management policies are fully aligned with the updated statutory definitions by 1 April 2026.

The Shire of Morawa currently manages behavioural complaints through its governance document, Policy ELM03: Code of Conduct for Council Members, Committee Members, and Candidates. Following the commencement of the Local Government Amendment Act 2024 and the Local Government (Local Government Inspector) Regulations 2025, the Shire is now in a statutory transition period. By 1 April 2026, the Shire is required to formally update Policy ELM03 to align with the newly established Local Government Inspector framework.

Under the new regulations breaches and multiple behavioural complaints must be mandatorily referred to the State Inspector for review and potential escalation.

DETAIL

The updated Shire of Morawa Policies:

- ELM03: Code of Conduct for Council Members, Committee Members and Candidates
- ELM25: Behaviour Complaints Management

Retain all provisions as previously adopted by council with minor amendments and inclusions made to meet the requirements of the recent legislative amendments and the creation of the Local Government Inspectorate model.

No substantive changes are proposed beyond those required to ensure legislative compliance and alignment with the amended Model Code and the Inspectorate complaints processes.

The Public Interest Disclosure (PID) Policy is primarily governed by the Public Interest Disclosure Act 2003. This means the PID policy does not require a total overhaul to match the new Model Code and Inspectorate regulations; however, it does require updates to ensure the Shire’s PID policy fully aligns with the new State-level integrity pathways.

LEVEL OF SIGNIFICANCE

High significance: Adoption of the revised Policies is required to be compliant with the ongoing Local Government legislative amendments and must be adopted by 1 April 2026 to meet the statutory requirement under section 5.104(2) of the Act.

CONSULTATION

WALGA

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995 (as amended 2024)

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Local Government Inspector) Regulations 2025

Local Government (Administration) Regulations 1996

Public Interest Disclosure Act 2003

ELM03: Code of Conduct for Council Members, Committee Members and Candidates

ELM25: Behaviour Complaints Management

FINANCIAL AND RESOURCES IMPLICATIONS

Nil. The policy updates are managed within existing administrative resources.

Future costs associated with referring matters to the Local Government Inspector or an Adjudicator are determined by the State Government fee structure where applicable and are as yet unknown.

RISK MANAGEMENT CONSIDERATIONS

Non-compliance with Section 5.105(3) of the Local Government Act 1995.

Ineffective oversight of the new Behaviour Management Plan process.

CONCLUSION

The proposed amendments to Policy ELM03 and Policy ELM25 are an essential response to the Local Government Amendment Act 2024 and the Local Government (Local Government Inspector) Regulations 2025.

ATTACHMENTS

Attachment 1 – 11.1.2a Policy ELM03 - Current Version.

Attachment 2 – 11.1.2b Policy ELM03 - Recommended Amendment.

Attachment 3 – 11.1.2c Policy ELM03 – Revised Version.

Attachment 4 – 11.1.2d Policy ELM25 - Current Version.

Attachment 5 – 11.1.2e Policy ELM25 - Recommended Amendment.

Attachment 6 – 11.1.2f Policy ELM25 – Revised Version.

Attachment 7 – 11.1.2g Public Interest Disclosure Policy - Current Version.

Attachment 8 – 11.1.2h Public Interest Disclosure Policy - Recommended Amendment.

Attachment 9 – 11.1.2i Public Interest Disclosure Policy - Revised Version.

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 RECOMMENDATION/RESOLUTION

260309

Moved: Cr. North

Seconded: Cr. Coaker

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.
4. Declarations of reimbursements made to the Chief Executive Officer for the period ending 31 January 2026.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

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 January 2026 is as follows:

Account	Balance
Municipal Account	1,107,122.11
Municipal Online Account	1,166,583.31
Trust Account	1,525.11
Reserve Account	5,826,858.99
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	10,202,089.52

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 January to 31 January 2026 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)	180,171.45
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	70,405.52
Municipal	Bank Transfers / Payroll / Other Payments	466,028.70
Municipal	Corporate Credit Cards / Fuel Cards	1309.23
Trust	Electronic Funds Transfers (EFT)	0.00
	TOTAL	717,914.90

Reimbursement Applications

There have been no reimbursements claimed during the month of January 2026.

OFFICER'S COMMENTS

NIL

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

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 January 2026.

Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 January 2026.

Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 January 2026.

- 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 28 February 2026 is as follows:

Account	Balance
Municipal Account	1,105,332.34
Municipal Online Account	1,169,765.04
Trust Account	1,525.11
Reserve Account	5,842,751.14
Term Deposits (Reserves)	2,100,000.00
Total Cash & Investments	10,219,373.63

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 February to 28 February 2026 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)	541,179.80
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	51,754.93
Municipal	Bank Transfers / Payroll / Other Payments	160,796.93
Municipal	Corporate Credit Cards / Fuel Cards	2,482.35
Trust	Electronic Funds Transfers (EFT)	0.00
	TOTAL	756,214.01

Reimbursement Applications

There have been no reimbursements claimed during the month of February 2026.

OFFICER'S COMMENTS

NIL

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

- (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 at 28 February 2026.

Attachment 2 – 11.2.2b Bank Reconciliation for the period ending 28 February 2026.

Attachment 3 – 11.2.2c List of Accounts Paid for the period ending 28 February 2026.

11.3 Manager Works & Services

11.3.1	Item - RFT-05-2025/26 – Nanekine Road Upgrade
---------------	------------------------------------------------------

Author: Manager of Works & Services

Authorizing 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 RECOMMENDATION/RESOLUTION

260311

Moved: Cr. Stokes

Seconded: Cr. Coaker

That Council:

1. Award the RFT-05-2025/26 Nanekine Road Upgrade
2. Authorise the Chief Executive Officer to engage in final contract negotiations and undertake the necessary steps to enter into an agreement with Rowe Contractors Pty Ltd.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

PURPOSE

For Council to review and approve procurement of the Nanekine Road Upgrade in relation to Request for Tender RFT-05-2025/26.

DETAIL

Tendering and Sourcing Process

In preparing for this acquisition, the Shire's internal team prepared the required scope of works and the Request for Tender (RFT) document.

To streamline the process, the WALGA Preferred Supplier Program was utilised. This method is permitted under the Local Government (Functions and General) Regulations 1996, s11(2)(b), which states that a public tender is not required if the goods or services are obtained through this program.

The Request for Tender (RFT) was distributed to potential suppliers via the WALGA Vendor Panel on Thursday 12th February, and officially closed on Thursday 12th March 2025. The RFT specification sought submissions that specifically addressed a detailed list of inclusions tailored to the work, the Morawa environment, and our safety and maintenance requirements.

Assessment and Recommendation

The assessment panel, which comprised the Chief Executive Officer (CEO) and the Manager of Works, received three submissions,

- Rowe Contractors
- Red Dust Holdings
- Fulton Hogan Industries

Upon review, the submission was found to meet all requirements of the scope and was within the approved budget. Given that it was the three compliant submissions received, Rowe Contractors is recommended as the preferred supplier for the Intersection Upgrade...

LEVEL OF SIGNIFICANCE

High Significance – the fee pricing indicates a significant investment for Council. However, preservation works is required in line with the Road Program to ensure an efficient and safer roads for the community.

CONSULTATION

Shire Assessment Panel

LEGISLATION AND POLICY CONSIDERATIONS

Section 3.57 of the Local Government Act 1995 – Tenders for Providing Goods or Services

- (1) A local government is required to invite tenders before it enters a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Function and General) Regulations 1996 – Division 2 – Tenders for Providing Goods or Services

Regulation 11. When tenders must be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless sub regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if — (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or (aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or *(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or [(ba) deleted] (c) within the last 6 months* — (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or ...

Regulation 18. Rejecting and accepting tenders

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

Regulation 19. Tenderers to be notified of outcome

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

Regulation 20. Variation of requirements before entry into contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If —

- (a) the chosen tenderer is unable or unwilling to enter a contract to supply the varied requirement; or
 - (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement, that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.
- (3) In sub regulation (1) — minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

Regulation 21A. Varying a contract for the supply of goods or services

If a local government has entered a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

- (a) the variation is necessary for the goods or services to be supplied and does not change the scope of the contract; or
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

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 Nanekine Road Upgrade Work has been planned for in the 2025-2026 budget. Depending on Clearing Permits.

RISK MANAGEMENT CONSIDERATIONS

To mitigate risk associated with the large value purchase, the Manager of Works and Services will inspect the completed upgraded works, before final payment.

CONCLUSION

Therefore, the Administration recommends that Council award the contract for RFT-05-2025/26. Nanekine Road Upgrade Work to Rowe Contractors

CONFIDENTIAL ATTACHMENTS

Attachment 1 – 11.3.1a Request for Tender.

Attachment 2 – 11.3.1b Tender Register.

Attachment 3 – 11.3.1c Request Summary Report (With Price).

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**14.1 Resolution to admit New Business - Mid-Year Budget Review (1 Jul to 31 Dec 2025)**

The new business relates to Mid-Year Budget Review requiring Council determination to ensure compliance with statutory and governance obligation.

COUNCIL RESOLUTION**260312****Moved: Cr. Coaker****Secondment: Cr. Clemson****That:**

- 1. the Council members agree to consider Mid-Year Budget Review (1 July 2025 to 31 December 2025) as business of an urgent nature.**

CARRIED BY ABSOLUTE MAJORITY 7/0

Predicted Variances

Summarised below are the major variations included in the Budget Review:

Opening Surplus

The estimated opening surplus for the 2025/26 budget was \$2,469,379, this varied by a shortfall of \$330,413 with an actual opening surplus of \$2,138,966 as per the audited annual financial report.

The main reason this variation occurred was due to an invoice for capital road works was transferred back into 2024/25 to match when the work was actually completed.

As this was a late transfer, the budget was not adjusted, therefore the road project is under budget by about the same amount, this has now been adjusted in the review.

Operating Revenue

Various operating revenue accounts have been modified to rectify allocations in the budget with the significant changes being:

- Grants Commission - General – additional \$78,178 grant funds due to end of year allocation review.
- Grant Income for Art – reduction \$50,000 as the grant application was unsuccessful.
- CSRFF Tennis Court Resurfacing Grant forecast Income – reduction \$215,000 as grant was paid direct to Tennis Club for project.
- Contribution Tennis Courts Resurfacing – reduction \$100,000 as Tennis Club is paying invoices for project directly.
- Regional Road Grant – additional \$120,000 for 2025/26 Nanekine Road Reconstruction Grant for road reconstruction.
- Income relating to Streets, Roads etc – reduction \$100,000 as the forecast income source could not be identified.

Overall decrease in operating revenue through budget review is \$393,975.

Operating Expenditure

Various operating expense accounts have been modified to rectify under allocations in the budget with the significant changes being:

- Council Election Expenses – additional \$10,000 due to extra ordinary election.
- Medical Services – additional \$30,000 for contract renewal.
- Property Management Expenses – additional \$50,000 for various works including an audit of all council properties and maintenance requirements.
- Maintenance Rural Roads – reduction \$150,000. To transfer \$50,000 to Depot Maintenance and to offset the Income reduction relating to Streets etc.
- Depot Maintenance – additional \$50,000 due to works for new transportable buildings and air con replacements.
- Aerodrome – additional \$60,000 to cover compliance costs and storm clean up.
- Australia Day Expenses – additional \$15,000 as budget allocation was insufficient, offset by some grant funding.

- Salaries - \$100,000 reduction due to staff vacancies.
- Consultancy Costs – additional \$50,000 due to staff shortages.

Overall increase in operating expenditure through the budget review is \$99,441

Capital

Various capital expense accounts have been increased to cover unexpected projects but offset in part by savings in other projects.

- CCTV Project – additional \$130,000 for a total of \$160,000 for CCTV in the town.
- Town Hall & Old Chambers – reduction \$100,000 due to grant application unsuccessful.
- Tennis Courts Resurfacing project – reduction \$430,000 due to Tennis Club managing project, in line with revenue reductions.
- Morawa- Yalgoo Road 2025/26 Reconstruction section 2 – reduction \$270,000 due to some project work completed in 2024/25.
- Plant and Equipment – the new streetsweeper and 2 council vehicles have been changed over, this has occurred within the current budget and the new truck has been ordered.

Overall decrease in capital expenditure is \$882,575.

Final Position

With the budget review movements presented in attachment 1 the Shire's end of year closing position is expected to be a balanced budget.

The Shire will undertake another review in May based on 30 April 2026 financials with a report to be presented to Council in June 2026 and to inform the draft Annual Budget for 2026/27.

LEVEL OF SIGNIFICANCE

High – Sound financial management is the cornerstone of a well-run organisation and the proposed amendments will allow council to continue to responsibly renew assets and manage expenditure in line with strategic goals.

CONSULTATION

Elected Members

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

6.8 Expenditure from municipal fund not included in Annual Budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- b) is authorised in advance by resolution*; or*
- c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

a) Pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

b) Pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Local Government (Financial Management) Regulations 1996

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government’s financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”

FINANCIAL AND RESOURCES IMPLICATIONS

The Shire of Morawa 2025-2026 Budget Review for the Period Ending 31 December 2025 outcome is that Council is expected to have a balanced Budget.

RISK MANAGEMENT CONSIDERATIONS

Reviewing budget expectations at regular intervals represent a significant risk management tool. It is designed to embed a culture of regular review into the administration and provides Council with a clear snapshot on how the Shire is progressing in more detail than standard monthly financial reporting.

CONCLUSION

The review has considered all operational and capital areas of council and compared year to date figures to projected 30 June figures to ensure accounts are tracking in line with budget. Where changes and variations are known these changes have been incorporated to ensure that the desired financial result is achieved by Council.

The net effect of the projected income and expenditure to 30 June 2026 is that Council is expected to have a balanced Budget.

ATTACHMENTS

Attachment 1 – 14.1a 2025-2026 Budget Review for the Period Ending 31 December 2025.

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

Author: Executive Assistant

Authorising Officer: Executive Assistant

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

OFFICER RECOMMENDATION/RESOLUTION

260314

Moved: Cr. North

Seconded: Cr. Clemson

That Council:

That Council closes the meeting to the public under section 5.23 (2)(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:

- 15.1 Confidential Item – Write off Debts – February 2026.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

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:

- 15.1 Confidential Item – Write off Debts – February 2026.

LEVEL OF SIGNIFICANCE

High – Confidential Items

CONSULTATION

Nil

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

15.1 Confidential Item - Write off of Debts – February 2026

Author: Executive Manager Corporate and 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 RECOMMENDATION/RESOLUTION**260315****Moved: Cr North****Seconded: Cr. Stokes****That Council:**

- 1. Receive the report on the Write-off of debts since February 2026.**
- 2. Note the write-offs less than \$1,000 in total equaling \$2,000.76 are made under delegated authority**

CARRIED BY SIMPLE MAJORITY VOTE 7/0

15.2 Reopening of the Meeting to the Public**OFFICER RECOMMENDATION/RESOLUTION**

260316

Moved: Cr. Francis

Seconded: Cr. Coaker

That Council reopens the meeting to the public.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

15.3 Presiding Member Publicly Confirms Confidential Item Resolutions

The Presiding Member publicly confirms the Confidential Item Resolutions for:

- **15.1 Write off of Debts – February 2026. (By Simple Majority)**

That Council:

1. **Receive the report on the Write-off of debts since February 2026.**
2. **Note the write-offs less than \$1,000 in total equaling \$2000.76 are made under delegated authority**

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

The date of the next ordinary meeting of Council will be Tuesday, 28th April 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 5.45pm.