MINUTES

ORDINARY MEETING OF COUNCIL

held on

Tuesday, 27 October 2026 at 1.30pm

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

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	
Name of person declaring the interest	**Marty Symmons**
Position	Chief Executive Officer
Date of Meeting	27 October 2026
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	11.2.4 CEO 2027 Annual Leave
Nature of Interest	The report relates to the CEO's annual leave arrangements.
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 Presiding Member declared the meeting open at 1.30pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding member 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 AM JP
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Mark Coaker
Councillor Dean Clemson
Councillor Diana North

Staff

Chief Executive Officer	Marty Symmons
Executive Manager of Works & Services	Graeme Hedditch
Governance & Executive Support Officer	Anish Thomas
Marketing & Communication Officer	Elisha Major

3.2 Apologies
Nil

3.3 Approved Leave of Absence
Councillor Naomi Francis

3.4 Welcoming Member of Public

Nadia Katona	Olivia Leeson
Startup Chloe	Thorbjorn North
Amelia Cheeks	Evana Varghese
Lacey Coaker	Mikayla Scott
Ellie Collins	Robert Cheeks
Kobhi Porter	Jelena Campbell
Bronte Burbuto	Naysa Anish

Item 4 Announcements by Presiding Member without Discussion

President's Meetings for the month of September 2026.

Date	Details of Meeting
16 September 2026	WALGA Convention, Perth
17 September 2026	WALGA Convention, Perth
18 September 2026	WALGA Convention, Perth
29 September 2026	Ordinary Council Meeting, Shire of Morawa.

Item 5 Public Question Time

5.1 Response to Previous Public Questions Taken on Notice.
Nil

5.2 Public Question Time

5.2.1 **Mikayla Scott** asked at 1.31pm

How does the Shire currently involve young people in decisions about our town?

The Presiding member advised that we have a youth centre, we have youth programs, school activities and community consultations that we do via the whole community provides the opportunity for there to be feedback for needs for the youth, as well as having their feedback included. And currently there's a community needs analysis specifically considering the use, recreation and community needs that's being undertaken. And our corporate business plan, which is one of the documents that we make our decisions around, as one of our aims is to foster passion and belief in younger residents.

5.2.2 **Ellie Collins** asked at 1.32pm-

If students have an idea to improve our town, what is the process for presenting it to the council?

The presiding member advised that public can either talk to the Councillor or contact the Shire or Shire staff, come and see the Shire staff, and ask how you can present that to council if you have a plan or you have something that you wish to see proposed. Many ideas, but larger ideas will need council consideration. Often it takes a couple of years because there has to be a budget, funding's got to be obtained before, and it has to be included in our long-term plans. But for an example, 18 months ago or even January before last, there was the school holiday program, the basketball activity was held in the recreation centre and the kids were really, really, very, very hot. And they came to come to the Shire and ask for fans to be installed. And it took two years to get there, but those things can then happen. So that's what you do. You come here and ask.

5.2.3 **Kobhi Porter** asked at 1.34pm-

Are there plans to improve our local parks, playgrounds, or Recreational facilities.

The presiding member advised that there's always plans to improve things. There's we have long-term planning that has that provides for renewal of all of our infrastructure and that infrastructure is our playground equipment. And they of course, they're always ageing. So that is something that we keep very close eye on.
The community needs analysis that we're currently undertaking will be examining our sporting facilities and youth facilities, parks and open spaces, and establishing what the community needs. The aim is not to just replace what we've got, but to understand what the community needs and what they will need in the future.

5.2.4 **Amelia Cheeks** asked at 1.35 pm-

How does the council decide which community projects receive funding?

The presiding member advised that we have three basic questions:

1. Does the community need it?
2. Can we afford it, which is probably bigger than does the community need it?
3. and does it provide long-term value for our residents?

We need to consider community feedback. We need to consider our strategic priorities. We have to consider what we already have and available funding. Sometimes there are government grant funding opportunities that make it easier for us to get an item, but often the government is short of money which it makes it more difficult for us.
As a Council, we must balance new projects against the cost of maintaining what we already have.

5.2.5 **Naysa Anish** asked at 1.35pm-

Are there any upcoming projects or developments in Morawa that will benefit children and teenagers?

The presiding member advised that students would have seen the construction going on up the road, which is the new Early Childhood Education & Family Centre. This is a significant project that we have been trying to have built since 2014. For 12 years we've been working on this project, and it will benefit young families and for Morawa's future – it is just an absolute bonus. It will not only offer early childhood care, it's going to have family activities as well.
Also, community youth services and school holiday activities are something that we continue to revisit and look at improving all the time. And once again, the community needs analysis will further identify future needs.

5.2.6 **Jelena Campbell** asked at 1.37pm-

What do you think Morawa needs to offer to encourage young people to stay in town after finishing school?

The presiding member advised that young people need to see a future here. They need to see that when they stay in Morawa, they have actually got a life ahead of them that's fulfilling and it is a liveable community.We have to make sure that there are jobs and there are career opportunities. The early childhood centre is a facility that's going to allow people to have young children and still work. That's a big need. We also need suitable housing and recreation facilities. People need sport in their lives and they need to be able to socialise. No matter where you live in Australia, you should be able to have a good life.

5.2.7 **Lacey Coaker** asked at 1.38pm-

What is the councils biggest priority for improving Morawa over the next few years?

The presiding member advised that we always focus on a sustainable, strong future. As we sit here, we only have a certain amount of funds available and so we work within our budget means. We have a long-term financial plan informing this, and we have a heavy focus on roads – keeping our roads to a high standard because the economic driver for Morawa is agriculture, so we must have our roads at the highest standard. We will invest in this and other identified needs, such as the early childhood centre project and building key worker housing, continually improving our communities infrastructure.

5.2.8 **Robert Cheeks** asked at 1.39pm-

If funding wasn't an issue, what is 1 project you'd love to see happen in Morawa?

The presiding member replied: "I'm going to turn this around, I'm going to put it back in the students' court. What is it as students do you seek? This is your community, this is your future, this is your town. What is it that you think is one major project that we should be

looking at? So what I'll ask you to do is to go back with Miss Katona and come back to us with what you think is the next best big thing that we need in Morawa."

Item 6 Declaration of Interest

Item 11.2.4		
Disclosing Member	**Type of Interest**	**The Nature being**
Marty Symmons (Ceo)	Impartiality	Ceo Annual Leave 2027

Item 11.1.5		
Disclosing Member	**Type of Interest**	**The Nature being**
Cr. Karen Chappel	Financial	CBH Temporary Road Closure Burton Road, Morawa
Cr. Mark Coaker	Financial	CBH Temporary Road Closure Burton Road, Morawa
Cr. Grant Chadwick	Financial	CBH Temporary Road Closure Burton Road, Morawa

The President advised that due to the Declaration of Interest on Item 11.1.5 Temporary Road Closure Burton Road, Morawa, consideration of this item is deferred to a future Council Meeting.

The President also discussed the relevance of a "Declaration of Interest" in Council matters with the attending students at the Morawa District High School.

Item 7 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 AM JP
Deputy President Councillor Ken Stokes
Councillor Grant Chadwick
Councillor Mark Coaker
Councillor Dean Clemson
Councillor Diana North

CARRIED BY 6/0

Item 8 Confirmation of Minutes of Previous Meeting

The Minutes of the Special Council Meeting of 13 August 2026 were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 19 August 2026.

The Minutes of the Ordinary Council Meeting of 29 September 2026 were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 01st October 2026.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261001 **Moved: Cr. Stokes** **Seconded: Cr. Coaker**

That Council confirm that:

1. **the Minutes of the Special Council Meeting held on the 13 August 2026 are a true and correct record.**

2. **the Minutes of the Ordinary Council Meeting held on the 29 September 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 9 Public Statements, Petitions, Presentations and Approved Deputations

Nil

Item 10 Reports of Committees

10.1 Minutes of WALGA 2026 Annual General Meeting

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261002 **Moved: Cr. North** **Seconded: Cr. Clemson**

That Council receive:

1. **the Minutes of the WALGA 2026 Annual General Meeting held 17 September 2026.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

ATTACHMENTS
Attachment 1 – 10.1a Minutes of WALGA 2026 Annual General Meeting, 17 September 2026.

Item 11 Reports of Officers

11.1 Chief Executive Officer

11.1.1 Actions Performed under Delegated Authority for September 2026

Author: Executive Assistant

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declares that they do not have any conflict of interest in relation to this item.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261003 **Moved: Cr. Clemson** **Seconded: Cr. Coaker**

That with respect to Actions Performed under Delegated Authority for September 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 September 2026 to 30 September 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 September 2026 to 30 September 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

Date of decision	*Decision Ref.*	*Decision details*	*Applicant*	*Other affected person(s)*
22/09/2026	RC.PRO.1	Approval for Extended Liquor Licence – AGM 2026	Morawa Tigers Sports Club	Nil

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)*
11/09/2026	26/09	Steel Shed & Carport	Andrew Denham	Nil

Health Act 1911
No delegated decisions were undertaken by Shire pursuant to Health Act during the 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 1911
Public Health Act 2016
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 Christmas Closure Period 2026-2027

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declare that both have no conflicts of interest pertaining to this item.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261004 **Moved: Cr. Stokes** **Seconded: Cr. Chadwick**

That Council:

1. **Note that the 2025-2026 Christmas and New Year Closure Period for Shire facilities (Administration Office, Library, and Depot) will commence from 12:00 PM on Wednesday, December 23, 2026, reopening at 9:00 AM on Tuesday, January 5, 2027, in accordance with the parameters established in Council Policy ADM06.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

The purpose of this report is to advise Council of the proposed Christmas and New Year Closure Period for Shire facilities, in accordance with the parameters established in Council Policy ADM06.

DETAIL

Council Policy ADM06: "Closure of Certain Facilities – Christmas/New Year Period" requires the Chief Executive Officer (CEO) to present a report at the Ordinary Council Meeting in October detailing the forthcoming Christmas and New Year closure period.

The Policy grants the CEO the following discretion regarding the closure times:

"The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day but not exceeding a total of eight consecutive working days inclusive of public holidays, excluding weekends."

The CEO proposes to close the Shire Administration Office, Library, and Depot facility to the public for eight (8) consecutive working days. The closure is planned to commence at 12:00 PM on Wednesday, December 23, 2026, and facilities will reopen at 9:00 AM on Tuesday, January 5, 2027.

Throughout the closure, the CEO will ensure that essential operational staff remain available to perform core functions. Appropriate public contact information will be clearly advertised for necessary services.

The Shire of Morawa Swimming Pool is generally planned to operate with its usual hours during the holiday period, with only minor necessary modifications to be made by the CEO in consultation with the operational staff.

LEVEL OF SIGNIFICANCE

Low: The Christmas and New Year closure is an annual occurrence.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Council Policy ADM06: Closure of Certain Facilities – Christmas/New Year Period

FINANCIAL AND RESOURCES IMPLICATIONS

Nil

RISK MANAGEMENT CONSIDERATIONS

To mitigate risks associated with the closure, the CEO will ensure that a skeleton crew of essential operational staff and on-call senior staff are available throughout the period. This measure ensures that the Shire can respond effectively to emergencies or serious maintenance issue that may arise.

CONCLUSION

The CEO is implementing Council Policy ADM06 by advising Council of the planned closure of the Administration Offices, Libraries, and Works Depot during the upcoming Christmas and New Year period.

ATTACHMENTS

Nil

11.1.3 Shared Resource - Ranger Service Agreement

Author: Chief Executive Officer

Authorising Officer: Chief Executive Officer

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261005 **Moved: Cr. North** **Seconded: Cr. Coaker**

That Council:

1. **Endorse the establishment of a Shared Resource Ranger Service with the Shires of Perenjori and Carnamah for a period of three years.**

2. **Authorise the Chief Executive Officer to execute the Shared Service Agreement substantially in the form presented to Council and make any minor administrative amendments required prior to execution.**

3. **Authorise the Chief Executive Officer to commence recruitment for the Shared Resource Ranger position in accordance with the agreed shared services model and approved budget framework.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

The purpose of this report is to seek Council endorsement to enter into a three-year Shared Resource Ranger Service Agreement with the Shires of Perenjori and Carnamah.

The proposed arrangement will establish a jointly funded Ranger position to deliver statutory ranger, animal control and community safety services across the three local governments. The position would be employed by the Shire of Perenjori as the employing agency and operate under a formal shared services agreement.

The proposal provides an opportunity to replace the Shire's current contractor-based ranger service model with a dedicated regional resource, improving service responsiveness, compliance capability, community engagement and continuity of service.

BACKGROUND

The Shires of Morawa, Perenjori, and Carnamah have been investigating opportunities to improve ranger service delivery through a collaborative shared services model.

Following discussions between the respective Chief Executive Officers, a draft Shared Service Agreement, Position Description and recruitment package have been prepared. The proposed

model establishes a single Ranger position servicing all three local governments under a formal cost-sharing arrangement.

Under the proposed agreement:

- The Shire of Perenjori will act as the employing authority and lead agency.
- The Ranger will be employed under the Municipal Employees (Western Australia) Award 2021 at Level 6-7, dependent on qualifications and experience.
- Accommodation will be provided in Perenjori, with advice received that the cost of housing is largely offset through rental contributions from the occupant and housing allowance arrangements.
- The position will operate across all three local governments, with indicative weekly allocations of two days in Morawa, two days in Carnamah, half a day in Perenjori and half a day allocated to travel.
- The term of the agreement will be three years.

The role will undertake functions including animal control, dog and cat management, local law enforcement, parking compliance, illegal camping enforcement, community education, investigations, emergency and after-hours callouts, and authorised corella control activities.

DISCUSSION

The Shire currently relies primarily on contracted ranger services and associated contractors for animal management and corella control functions.

Current annual budget allocations are:

Item	**Budget ($)**
Ranger Expenses	60,000
Corella Control Expenses	30,000
Less Internal Corella Costs	(5,000)
Total Consultant Costs	**85,000**

The existing budget commitment of approximately $85,000 per annum demonstrates that Council already allocates significant resources to ranger and compliance services through external contractors.

The indicative shared service budgets prepared by the Shire of Perenjori estimate total annual employment and operating costs between $166,521 and $175,406 depending on whether recruitment occurs at Level 6 or Level 7. These costs include salary, superannuation, housing allowance, workers compensation, vehicle, training, equipment and operational expenses.

Based on a proportional allocation model reflective of service usage outlined within the draft agreement, the Shire of Morawa's contribution is expected to be less than or comparable to current expenditure levels and should provide enhanced value through:

- Guaranteed access to a dedicated Ranger resource.
- Improved response times for community concerns and regulatory matters.

- Increased availability for attendance following dog attacks, straying stock, animal welfare investigations and nuisance complaints.
- Provision of out of ordinary hours emergency callouts.
- Consistent management of corella control programs.
- Greater compliance monitoring and local law enforcement.
- Improved community education and engagement.
- Increased capacity for proactive patrols and inspections.

In addition, the proposed arrangement reduces reliance on contractors, provides service continuity and creates opportunities for stronger collaboration between neighbouring local governments through a shared service model.

The participating Chief Executive Officers have reviewed the proposed budget framework and agreement in principle, with each Council proposed to consider endorsement during October 2026 prior to commencement of recruitment.

STRATEGIC IMPLICATIONS

The proposal aligns with the Shire of Morawa Strategic Community Plan 2022-2032 aspirations of:

- Occupy a Safe and Healthy Living Space, specifically the focus area of building safer neighbourhoods.
- Cement Strong Foundations for Growth and Prosperity, specifically through enhancing partnerships and alliances.
- Be Future Focussed in All We Do, specifically ensuring the Shire and its services are well resourced and sustainable.

The proposal also supports the Corporate Business Plan priorities relating to organisational efficiency, workforce sustainability and effective service delivery.

RISK IMPLICATIONS

Administration has identified the following potential risks associated with switching from contractors to an internal employee through a Shared Service Model:

Risk	Mitigation
Difficulty recruiting a suitable candidate	Regional recruitment campaign, housing assistance and competitive salary package.
One or more parties withdraw from the arrangement	Formal three-year agreement with governance and review provisions. Ranger is employed on a fixed term contract.
Operating costs exceed original estimates	Annual budget review and cost-sharing reconciliation process.
Service demands exceeds available hours	Quarterly governance meetings and operational review mechanisms. Opportunity to enlarge the model to include additional parties and recruit a second Ranger.

CONSULTATION
Chief Executive Officers and Councillors of participating local governments.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Local Government (Functions and General) Regulations 1996
Dog Act 1976
Cat Act 2011
Relevant Local Laws at participating councils

FINANCIAL AND RESOURCES IMPLICATIONS

The Shire currently budgets approximately $85,000 annually for externally provided ranger, animal control, and corella management services.

Should Council endorse the arrangement, future budgets will require reallocation of these funds from contractor expenditure to the Shire's contribution toward the shared service model.

Final financial commitments will be confirmed following appointment of the successful applicant and determination of the agreed cost-sharing methodology between participating local governments.

CONCLUSION

The proposed Shared Resource Ranger Service presents a practical and financially responsible opportunity to enhance ranger, animal control and compliance services across the Shires of Morawa, Perenjori and Carnamah.

The arrangement builds on existing expenditure currently allocated to contractor-based services while providing access to a dedicated regional resource, improved service continuity, greater responsiveness to community needs and strengthened regulatory compliance capability.

The formalised three-year agreement also supports regional collaboration and resource sharing between neighbouring local governments. Based on the information presented, the proposal is considered to represent an effective and sustainable approach to future ranger service delivery.

ATTACHMENTS

Attachment 1 – 11.1.3a Draft Shared Service Agreement – Ranger.
Attachment 2 – 11.1.3b Draft Ranger - Shared Service Model - Advert Pack.
Attachment 3 – 11.1.3c Draft Shared Service Budgets

11.1.4 Shire of Morawa Public Health Plan 2027 – 2031

Author: Coordinator Planning & Compliance Services

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declares that he does not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261006 **Moved: Cr. Coaker** **Seconded: Cr. North**

That Council

1. **Adopt the Shire of Morawa Public Health Plan 2027-2031 as contained within Attachment 1.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

This report presents the draft Shire of Morawa Public Health Plan 2027 - 2031 for consideration for final adoption following public advertising.

DETAIL

The Shire of Morawa (the Shire) is required to prepare and adopt a new Public Heath Plan developed in accordance with State Government legislation to reflect the requirements of the current State Public Health Plan 2025 - 2030; and to provide direction on the Shire's local public health priorities into the future.

LEVEL OF SIGNIFICANCE

The Shire's Public Health Plan holds strong regional significance as it directly relates to improving the health and wellbeing of all our community.

CONSULTATION

The draft PHP was advertised for public comment between 22 September 2026 – 2 October 2026 (total of 28 days). This was promoted through the Shire's website and social media platforms. The Shire received no submissions.

LEGISLATION AND POLICY CONSIDERATIONS

Public Health Act 2016 Section 45(1) of the Act requires that a local government must prepare a public health plan (a local public health plan) that applies to its local government district. Section 45(4) of the Act sets out the elements that must be incorporated into a local public health plan.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial and resource implications associated with this Report.

Any future budget allocations to implement the Public Health Plan would be considered through annual budget processes.

RISK MANAGEMENT CONSIDERATIONS

The Shire had an obligation under the Public Health Act 2016 to publish a public health plan by 4 June 2026, that is required to be consistent with the State Public Health Plan for Western Australia 2025 -2030. An extension was sought and granted for this process to be completed by November 2026.

The development of the Shire's public health plan has been undertaken in consideration of legislative requirements including the following:

- Examining data relating to the health status and health determinants of the community.
- Identifying the public health needs of the community.
- Establishing key focus areas and priorities.
- Identifying programs and activities to improve public health outcomes.
- Being consistent with the State Public Health Plan.
- Acknowledging partnerships and working with the Chief Health Officer to achieve public health goals.
- Identifying monitoring and reporting activities.

The Shire's existing services, programs and activities support public health. Proposed projects and initiatives will further support improving the health and wellbeing of our community.

The adoption of the Shire's Public Health Plan addresses any potential reputational risk associated with the Shire meeting its legislative obligations.

CONCLUSION

That Council adopts the Shire of Morawa Public Health Plan 2027 - 2031 Attachment 1.

ATTACHMENTS

Attachment 1 – 11.1.4a Shire of Morawa Public Health Plan 2027-2031.

11.1.5 Temporary Road Closure - Burton Road, Morawa *(DEFERRED)*

Author: Coordinator Planning & Compliance Services

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Author/Authorising Officer declares that he does not have any conflicts of interest in relation to this item.

OFFICER'S RECOMMENDATION *(DEFERRED)*

That with regards to the Temporary Closure of Burton Road, Morawa, Council:

1. **Endorses the action of the Chief Executive Officer to undertake the statutory consultation process required under Section 3.50 of the *Local Government Act 1995* to enable the temporary closure of Burton Road, Morawa from 29 October 2026 until 31 December 2026 to enable arrangements for unrestricted access to the Co-operative Bulk Handling Ltd (CBH) Morawa Bin for the 2026/27 Grain Harvest.**

2. **Approves:**

   a) **The temporary closure of Burton Road, Morawa from 29 October 2026 until 31 December 2026 to enable arrangements for unrestricted access to the Co-operative Bulk Handling Ltd (CBH) Morawa Bin for the 2026/27 Grain Harvest;**

   b) **Allowing only vehicles directly involved in accessing the CBH Morawa Bin along with emergency services vehicles and utility service vehicles to access Burton Road for the period of temporary closure as provided in 1. above in accordance with s6.4(a) of the *Shire of Morawa Public Places and Local Government Property Local Law 2018*;**

      i. **In addition to 2 (a) and (b) above:**
         a. **CBH presents and maintains for the period of closure, public liability insurance policy in which the interests of the Shire of Morawa are formally noted by the insurer, indemnifying CBH and the Shire of Morawa for a sum of not less than $20,000,000 in respect of any one claim relating to any of the operations on the closed road.**

         b. **CBH are required to make good the road of any damage or deterioration incurred relating to their private use of the road prior to reopening.**

The President Advised that consideration of Item 11.5 would be deferred to a future Council Meeting and the officer recommendation was not considered by the Council.

PURPOSE

Council is requested to consider Co-operative Bulk Handling Ltd's (CBH) request to temporarily close Burton Road, Morawa to enable arrangements for unrestricted access to the CBH Morawa Bin for the 2026/27 Grain Harvest.

DETAIL

CBH has requested the temporary closure of Burton Road, Morawa, from 1 October 2026 to 31 December 2026 (Attachment 1).

The request was received with insufficient time to complete the required public advertising and consultation process and present the proposed closure to Council before the requested commencement date. As the requested closure exceeded four weeks, Council approval was required following completion of the consultation process.

To enable the closure to commence while consultation was undertaken, the Chief Executive Officer exercised delegated authority under section 3.50(1) of the Local Government Act 1995 to approve an initial temporary closure of Burton Road for 28 days, from 1 October 2026 to 28 October 2026 (Attachment 2).

Section 3.50(1) permits a local government to temporarily close a thoroughfare under its management, either wholly or partially, for a period not exceeding four weeks.

The required public advertising and consultation process has now been completed. At the time of preparing this report, no community submissions had been received.

With the initial 28-day closure due to expire on 28 October 2026, the matter is now presented to Council to consider the continued temporary closure of Burton Road for the remainder of the period requested by CBH, being 29 October 2026 to 31 December 2026.

The proposed closure is consistent with the road access arrangements considered during the 2025/26 harvest period, which sought to facilitate access to the CBH site via Burton Road due to concerns regarding the suitability of heavy vehicle access via Broad Avenue.

LEVEL OF SIGNIFICANCE

High. It is necessary for the Morawa CBH Bin to operate for the 2026/27 season. A revised access arrangement is the only opportunity for this to occur.

CONSULTATION

Community consultation was undertaken in accordance with the statutory requirements of the *Local Government Act* (s3.50) as follows:

- Public notice was provided through the Shire's official website and Facebook page, with physical notices displayed at the Shire Administration Office reception desk, the Shire's public notice board, and other relevant community noticeboards.
- Public notice via 2 signs on Burton Road.

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995

"3.50. Closing certain thoroughfares to vehicles

4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —

a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and

b) give written notice to each person who —

i. *is prescribed for the purposes of this section; or*

ii. *owns land that is prescribed for the purposes of this section; and*

c) allow a reasonable time for submissions to be made and consider any submissions made".

"3.50A. Partial closure of thoroughfare for repairs or maintenance

Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

(a) is for the purpose of carrying out repairs or maintenance; and

(b) is unlikely to have a significant adverse effect on users of the thoroughfare".

"3.51. Affected owners to be notified of certain proposals

1) In this section —

person having an interest, in relation to doing anything, means a person who —

(a) is the owner of the land in respect of which that thing is done, or any land that is likely to be adversely affected by doing that thing; or

(b) is shown on the title to any of the land mentioned in paragraph (a) as holding an interest in any of that land; or

(c) is prescribed for the purposes of this section.

2) This section applies to —

(a) fixing or altering the level of, or the alignment of, a public thoroughfare; or

(b) draining water from a public thoroughfare or other public place onto adjoining land.

3) Before doing anything to which this section applies, a local government is to —

(a) give notice of what is proposed to be done giving details of the proposal and inviting submissions from any person who wishes to make a submission; and

(b) allow a reasonable time for submissions to be made and consider any submissions made.

4) The notice is to be given —

(a) in writing to each person having an interest; and

(b) if any land is likely to be adversely affected by the doing of the thing, by local public notice".

Local Government (Functions and General) Regulations 1996

'Part 2 — Thoroughfares

4. Persons prescribed to be notified of road closure (Act s. 3.50)

1) The persons prescribed for the purposes of section 3.50 of the Act are —

a) any person providing a service by means of pipes, cables, or anything else under, on, or above the land used for the thoroughfare whose access for purposes connected with the provision of that service would be impeded by the proposed closure; and

b) the person having principal responsibility in the locality for ambulance services; and

c) the person having principal responsibility in the locality for fire services; and
d) the occupier of land that will lose its access.

2) The land that is prescribed for the purposes of section 3.50 of the Act is land that will lose its access.

3) In this regulation — land that will lose its access means land that abuts the thoroughfare at any point to which access would be precluded as a result of the closure.

5. Persons prescribed to be notified of certain proposals (Act s. 3.51(1) person having an interest)
The persons prescribed for the purposes of section 3.51 of the Act are —
a) if the land to which that section applies is occupied, the occupier; and
b) in relation to fixing or altering the level of, or the alignment of, a public thoroughfare, any person providing a service by means of pipes, cables, or anything else under, on, or above the land used for the thoroughfare".

Shire of Morawa - Public Places and Local Government Property Local Law 2018
6.4 No driving on closed thoroughfare
A person must not drive or take a vehicle on a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act unless –
a) it is in accordance with any limit or exception specified in the order made under section 3.50 of the Act; or
b) the person has first obtained a licence.

Council Delegation:
Delegation 2.6 Closing Certain Thoroughfares to Vehicles provides the CEO with the authority to temporarily close roads in accordance with S.3.50 (4) of the *Local Government Act 1995.*

FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial and resource implications associated with this Report.

RISK MANAGEMENT CONSIDERATIONS

Local government road closures are protected from compensation payment for damages under section 3.23 of the *Local Government Act 1995*, although this must be carried out in a manner that is not considered negligent.

Implementation of the road closure in a safe manner will be managed through CBH for the proposal with a requirement for CBH to provide public liability insurance for not less than $20M. This mitigates the liability from negligence for which a local government can be liable under section 9.57 of the *Local Government Act 1995*. The closure will require that vehicles directly involved in accessing the CBH Morawa Bin along with emergency services vehicles and utility service vehicles for the period of closure be retained.

Importantly, it is anticipated that the arrangements as sought by CBH will be a significantly less risk over the current arrangements in relation to accessing CBH Bin via Broad Avenue.

CONCLUSION

It is recommended that Council approve the proposed temporary road closure, to facilitate safe and efficient operations during the harvest period.

ATTACHMENTS

Attachment 1 – 11.1.5a CBH Letter - Temporary Road Closure Burton Road.
Attachment 2 - 11.1.5b CBH Burton Road Closure – Delegation Letter.

11.2 Executive Manager – Corporate and Community Services

11.2.1 Monthly Financial Report – September 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'S RECOMMENDATION/COUNCIL RESOLUTION

261007 Moved: Cr. Stokes Seconded: Cr. Clemson

1. **That Council receives the Monthly Financial Report for the period ended 30 September 2026, as presented in the attached report.**

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.

DETAIL

Regulation 34 of the Local Government (Financial Management) Regulations 1996 (the Regulations) requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, including:

a. The annual budget estimates;
b. Budget estimates to the end of the month;
c. The actual amounts of expenditure, revenue, income to the end of the relevant month;
d. Material variances between the comparable amounts between budget estimates to the end of the month and the year-to-date amount of expenditure, revenue and income to the end of the relevant month;
e. Net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

Regulation 35 of the Regulations requires a local government to prepare each month a statement of financial position of the local government as at the last day of the previous month and the last day of the previous financial year.

OFFICER'S COMMENTS

The Monthly Financial Report for the period ending 30 September 2026 is attached to include the following information as required by legislation:

- Statement of financial activity
- Statement of financial position
- Basis of preparation and significant accounting policies
- Notes to the statement of financial activity; and
- Explanation of material variances.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Chief Executive Officer

LEGISLATION AND POLICY CONSIDERATIONS

Local Government (Financial Management) Regulations 1996
Regulation 34

(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 35

(1) requires a local government to prepare each month a statement of financial position of the local government as at the last day of the previous month and the last day of the previous financial year.

(2) A statement of financial position must be –

(a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
(b) recorded in the minutes of the meeting at which it is presented.

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 Monthly Financial Report for the period ending 30 September 2026, as attached.

ATTACHMENTS

Attachment 1 – 11.2.1a Monthly Financial Report as at 30 September 2026.

11.2.2 List of Payments – September 2026 Deferred to OCM of November 2026

Author: Financial Services Coordinator
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'S RECOMMENDATION/COUNCIL RESOLUTION

261008 **Moved: Cr. Chadwick** **Seconded: Cr. Coaker**

1. **That Council notes that the following financial reports for the period ending 30 September 2026 will be deferred for presentation to the Ordinary Council Meeting to be held on 24 November 2026:**

   a) **List of Payments;**

   b) **Bank Reconciliation Report; and**

   c) **details of any reimbursements made to the Chief Executive Officer.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

To present the list of accounts paid by the Chief Executive Officer under delegated authority for the month ended 30 September 2026.

DETAIL

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be presented to Council at the next Ordinary Council Meeting after the list has been prepared.

Pursuant to Section 5.42 of the *Local Government Act 1995*, Council has delegated authority to the Chief Executive Officer to make payments from the Municipal Fund and Trust Fund.

OFFICER'S COMMENTS

The annual audit has been undertaken during October 2026, requiring significant involvement from the Shire's Corporate and Financial Services staff. As a result, the financial reporting for the period ending 30 September 2026 was unable to be finalised in time for inclusion in the October 2026 Ordinary Council Meeting agenda.

Accordingly, the List of Payments, Bank Reconciliation Report and details of any reimbursements made to the Chief Executive Officer for the period ending 30 September 2026 will be finalised and presented to Council at the Ordinary Council Meeting to be held on 24 November 2026.

The deferral will ensure that Council is provided with complete and accurate financial information once the relevant reporting has been finalised.

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 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 note that the financial reports for the period ending 30 September 2026, comprising the List of Payments, Bank Reconciliation Report and details of any reimbursements made to the Chief Executive Officer, will be deferred for presentation to the Ordinary Council Meeting on 24 November 2026.

ATTACHMENTS

Nil

11.2.3 Shire of Morawa Policy Review

Author: Executive Manager Corporate and Community Services
Chief Executive Officer

Authorising Officer: Chief Executive Officer

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261009 Moved: Cr. North Seconded: Cr. Stokes

That Council endorses the following policies as attached:

1. **Policy ELM04 Elected Member Continuing Professional Development (CPD), with amendments;**
2. **Policy ELM26 Electronic Meetings and Attendance, with amendments;**
3. **Policy EMP04 Work Health and Safety, with minor amendments;**
4. **Policy EMP06 Removal Expenses, with minor amendments;**
5. **Policy ENG02 Bush Fire Policy, with minor amendments;**
6. **Policy FIN03 Authorised Signatures for Cheque/Electronic Funds Transfer Payments, with no amendments;**
7. **Policy FIN04 Purchasing Policy, with amendments;**
8. **Policy FIN08 Disposal of Property (other than land), with amendments;**
9. **Policy FIN10 Cash Reserves Management Policy, with amendments; and**
10. **Policy RTED02 Tourism, with no amendments.**

CARRIED BY ABSOLUTE MAJORITY VOTE 6/0.

PURPOSE

The purpose of this report is to present the reviewed policies for Council's consideration and endorsement following their scheduled review.

BACKGROUND

As part of the Shire's ongoing policy review program, the following policies were reviewed in accordance with their scheduled review dates and delegated review authority:

- Policy ELM04 Elected Member Continuing Professional Development (CPD), with amendments;
- Policy ELM26 Electronic Meetings and Attendance, with amendments;
- Policy EMP04 Work Health and Safety, with minor amendments;
- Policy EMP06 Removal Expenses, with minor amendments;
- Policy ENG02 Bush Fire Policy, with minor amendments;

- Policy FIN03 Authorised Signatures for Cheque/Electronic Funds Transfer Payments, with no amendments;
- Policy FIN04 Purchasing Policy, with amendments;
- Policy FIN08 Disposal of Property (other than land), with amendments;
- Policy FIN10 Cash Reserves Management Policy, with amendments; and
- Policy RTED02 Tourism, with no amendments.

DETAIL

The review was undertaken to ensure the policies remain current, relevant, and aligned with the Shire's operational requirements, governance framework, and legislative obligations.

- Policy ELM04 – Elected Member Continuing Professional Development (CPD)

  The policy has been revised to improve clarity, flow and consistency while retaining the existing framework for Council Member induction, mandatory training, continuing professional development, approval requirements and associated expenses.

  The amendments provide for the Shire induction program to be completed within two months of a Council Member taking office; simplify mandatory training arrangements; clarify the information required when seeking approval for professional development; and refine limitations where attendance may affect Council operations, quorum or strategic decision-making.

  The provisions relating to travel, accommodation, meals, incidental expenses, accompanying persons, travel insurance and knowledge sharing have also been expressed more clearly. Annual training reporting has been updated to provide for inclusion in the Annual Report and publication on the Shire website in accordance with legislative requirements.

  It is recommended that Policy ELM04 - Elected Member Continuing Professional Development (CPD), as amended and attached, be endorsed.

- Policy ELM26 – Electronic Meetings and Attendance

  The policy has been comprehensively revised to provide a contemporary framework for individual electronic attendance at Council and committee meetings and, where permitted by legislation, meetings conducted wholly by electronic means.

  The amendments clarify the distinction between electronic attendance and an electronic meeting; recognise the circumstances of the Shire of Morawa as a regional community; provide that reasonable requests for electronic attendance should generally be facilitated where legislative, technological and confidentiality requirements are satisfied; and confirm that a Member is not required to demonstrate exceptional circumstances before electronic attendance may be approved. Microsoft Teams is identified as the Shire’s preferred platform, with notification, verification and authorisation arrangements established for electronic attendance.

  Further provisions address effective and safe participation, connection failures, confidentiality during matters closed to the public, public access and public question time for electronic meetings, publication and administrative support requirements, attendance records and definitions. The policy records that the Presiding Member may authorise a

Member, including the President, to attend electronically where regulation 14C is satisfied, and that Council may also authorise electronic attendance where appropriate.

It is recommended that Policy ELM26 - Electronic Meetings and Attendance, as amended and attached, be endorsed.

- Policy EMP04 – Work Health and Safety

  This policy establishes the Shire's overarching commitment to protecting the health, safety and wellbeing of workers and other people who may be affected by work performed by, or on behalf of, the Shire.

  The policy applies to paid and unpaid workers, including directly employed staff, contractors, contract-hire workers, project workers, volunteers, work-experience participants and people performing work through a third party. It reflects the Work Health and Safety Act 2020, the Work Health and Safety (General) Regulations 2022, relevant codes of practice, guidance material and Australian Standards.

  Minor amendments ensure the policy continues to clearly express the Shire's commitments to management leadership, worker consultation, fitness for work, hazard and risk management, training, safety-management planning, accountability, appropriate resourcing, measurable performance, continuous improvement and employee wellbeing.

  It is recommended that Policy EMP04 - Work Health and Safety, as amended and attached, be endorsed.

- Policy EMP06 – Removal Expenses

  This policy provides guidance on the reimbursement of employee removal and relocation expenses incurred when relocating to Morawa for employment with the Shire.

  The amendments increase the maximum reimbursement available to the Chief Executive Officer from $7,000 to $8,000 and increases the maximum reimbursement available to other staff from $2,000 to $3,000. The maximum reimbursement for an Executive Manager remains unchanged at $5,000.

  The existing repayment requirements, which apply where an employee leaves the Shire within 18 months of receiving relocation assistance, remain unchanged.

  It is recommended that Policy EMP06 - Removal Expenses, as amended and attached, be endorsed.

- Policy ENG02 – Bush Fire Policy

  Policy ENG02 provides the Shire's overarching framework for the establishment, administration and operation of its Bush Fire Brigades and Bush Fire Advisory Committee, consistent with the Bush Fires Act 1954.

  The policy has been reviewed and minor amendments made to clarify and update operational provisions. It addresses Bush Fire Advisory Committee and brigade meetings,

membership, voting and quorum arrangements; brigade officer appointments and training; standard operating procedures; firebreak exemptions; personal protective equipment; appliance maintenance; hazard reduction; responses outside the district; use of Shire plant in emergencies; firefighter and driver training; and the purchase of brigade equipment.

The reviewed policy retains its focus on operational preparedness, volunteer support, appropriate training, incident response and the safe and coordinated operation of the Shire's bush fire services.

It is recommended that Policy ENG02 - Bush Fire Policy, as amended and attached, be endorsed.

- Policy FIN03 – Authorised Signatures for Cheque/Electronic Funds Transfer Payments.

  This policy provides for the secure and properly authorised use of cheque and Electronic Funds Transfer payments, while supporting timely payment processing and appropriate financial controls.

  The review confirmed that the existing requirement for all cheque and Electronic Funds Transfer payments to be authorised by two signatories, including at least one designated senior employee, remains appropriate. No amendments are proposed to the policy provisions.

  It is recommended that Policy FIN03 - Authorised Signatures for Cheque/Electronic Funds Transfer Payments, as attached, be endorsed without amendment.

- Policy FIN04 – Purchasing Policy

  The policy has been revised to strengthen the Shire's purchasing framework while retaining the existing purchasing thresholds and quotation requirements. Purchasing principles have been expanded to provide clearer guidance on best value, total cost of ownership, supplier assessment, conflicts of interest, confidentiality, ethical conduct, record keeping and the prohibition on structuring purchases to avoid procurement requirements.

  The amendments also strengthen the Shire's approach to local and regional economic benefit. Officers are required to consider opportunities for Morawa, Mid West and regional Western Australian suppliers, with preference able to be given where submissions are substantially equivalent in quality, capability, risk and overall value. The policy establishes a preferred order of Morawa-based businesses, Mid West-based businesses, regional Western Australian businesses, other Western Australian businesses and interstate suppliers. As a general guide, work may be awarded to a Mid West-based supplier where its submitted price does not exceed the lowest conforming offer by more than 5%, subject to a maximum price differential of $50,000, provided the overall procurement outcome continues to represent best value for money and the reasons are appropriately documented.

  Further provisions address procurement exemptions, WALGA Preferred Supply Contracts, LGIS services, organisational awareness, accountable payment methods, contract management and contract variations. These amendments reinforce appropriate authorisation, documentation and value-for-money requirements throughout the purchasing lifecycle.

It is recommended that Policy FIN04 - Purchasing Policy, as amended and attached, be endorsed.

- Policy FIN08 – Disposal of Property (other than land)

  The policy has been comprehensively revised to provide a clearer, contemporary framework for the disposal of Shire property other than land. It sets out the circumstances in which property may be identified as surplus, the principles to be considered when selecting a disposal method, the basis for estimating market value and available disposal methods.

  The revised policy gives the Chief Executive Officer discretion to determine the most appropriate method of disposal for property with an estimated market value of $1,000 or less. Available methods include internal reuse, sale, donation or gifting to eligible community organisations, recycling, destruction or other lawful disposal where appropriate. A public sale or expression-of-interest process is not required in specified circumstances, including where property has little or no market value or the likely cost and administrative effort of sale would exceed expected proceeds.

  The donation and gifting provisions prioritise local community groups, sporting clubs, schools, charitable and not-for-profit organisations and other members of the local community where an identifiable community benefit is demonstrated. A separate provision allows the Chief Executive Officer to approve the gifting of surplus property with an estimated market value of $500 or less to a Shire employee, provided the property cannot reasonably be reused internally, reasonable consideration has first been given to potential community use, the disposal is appropriate and cost-effective, and the decision is documented. An employee who may receive the property must not participate in its valuation, the disposal decision or selection of the recipient, and a fair and transparent allocation method must be used where more than one employee is interested.

  The policy also identifies property that must not be gifted, requires unsafe or unsuitable property to be appropriately destroyed or disposed of, and includes requirements for information security, removal of Shire branding, Council approval, valuation and disposal records.

  It is recommended that Policy FIN08 - Disposal of Property (other than land), as amended and attached, be endorsed.

- Policy FIN10 – Cash Reserve Management

  The policy supports the sustainable and responsible management of the Shire's cash-backed reserves through consistent identification, establishment, administration and use of reserve funds. It identifies Business Risk, Financial Management, Strategic Capacity and Statutory Obligations as the key focus areas for Shire reserves.

  The policy has been updated to reflect the Shire's current reserve structure and strengthen reserve governance. Principal amendments include removal of the Unspent Loans Reserve, COVID-19 Emergency Response Reserve and Unspent Grants and Contributions Reserve; addition of the Insurance Works Reserve; and addition of the Information Technology Reserve.

The revised policy clarifies that new reserves must be approved by Council through the Annual Budget or by separate Council resolution. Any change to a reserve's purpose, or use of reserve funds for another purpose, must comply with section 6.11 of the Local Government Act 1995, including any applicable absolute-majority, local public notice and financial reporting requirements.

The Community and Economic Development Reserve has been revised to provide flexibility for Council to approve funding for community or economic development initiatives where anticipated benefits to the Shire and community justify the expenditure, while seeking to preserve capital available for future projects and maximise investment returns where practicable.

The Jones Lake Road Rehab Reserve no longer relies on previous fixed funding and timing assumptions. The required balance will be reviewed annually having regard to the estimated cost and timing of landfill works, rehabilitation and post-transition requirements and the Shire's long-term financial capacity. Annual contributions will be considered through the budget process having regard to the anticipated rehabilitation liability and existing reserve balance.

It is recommended that Policy FIN10 - Cash Reserves Management Policy, as amended and attached, be endorsed.

- Policy RTED02 – Tourism.

  The policy recognises tourism as an important contributor to the Shire of Morawa economy and supports the Shire's active role in facilitating tourism growth, development and promotion within the district.

  The review confirmed that the policy remains current and appropriately supports collaboration with tourism stakeholders, tourism development and investment, visitor infrastructure, natural features and heritage values. No amendments are proposed to the policy provisions.

  It is recommended that Policy RTED02 - Tourism, as attached, be endorsed without amendment.

SUMMARY OF POLICY AMENDMENTS

Policy	Review outcome	Key amendments or findings
ELM04 Elected Member Continuing Professional Development (CPD)	Amendments	Revised for clarity, flow and consistency. Updates induction timing, mandatory training arrangements, professional development approvals, attendance limitations, expenses, knowledge sharing and annual training reporting.
ELM26 Electronic Meetings and Attendance	Comprehensive amendments	Introduces a contemporary framework for individual electronic attendance and meetings conducted wholly by electronic means. Recognises regional circumstances; provides that reasonable requests should generally be facilitated without requiring exceptional circumstances; identifies Microsoft Teams as the preferred platform; and addresses authorisation, participation, confidentiality, public access, records and definitions.
EMP04 Work Health and Safety	Minor amendments	Confirms application to paid and unpaid workers and reinforces commitments to leadership, consultation, fitness for work, hazard and risk management, training, accountability, resourcing, measurable performance, continuous improvement and wellbeing.
EMP06 Removal Expenses	Minor amendments	Increases the maximum reimbursement for the Chief Executive Officer from $7,000 to $8,000 and for other staff from $2,000 to $3,000. The Executive Manager limit remains $5,000 and existing repayment requirements remain unchanged.
ENG02 Bush Fire Policy	Minor amendments	Reviews and updates the consolidated Bush Fire Policy while retaining its operational framework for brigade and advisory committee governance, officer appointments, procedures, equipment, hazard reduction, emergency response and training.
FIN03 Authorised Signatures for Cheque/Electronic Funds Transfer Payments	No amendments	Confirms the existing requirement for cheque and Electronic Funds Transfer payments to be authorised by two signatories, including at least one designated senior employee.
FIN04 Purchasing Policy	Amendments	Retains purchasing thresholds and quotation requirements while expanding guidance on best value, supplier assessment, probity, record keeping and anti-avoidance. Establishes a local and regional preference hierarchy and allows consideration of a Mid West-based supplier within 5% of the lowest conforming offer, capped at $50,000, subject to best value and documentation.
FIN08 Disposal of Property (other than land)	Comprehensive amendments	Introduces a contemporary framework for identifying and disposing of surplus property. Provides Chief Executive Officer discretion for property valued at $1,000 or less, a

Policy	Review outcome	Key amendments or findings
		community-focused gifting hierarchy and a separate controlled provision for employee gifting of property valued at $500 or less.
FIN10 Cash Reserves Management Policy	Amendments	Updates the reserve structure and governance framework; removes three obsolete reserves; adds Insurance Works and Information Technology reserves; clarifies section 6.11 requirements; revises the Community and Economic Development Reserve; and updates Jones Lake Road rehabilitation funding arrangements.
RTED02 Tourism	No amendments	Confirms that the policy remains current and continues to recognise tourism's contribution to the local economy and the Shire's role in tourism collaboration, development, investment, visitor infrastructure, natural features and heritage values.

LEVEL OF SIGNIFICANCE

This report is assessed as having a moderate level of significance due to the range of Council policies being reviewed and amended.

CONSULTATION

Chief Executive Officer
Council Members – Policy Review Forum

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995.
Local Government (Administration) Regulations 1996, 14C, 14CA, 14D and 14E.
Work Health and Safety Act 2020.
Local Government (Functions and General) Regulations 1996.
Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.
Work Health and Safety (General) Regulations 2022, relevant codes of practice, guidance material and Australian Standards.
Bush Fires Act 1954.

Strategic Community Plan 2022 - 2032

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1. Ensure the Shire and its assets are well resourced and sustainable.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no immediate financial implications arising directly from adoption of the reviewed policies. Any future expenditure under the policies will be managed through the Shire's annual budget and established financial controls.

RISK MANAGEMENT CONSIDERATIONS

If Council policies are not regularly reviewed and updated, they may no longer reflect legislative requirements, current governance arrangements or operational practices. This may result in non-compliance, ineffective administrative or operational controls, increased safety or emergency-management risk, or reputational damage to the Shire.

CONCLUSION

Following a scheduled review, the attached policies have been assessed and are considered current and appropriate, subject to the proposed amendments. Accordingly, it is recommended that Council endorse the reviewed policies, as attached.

ATTACHMENTS

Attachment 1 – 11.2.3a Shire of Morawa Policy Review

11.2.4 CEO 2027 Annual Leave

Author: Executive Manager – Corporate & Community Services

Authorising Officer: Chief Executive Officer

Disclosure of Interest: The Chief Executive Officer has a direct interest in this matter as the report relates to the CEO's annual leave arrangements.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261010 **Moved: Cr. Stokes** **Seconded: Cr. Coaker**

That Council:

1. **Notes** the Shire President's written approval of the Chief Executive Officer's indicative annual leave periods during the 2027 calendar year, being generally as follows:
   - during January 2027, with an anticipated return to work on 25 January 2027;
   - during July 2027, broadly from 5 July to 25 July 2027; and
   - during September and October 2027, broadly from 27 September to 19 October 2027.

2. **Notes** that the final dates may be adjusted as reasonably required, subject to the Chief Executive Officer having sufficient accrued leave.

3. **Notes** that an Acting Chief Executive Officer will be appointed for each confirmed period of leave in accordance with Council Policy ELM20 – Appointment of a Temporary or Acting Chief Executive Officer, and that Council Members will be advised of the appointment and applicable period.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

For Council to note the Shire President's written approval of the Chief Executive Officer's indicative annual leave arrangements for the 2027 calendar year and the arrangements that will be made to ensure continuity in the office of Chief Executive Officer during those periods.

BACKGROUND

The Chief Executive Officer has taken minimal annual leave during the previous 12 months due primarily to staffing and workload constraints. As a consequence, the CEO has accumulated annual leave which is proposed to be progressively reduced during 2027.

To allow appropriate forward planning, three indicative periods of annual leave have been approved for 2027:

Indicative Leave Period	Return to Work
January 2027	25 January 2027
5 July to 25 July 2027	26 July 2027
27 September to 19 October 2027	20 October 2027

The CEO expects to have sufficient accrued annual leave to cover each of the approved indicative periods. The final dates may be adjusted as reasonably required and will be confirmed through the Shire's normal leave and reporting processes.

Forward planning of the indicative leave periods provides Council and the Administration with advance notice and enables appropriate Acting CEO and operational arrangements to be established ahead of each confirmed absence.

DISCUSSION

Council Policy EMP10 – CEO Leave Authorisations and Other Approvals establishes Council's expectations regarding the reporting of CEO leave. The policy requires CEO leave information to be reported through the standing Ordinary Council Meeting agenda item and enables Council to substantiate that the CEO is entitled to the leave, has sufficient leave balance and that the leave is an entitlement under the CEO's employment contract.

Policy ELM20 – Appointment of a Temporary or Acting Chief Executive Officer provides that CEO leave entitlements are subject to the written approval of the Shire President, with approval not to be unreasonably withheld.

The Shire President has provided written approval for the indicative leave arrangements. The periods are being presented to Council for transparency and forward planning. The precise dates may be adjusted as reasonably required, with the confirmed periods to be recorded through the Shire's normal leave and reporting processes.

Acting CEO arrangements will be determined once each leave period is confirmed, having regard to the availability of the relevant Executive Managers and operational requirements at that time.

The approved indicative leave arrangements are considered manageable from an organisational perspective given the advance notice available and the Acting CEO arrangements provided for under Council policy.

LEVEL OF SIGNIFICANCE

Low: CEO Annual Leave is a recurring annual entitlement.

CONSULTATION

Chief Executive Officer
Shire President

Executive Management Team

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995
Policy ELM20 Appointment of a Temporary or Acting Chief Executive Officer
EMP10 CEO Leave Authorisations and Other Approvals

FINANCIAL AND RESOURCES IMPLICATIONS

The approved indicative periods of annual leave are existing employment entitlements and will be met from the CEO's accrued leave balance.

Any additional Acting CEO employment cost will be accommodated within the relevant employee salary budgets.

RISK MANAGEMENT CONSIDERATIONS

The principal organisational risk associated with extended CEO leave is continuity of executive leadership and statutory decision-making. This risk is mitigated through advance planning, confirmation of the final leave dates through the Shire's normal processes, and appointment of an appropriately qualified Acting CEO in accordance with ELM20.

ATTACHMENTS

Nil

11.3 Executive Manager – Works & Services.

11.3.1 Annual Road Maintenance Grading Program Update

Author: Executive Manager 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'S RECOMMENDATION/COUNCIL RESOLUTION

261011 **Moved: Cr. Chadwick** **Seconded: Cr. Clemson**

That Council:

1. **Receive the Annual Road Maintenance Program Update: September 2026.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

For Council to receive an update of the ongoing Shire of Morawa Annual Road Maintenance Program.

DETAIL

Council is being presented with an update on the annual program of road maintenance works to ensure transparency and ongoing oversight. This will provide the status of the annual program as of the end of the previous calendar month.

The Road Maintenance Grading Program schedule shows the routine grading activities scheduled to restore road surface condition, remove corrugations, and reinstate rainfall runoff functionality ahead of increased seasonal traffic demands.

The program targets approximately 1,788 km of maintenance grading per annum, with a primary focus on Restricted Access Vehicle (RAV) routes and school bus routes. This prioritisation ensures the delivery of a consistent base standard that supports a safe and reliable running surface for key transport corridors.

As part of the grading program, the following activities are completed to enhance long-term road performance:

- Gravel re-sheeting works, in accordance with the 2025–2035 Road Maintenance and Renewal Plan.
- Increase grading frequency during the dry season, where operationally feasible.

- Investigate the installation of additional mitre and table drains to improve drainage outcomes.
- Apply moisture conditioning prior to future grading activities to minimise material loss and improve compaction.

LEVEL OF SIGNIFICANCE

Low Significance: Provided for information purposes only.

LEGISLATION AND POLICY CONSIDERATIONS

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FINANCIAL AND RESOURCES IMPLICATIONS

In accordance with the adopted budget.

RISK MANAGEMENT CONSIDERATIONS

The Shire of Morawa Annual Road Maintenance program reduces the risk of premature costly renewals while improving road safety.

ATTACHMENTS

Attachment 1 – 11.3.1a Adopted 2024 – Ten-Year Forward Works Program 2025-2035.
Attachment 2 – 11.3.1b Road Maintenance Schedule 2026-27.

Item 12 New Business of an Urgent Nature

Nil

Item 13 Application for Leave of Absence

Nil

Item 14 Motion of Which Previous Notice have been given

Nil

Item 15 Questions from Members without Notice

Nil

Item 16 Matters for Which the Meeting May Be Closed (Confidential Items)

Author: Governance and Executive Support Officer

Authorising Officer: Chief Executive Officer

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

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261012 **Moved: Cr. Stokes** **Seconded: Cr. North**

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:

- **Item 16.1 - Rates Write Off – A349 – 36 Winfield Street, Morawa.**
- **Item 16.2 - Rates Write Off – A728 – Lot 10080 P207660 Gutha East Road.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

PURPOSE

This item seeks Council's approval under s5.23 (2) of the Local Government Act 1995 to move into camera or closed session to consider confidential matters.

DETAIL

Under s5.23 (2) of the *Local Government Act 1995,* Council must resolve to move into camera or closed session. The following Items are 'confidential matters' as addressed below:

- *Rates Write Off – A349 – 36 Winfield Street, Morawa.*
- *Rates Write Off – A728 – Lot 10080 P207660 Gutha East Road.*

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.

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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

The Members of Public left the Room at 1.48pm during consideration of the confidential Item.

16.1 Rates Write Off – A349 – 36 Winfield Street, Morawa

This is a confidential Item.

16.2 Rates Write Off – A728, LOT 10080 P207660 Gutha East Road, Gutha

This is a confidential Item.

16.3 Reopening of the Meeting to the Public

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

261015 **Moved: Cr. North** **Seconded: Cr. Clemson**

That Council reopens the meeting to the public.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

Following consideration of the confidential item, the meeting was reopened to the public and the students returned to the room at 1.49pm.

16.4 Presiding Member Publicly Confirms Confidential Item Resolutions

The Presiding Member publicly confirms the Confidential Item Resolutions for

- **Item 16.1 - Rates Write Off – A349 – 36 Winfield Street, Morawa - *(Passed by Absolute Majority)***

- **Item 16.2 - Rates Write Off – A728 – Lot 10080 P207660 Gutha East Road - *(Passed by Absolute Majority)***

Item 17 Closure

17.1 Date of Next Meeting

The date of the next ordinary meeting of Council will be an All-Virtual /e-Meeting on Tuesday, 24 November 2026 commencing at 5.30pm.

17.2 Closure

There being no further business, the Presiding Member declared the meeting closed at 1.51pm.

Presiding Member……