



MINUTES

ORDINARY MEETING OF COUNCIL

to be held on

Thursday, 18 August 2022 at 5:00pm

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

No responsibility whatsoever is implied or accepted by the Shire of Morawa for any act, omission, statement or intimation occurring during Council Meetings. The Shire of Morawa disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Shire of Morawa advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

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.”

This page is blank intentionally.

Contents

| | | |
|---------|--|----|
| Item 1 | Opening of Meeting | 7 |
| Item 2 | Acknowledgement of Traditional Owners and Dignitaries | 7 |
| Item 3 | Recording of Attendance | 7 |
| 3.1 | Attendance | 7 |
| 3.2 | Attendance by Telephone / Instantaneous Communications | 7 |
| 3.3 | Apologies | 7 |
| 3.4 | Approved Leave of Absence | 7 |
| 3.5 | Disclosure of Interests | 7 |
| Item 4 | Applications for Leave of Absence | 8 |
| Item 5 | Response to Previous Questions | 8 |
| Item 6 | Public Question Time | 8 |
| 6.1 | Public Question Time | 8 |
| 6.2 | Public Statement Time | 8 |
| 6.3 | Petitions/Deputations/Presentations/Submissions | 8 |
| Item 7 | Questions from Members without Notice..... | 8 |
| Item 8 | Announcements by Presiding Member without Discussion | 9 |
| Item 9 | Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting..... | 9 |
| Item 10 | Confirmation of Minutes of Previous Meeting | 10 |
| Item 11 | Reports of Officers | 11 |
| 11.1 | Chief Executive Officer | 11 |
| 11.1.1 | Actions Performed under Delegated Authority for July 2022..... | 11 |
| 11.1.2 | Adoption of Strategic Community Plan 2022 - 2032..... | 15 |
| 11.1.3 | Adoption of Workforce Plan 2022 - 2032..... | 19 |
| 11.1.4 | Adoption of Council Policy ELM08 Council Forums | 21 |
| 11.1.5 | Voting Delegates for Western Australian Local Government Association (WALGA) Annual General Meeting | 23 |
| 11.1.6 | Final Adoption – Shire of Morawa Local Heritage Survey | 25 |
| 11.2 | Executive Manager Corporate & Community Services | 28 |
| 11.2.1 | Statement of Financial Activity – July 2022..... | 28 |
| Item 12 | Reports of Committees..... | 32 |
| Item 13 | Motions of Which Previous Notice Has Been Given..... | 32 |
| Item 14 | New Business of an Urgent Nature | 32 |
| Item 15 | Matters for Which the Meeting May Be Closed (Confidential Items) | 32 |
| Item 16 | Closure..... | 32 |

16.1 Date of Next Meeting 32

16.2 Closure 32

Item 1 Opening of Meeting

The President to declare the meeting open at 5.04pm.

Item 2 Acknowledgement of Traditional Owners and Dignitaries

The President acknowledges the traditional custodians, the Yamatji people, and recognises the contribution of Yamatji elder's past, present and future, in working together for the future of Morawa.

Item 3 Recording of Attendance**3.1 Attendance****Council**

President (Presiding Member) Councillor Karen Chappel
Deputy President Councillor Ken Stokes
Councillor Mark Coaker
Councillor Debbie Collins
Councillor Shirley Katona

Staff

| | |
|--|-----------------|
| Chief Executive Officer | Scott Wildgoose |
| Executive Manager Corporate & Community Services | Jackie Hawkins |
| Executive Manager Works and Assets | Paul Devcic |

Members of the Public

Nil

3.2 Attendance by Telephone / Instantaneous Communications

In accordance with section 14 of the *Local Government (Administration) Regulations 1996* "Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))", the President to declare that this Meeting may take place via instantaneous communication. All Councillors and staff are to be available either via telephone (teleconference) or in person.

3.3 Apologies

Councillor Jane Coaker
Councillor Yvette Harris

3.4 Approved Leave of Absence

Nil

3.5 Disclosure of Interests

Nil

Item 4 Applications for Leave of Absence

Nil

Item 5 Response to Previous Questions

Nil

Item 6 Public Question Time

Important note:

Members of the public are reminded that in accordance with section 6.17(4) of the Shire of Morawa Meeting Procedures Local Law 2012 mobile telephones must be switched off and not used during the meeting.'

6.1 Public Question Time

Nil

6.2 Public Statement Time

Nil

6.3 Petitions/Deputations/Presentations/Submissions

Nil

Item 7 Questions from Members without Notice

Nil

| |
|--|
| Item 8 Announcements by Presiding Member without Discussion |
|--|

President's Meetings for the month of July 2022.

| Date | Details of Meeting |
|--------------|---|
| 4 July 2022 | Meeting with Minister Papalia MLA |
| 5 July 2022 | Cyclone Seroja Recovery Review |
| 6 July 2022 | WALGA State Council Meeting and Strategic Forum |
| 14 July 2022 | Shire of Morawa Agenda Settlement |
| 15 July 2022 | Swearing in of Governor Chris Dawson |
| 18 July 2022 | Budget meeting with the CEO Shire of Morawa |
| 18 July 2022 | WALGA Best Practice Governance Meeting |
| 20 July 2022 | Morawa NAIDOC celebration |
| 21 July 2022 | State Road Funds Strategic Response Meeting |
| 21 July 2022 | Shire of Morawa Ordinary Council Meeting |
| 21 July 2022 | Shire of Morawa Concept Forum |
| 28 July 2022 | LGIS and JLT Public Sector Dinner |
| 28 July 2022 | Australian Local Government Association Board Meeting |
| 28 July 2022 | National General Assembly Board Meeting |
| 29 July 2022 | Institute of Public Works Engineering Australasia Cocktail Function |

| |
|--|
| Item 9 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting |
|--|

The Elected Members to declare that they had given due consideration to all matters contained in the agenda.

- President (Presiding Member) Councillor Karen Chappel
- Deputy President Councillor Ken Stokes
- Councillor Mark Coaker
- Councillor Debbie Collins
- Councillor Shirley Katona

Item 10 Confirmation of Minutes of Previous Meeting

The Minutes of the 21 July 2022 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 25 July 2022.

OFFICER'S RECOMMENDATION/RESOLUTION

220802

Moved: Cr Stokes

Seconded: Cr M Coaker

That Council confirm that:

1. The Minutes of the Ordinary Council Meeting held 21 July 2022 are a true and correct record.

CARRIED BY SIMPLE MAJORITY 5/0

Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items in this agenda in which they may have an interest, until formal notification in writing from the Shire has been received. Decisions made at this meeting can be revoked pursuant to the Local Government Act 1995.

Item 11 Reports of Officers**11.1 Chief Executive Officer****11.1.1 Actions Performed under Delegated Authority for July 2022**

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/RESOLUTION**220803****Moved: Cr Stokes****Seconded: Cr Katona**

That with respect to Actions Performed under Delegated Authority for July 2022, Council:

- 1. Accept the Report.**

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

To report back to Council, actions performed under delegated authority from the period 01 July 2022 to 31 July 2022.

DETAIL

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for –

- Development Approvals;
- Building Permits;
- Health Approvals;
- One off delegations to the Chief Executive Officer;
- Dangerous Goods;
- Affixing of Common Seal;
- Other Delegations as provided for in the Delegations Register.

The following outlines the actions performed within the Shire relative to Delegated Authority from the period 01 July 2021 to 31 July 2022 ('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 Hawkets, 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

| <i>Date of decision</i> | <i>Decision Ref.</i> | <i>Decision details</i> | <i>Applicant</i> | <i>Other affected person(s)</i> |
|--------------------------------|-----------------------------|--------------------------------|----------------------------------|--|
| 13/07/2022 | 220616 | Repair cyclone damage | 1048 Jones Lake Road, Koolanooka | |

| | | | | |
|------------|--------|-----------------------------------|---------------------------------|--|
| 15/07/2022 | 220617 | Repair Cyclone damage to dwelling | 628 Jones Lake Road, Koolanooka | |
| 25/7/2022 | 220661 | Repair Cyclone damage to dwelling | 10 Lodge Street, Morawa | |

Other Delegations

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

LEVEL OF SIGNIFICANCE

Low – report provided to Council for information purposes.

CONSULTATION

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Building Act 2011

Bushfire Act 1954

Dangerous Goods Safety (Explosives) Regulations 2007

Health Act 1991

Health Act 1911

Health (Public Buildings) Regulations 1992

Liquor Control Act 1988

Local Government Act 1995

Planning & Development Act 2005

Shire of Morawa Local Planning Scheme No. 2

Shire of Morawa Cemeteries 2018 - Local Law

Shire of Morawa Dogs 2018 - Local Law

Shire of Morawa Extractive Industries 2018 - Local Law

Shire of Morawa Fencing 2018 Local Law

Shire of Morawa Health 2004 - Local Law

Shire of Morawa Public Places and Local Government Property 2018 - Local Law

Shire of Morawa Meeting Procedures 2012 - Local Law

Shire of Morawa Waste 2018 - Local Law

Shire of Morawa Delegations Register (2020)

Strategic Community Plan 2018 to 2028 (Desktop Reviewed June 2020)

Outcome 4.3 A local government that is respected, professional and accountable.

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 Adoption of Strategic Community Plan 2022 - 2032

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/RESOLUTION**220804****Moved: Cr M Coaker****Seconded: Cr Stokes**

That Council:

- 1. Adopt the Strategic Community Plan 2022 – 2032 (as attached)**
- 2. Direct the CEO to give Local Public Notice of the adoption of the new Strategic Community Plan**

CARRIED BY ABSOLUTE MAJORITY 5/0

PURPOSE

For Council to review and adopt the new Strategic Community Plan 2022 - 2032

DETAIL

The Shire commenced the major review of the Strategic Community Plan in January 2022 with the aim of adopting a major review of the document by August 2022.

A key part of the review has been broad community consultation through surveys and face to face workshops. To ensure electors and ratepayers were informed of the review the Shire posted a notification letter (over 600 sent) with details of the workshops and surveys. This has enabled the Shire to comply with Regulation 19C(9) of the Local Government (Administration) Regulations 1996, which require a local government to ensure that electors and ratepayers of the district are consulted during the development of a new document or major reviews.

Overall, the Shire has received inputs from over 100 people aged from 8 to 80+ with the vast majority being resident ratepayers. In June 2022, Council supported the CEO commencing Stage 2 consultation on the new vision, aspirations, and focus areas in the community plan.

Stage 2 consultation received inputs from around 40 people, with the consensus being that the streamlined plan, revised vision, aspirations, focus areas, and the themes identified in Stage 1 were consistent and supported by most of the community.

Community concern still exists around what outcomes will be generated from the plan and consultation, this will likely lead to a greater focus on supporting strategies and plans.

The Vision

The community engagement and feedback has resulted in a revised vision for Morawa in 2032:

“Morawa is a welcoming and inclusive community that embraces what makes it unique, offering variety, liveability, and opportunity for all.”

The revised vision for Morawa incorporates aspects of opportunity and variety as well as the unique nature of the community and retains the goal to be as welcoming and inclusive as possible. Whilst the economy, growth and partnerships are still valuable to Morawa the end goal of the vision is about utilising these things to create variety, liveability, and enjoyment for all community members regardless of gender, age, culture, or economic status.

Aspirations

In recognition of the Shire’s limited capacity and resources this Strategic Community Plan (2022-2032) endeavours to be a strategic plan for the whole community and moves away from operational or goals specific to the local government and looks more holistically at what the community aspires to be.

The Aspirations and Focus Areas in the new community plan are:

- Create a sense of place for visitors
 - Factor the visitor experience into planning and design decisions
 - Develop and Implement a Tourism Plan
 - Embrace a commitment to excellent service
 - Ensure the townsite and its services are accessible to all
- Activate a vibrant small business sector
 - Facilitate and support small business
 - Encourage variety and competition
 - Maintain strong support systems and services
- Take pride in our community and an aesthetically appealing townsite
 - Develop and implement a townsite greening plan
 - Enhance the appearance of homes, gardens, businesses, public buildings, and open spaces
 - Utilise public art
 - Celebrate our wins
- Embrace cultural and social diversity
 - Develop and implement an Arts and Culture plan
 - Champion inclusion and engagement
 - Invest in socialisation and belonging
 - Promote positive aging in place across the community
- Cement strong foundations for growth and prosperity
 - Safe and suitable road and other transport networks
 - Ready to go commercial and industrial facilities
 - Enhance partnerships and alliances
- Occupy a Safe and Healthy living space
 - Build safer neighbourhoods
 - Occupy fit for purpose housing
 - Increase active living
 - Enhance health service provisions

- Be future focussed in all we do
 - Ensure the shire and its assets are well resourced and sustainable
 - Embrace recycling and renewable energy
 - Foster passion and belief in younger residents

It is believed that these aspirations and strategic focus areas are targeted enough to aid the Shire and the community in achieving its vision without being too prescriptive in their nature to allow for innovation and passion to prevail in key energy areas as they change over the next decade.

LEVEL OF SIGNIFICANCE

Medium significance – The development of a new Strategic Community Plan (2022-2032) is more than just a compliance area it represents a significant reset in thinking for the Shire and community, redirecting energy towards an achievable future state.

CONSULTATION

Council Forum

55 Stage 1 Survey responses

57 workshop attendees including schoolteachers and students, Shire staff, indigenous representatives, and other interested community members.

Engagement undertaken for the Tourism, Arts and Culture Plans undertaken by Element advisory with local businesses and regional entities.

36 Stage 2 Survey responses

5 Stage 2 workshop attendees

LEGISLATION AND POLICY CONSIDERATIONS

All WA Local Governments are required to prepare a “Plan for the Future” under Section 5.56(1) of the Local Government Act 1995.

Regulation 19C of the Local Government (Administration) Regulations 1996 detail what the document should contain and what reviews should have regard for.

FINANCIAL AND RESOURCES IMPLICATIONS

All Strategic Community Plan engagement and drafting costs are budgeted for and the majority of the work to date has been done in-house which has led to significant cost savings compared to previous plans.

Resource constraints have been considered as well as potential future resources when developing the Strategic Community Plan 2022 – 2032.

RISK MANAGEMENT CONSIDERATIONS

Nil

CONCLUSION

Significant engagement and development work has been undertaken in relation to the major review of the Strategic Community Plan. The adoption of the Strategic Community Plan 2022 – 2032 will form the foundation for all future planning undertaken moving forward.

ATTACHMENTS

Attachment 1 – 11.1.2 Shire of Morawa Strategic Community Plan 2022 - 2032

11.1.3 Adoption of Workforce Plan 2022 - 2032

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/RESOLUTION**220805****Moved: Cr Collins****Seconded: Cr Katona**

That Council:

1. **Adopt the Shire of Morawa Workforce Plan 2022 – 2032**

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

For Council to review and adopt the Shire of Morawa's revised Workforce Plan.

DETAIL

To correspond with the review of the Strategic Community Plan, a holistic organisational review has been undertaken by the CEO including an in depth look at its workforce management and planning.

The Workforce Plan 2018-2022 has lost relevance to the organisation and its employees and is due for a major review. The new workforce plan has strategic focus areas set to last for 10 years with the 5-year action plan to be reviewed every second year.

The Shire engaged a human resources consultant to draw inputs from employees to add Morawa workforce context to the internal and external analysis being undertaken by the organisation.

The Strategic Community Plan review provides strategic drivers and future resource needs, whilst operational requirements such as asset management and service provision are likely to continue to dominate the Shire's workforce use moving forward.

The five key focus areas for the workforce plan are:

1. Grow Good Leaders
2. Communicate Proactively and Positively
3. Provide Structure and Systemisation
4. Invest in efficiency and improvement
5. Strengthen culture and trust

Overall the plan looks to utilize existing human capital to deliver better outcomes and implement workforce management practices to allow employees to prosper and contribute productively to the Shire's objectives.

Over the next decade the Shire aims to improve in a number of workforce areas, namely:

- Reduce average employee turnover to 15%
- Achieve a 90% 1-year retention rate
- Receive a positive net promoter score from employee surveys
- Positive results from surveying new recruits on culture and first impressions at probation
- Delivering on areas identified in the workforce plan

The workforce plan is to be subjected to a bi-annual review to ensure it remains fluid with changing labour market conditions and continues to assist the Shire to deliver upon community aspirations.

LEVEL OF SIGNIFICANCE

Medium significance – The Workforce Plan forms an integral part of planning for the future as the Shire uses its own workforce for the majority of its outputs.

CONSULTATION

Council Forum
Whole of Staff Workshops and Surveys

LEGISLATION AND POLICY CONSIDERATIONS

Department of Local Government, integrated planning and reporting framework.

FINANCIAL AND RESOURCES IMPLICATIONS

On average the workforce plan initiatives are set to cost approximately \$30,000 per annum – however a number of initiatives will be covered by usual budget allocations being used more efficiently.

RISK MANAGEMENT CONSIDERATIONS

If the Shire doesn't manage its workforce well it is a significant risk to the organisations service delivery.

CONCLUSION

The workforce plan considers the Shire's current and future workforce needs whilst also building on employee feedback to improve outcomes.

ATTACHMENTS

Attachment 1 – 11.1.3 Shire of Morawa Workforce Plan 2022 - 2032

11.1.4 Adoption of Council Policy ELM08 Council Forums

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/RESOLUTION**220806****Moved: Cr Stokes****Seconded: Cr Collins**

That Council:

- 1. Accept the changes to Council Policy ELM 08 and Adopt the revised Council Policy ELM 08 Council Forums**
- 2. Direct the CEO to advertise the adoption of the new Council Policy ELM 08 to provide transparency and guidance to the public as to what meetings they can attend and how those meetings will function.**

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

For Council, to review and adopt a major revision to Council Policy ELM 08 Council Forums.

DETAIL

In December 2021, Council altered its meeting processes to improve governance and meeting relevance. As such the existing Council Policy ELM 08 Elected Member Information Forums needed to be amended to reflect the change in Forum protocols.

Attached to this report is the redrafted Council Policy and the Local Government Operational Guideline for Council Forums prepared by the Department of Local Government (the Department).

The Morawa Shire Council have implemented a forum meeting format in preference to standing committees to reduce administrative burden and provide more informed and efficient decision making.

The Department clearly delineates between Agenda Forums and Concept Forums, to distinguish between Council's decision-making role and strategic leadership and community voice role.

Historically, the Shire has conducted one forum the week before Council that contains both Agenda and Concept aspects.

In December 2021 this was amended to provide different forums to appropriately manage relevant material.

For the last 7 months Council have been undertaking an Agenda Forum where Elected Members can receive information on agenda items from staff, ask for clarifications on items in reports, or ask questions to fully understand an issue coming before Council, the week prior to Council's formal meeting. No debate or decision making has been permitted at these forums. They are open to the public, although no members of the public have attended.

After the formal council meeting the Shire is now holding a standalone Concept Forum to discuss ideas, concepts, strategies, and projects, in an informal environment where more open discussion can occur. Due to the theoretical and non-decision-making nature of these forums they are not open to the public.

Removing agenda items from the concept forum draws a clear line between broad discussions and strategic thinking and the formal decision-making functions of Council. The revised Council Policy ELM08 Council Forums now provides a clearer structure in terms of Forum protocols, conflicts of interest, documentation, and authority. The new Forum format is more in line with the guidelines of the Department and will offer members of public a clear line of sight in relation to Council agenda items.

LEVEL OF SIGNIFICANCE

Medium significance – a clear policy to govern forums is important to maintain transparency, integrity, and accountability.

CONSULTATION

Nil.

LEGISLATION AND POLICY CONSIDERATIONS

Forums are not provided for under the Local Government Act, therefore any actions or discussions undertaken in a forum environment should ensure they do not detract from the importance and credibility of the Ordinary Council Meeting.

FINANCIAL AND RESOURCES IMPLICATIONS

Nil – elected members and staff already attend meetings.

RISK MANAGEMENT CONSIDERATIONS

The new forum format serves to minimise the risk of council decisions and agenda items being discussed or predetermined via an open format outside of a formal Council meeting.

CONCLUSION

It is recommended that Council adopt revised Council Policy ELM 08 Council Forums

ATTACHMENTS

Attachment 1 – Draft Council Policy ELM 08 Council Forums

Attachment 2 – Local Government Guidelines – Council Forums

11.1.5 Voting Delegates for Western Australian Local Government Association (WALGA) Annual General Meeting

Author: Governance and Executive Support 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/RESOLUTION

220807

Moved: Cr Katona

Seconded: Cr M Coaker

That with respect to Voting Delegates for Western Australian Local Government Association (WALGA) Annual General Meeting, Council resolves:

1. Elect the Shire President, Councillor Karen Chappel and the Deputy Shire President, Councillor Ken Stokes as Voting Delegate for the Shire of Morawa.
2. Empower the CEO to choose a proxy from another attending Councillor should the elected representatives fall ill or be unable to attend. If no other Councillors attend, then the Council is satisfied with only one voting delegate in the case of an unexpected absence.

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

The purpose of this report is for Council to elect Voting Delegates for the Shire of Morawa in respect of the WALGA Annual General Meeting (AGM) for 2022.

DETAIL

All member local governments are entitled to be represented by two voting delegates at the WALGA AGM to be held on Monday 03 October 2022 commencing at 9:00 am.

Two representatives for the Shire of Morawa attending the WALGA AGM should be elected as voting delegates on behalf of the Shire of Morawa. It is open for Council to also elect two Proxy Voting Delegates.

At this stage the Shire has no elected members registered to attend the WALGA Convention however Cr Chappel will be attending in her role as WALGA president, and Cr Stokes has stated that he intends to attend and is working with the Governance and Executive Support Officer on his registration. Other Councillors have indicated their interest but no further registrations are confirmed. Given the roles of Cr Chappel and Cr Stokes as President and Deputy President of the Shire respectively it seems prudent that they act as the Shire's voting

delegates. The Officer recommendation allows the CEO to assign a proxy if other Councillors register for the event. Should only one voting delegate be able to attend the AGM due to sickness or another unexpected reason the Shire doesn't foresee any issue with only having one voting delegate for the AGM.

LEVEL OF SIGNIFICANCE

Low – although WALGA is the member association most key items of advocacy are voted on throughout the year at State Council.

CONSULTATION

Shire President

LEGISLATION AND POLICY CONSIDERATIONS

Nil

FINANCIAL AND RESOURCES IMPLICATIONS

Nil

RISK MANAGEMENT CONSIDERATIONS

Nil

CONCLUSION

That Council elect two Voting Delegates and two Proxy Voting Delegate (if applicable) in respect of the WALGA Annual General Meeting for 2022.

ATTACHMENTS

11.1.5 – Attachment 1: Notice of Annual General Meeting, Western Australia Local Government Association.

11.1.6 Final Adoption – Shire of Morawa Local Heritage Survey

Author: Planning 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/RESOLUTION**220808****Moved: Cr Stokes****Seconded: Cr M Coaker**

That Council:

- 1. Adopt the Shire of Morawa Local Heritage Survey 2022 and Heritage List 2022**
- 2. Adopt the Winfield Street Heritage Area and Development Guidelines 2022**

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

Council's consideration is requested in regard to the adoption of the Shire of Morawa Local Heritage Survey 2022, Heritage List 2022, and Winfield Street Heritage Area and Development Guidelines following the closure of public advertising.

DETAIL

The Heritage Act 2018 requires all local government authorities in Western Australia to prepare an inventory of buildings, places, and objects within their respective local government areas which, in their opinion, are, or may become, of cultural heritage significance.

The draft heritage reports were previously considered by Council at its meeting held on Wednesday 20 April 2022. Council at that meeting resolved to endorse the Draft Local Heritage Survey, Draft Heritage List, Draft Winfield Street Heritage Area and Draft Development Guidelines for public comment. The Draft documents were advertised for public comment between 17th May 2022 and 30th June 2022.

The Shire received two (2) submissions during the advertising period. The Shire held an information session on Friday 17 June 2022 with approximately five (5) business and community representatives attending.

The Shires of Morawa Local Heritage List includes places in the Local Heritage Survey (LHS) which require the highest level of protection under the Shire's local planning framework.

A review of the endorsed LHS has confirmed a total of 103 places *Attachment 2*. Of the 103 identified places, there are 2 registered 'places' entered onto the Heritage Council's Register of Heritage Places: Category 1. Each of those Registered places comprises more than building:

- Church of the Holy Cross & Priest's House

- Morawa Roads Board Office (former), SITE Open air picture theatre and Morawa Town Hall and Lesser Hall

Those Registered places together with the Winfield Street Heritage Area that comprises seven places, and another 14 individual places in Morawa townsite, 7 places in Canna, 4 in Gutha, 1 in Koolanooka, 1 in Merkanooka, and 4 places in Pintharuka, total 38 Category 2 places are recommended for the “Heritage List” relevant to the provisions of the Local Planning Policy. The 63 Category 3 and 4 places are not included in the Heritage List and consequently have no implications.

Accordingly, heritage controls will only apply to Category 1 and 2, during the assessment of development applications, and not the remainder of the places listed on the LHS. The remaining places on the LHS are simply recognised for their heritage value and have no additional implications under the Regulations or Heritage Act.

The review is the result of Heritage Council directive arising from the Heritage Act 2018, whereby they are trying to get all local governments to prepare a ‘Heritage List’. To identify a ‘Heritage List’, a review and update of the heritage Inventory (1996) is necessary in order to be informed of, and understand, the places of heritage value in the local government area.

Having regard for the Shire of Morawa’s statutory obligations to identify and provide for the protection of buildings, places and objects of cultural heritage significance in Shire’s municipal district for the benefit of future generations, it is recommended the Shire of Morawa’s Local Heritage List attached be adopted.

LEVEL OF SIGNIFICANCE

High significance - A review of the 1996 Heritage Inventory is a requirement of the Heritage Act 2018. This review is in accordance with Part 8 of the Heritage Act 2018 that requires the identification of the “Heritage List”

CONSULTATION

Laura Gray – Heritage Intelligence (WA)

LEGISLATION AND POLICY CONSIDERATIONS

The following statutory framework is applicable to the preparation, consideration and final adoption of a Local Heritage List:

- Planning and Development Act 2005;
- Planning and Development (Local Planning Schemes) Regulations 2015;
- Heritage Act of Western Australia 2018;
- Shire of Morawa Local Planning Scheme No.2.
- 1996 Shire of Morawa Municipal Heritage Inventory

FINANCIAL AND RESOURCES IMPLICATIONS

Nil. The costs related to the completion of this project have been included in Council’s 2021/2022 budget.

RISK MANAGEMENT CONSIDERATIONS

Nil

CONCLUSION

That Council adopt the Draft Local Heritage Survey, list and guidelines.

ATTACHMENTS

Attachment 1 – 11.1.6 – Heritage Review Schedule of Submissions

Attachment 2 – 11.1.6 – Local Heritage Survey Documents 2022 & Winfield Street Heritage Area
and Development Guidelines

Attachment 3 – 11.1.6 – Site Information

11.2 Executive Manager Corporate & Community Services

11.2.1 Statement of Financial Activity – July 2022

Author: Corporate & Community Services Officer

Authorising Officer: Executive Manager Corporate & Community Services

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

OFFICER'S RECOMMENDATION/RESOLUTION

220809

Moved: Cr Collins

Seconded: Cr M Coaker

That Council receive;

- 1) the Statement of Financial Activity for the period ending 31 July 2022.
- 2) the Bank Reconciliation Report for period ending 31 July 2022.
- 3) the attached List of Payments for the period ending 31 July 2022.
- 4) with respect to the Chief Executive Officer authorisations and reporting to Council;
 - 4.1) NIL reimbursement applications made by the Chief Executive Officer for the period ending 31 July 2022

CARRIED BY SIMPLE MAJORITY 5/0

PURPOSE

The Statement of Financial Activity is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

The Statement of Financial Activity Report will include the Monthly Financial Report, Bank Reconciliation Report and the List of Payments made.

DETAIL

In accordance with the provisions of Section 6.4 of the *Local Government Act 1995* and Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*, a local government is to prepare each month a Statement of Financial Activity (**Attachment 1**) reporting on the revenue and expenditure as set out in the Annual Budget each month.

Under the regulations the report must include the following items,

- Annual Budget estimates
- Budget estimates to the end of the month to which the statement relates,
- Actual amounts of expenditure, revenue, and income.
- Material variances between budget and actual

- Net current assets
- The report is to be accompanied by documents containing an explanation of the net current assets, material variances and other relevant supporting documentation.

As part of the monthly report a bank reconciliation report will be completed and included as **Attachment 2**. The summary of the report for 31 July is as follows:

| Account | Balance |
|-------------------------------------|-----------------------|
| Municipal Account | 1,382,653.83 |
| Municipal Online Account | 1,028,036.60 |
| Trust Account | 5,433.34 |
| Reserve Account | 4,028,228.23 |
| Term Deposits (Reserves) | 2,100,000.00 |
| Total Cash & Investments | \$8,544,352.00 |

Pursuant to Section 5.42 of the *Local Government Act 1995*, Council has resolved to delegate to the Chief Executive Officer the authority to make payments from the municipal and trust funds.

As a result of this delegation there is a requirement under the *Local Government (Financial Management) Regulations 1996* – Reg 13(3) for a list of payments to be prepared and presented to Council.

The list of accounts paid for the period 1 July 2022 to 31 July 2022 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) | 659,575.48 |
| Municipal | Cheques No: 12033 | 35,525.00 |
| Municipal | Direct Debit Transactions | 47,665.21 |
| Municipal | Bank Transfers / Payroll / Other Payments | 118,288.77 |
| Municipal | Corporate Credit Cards | 2,117.83 |
| Trust | Electronic Funds Transfers (EFT) | 0.00 |
| | TOTAL | \$863,172.29 |

Reimbursement Applications

There have been \$0 of reimbursements claimed by the Chief Executive Officer during the month of July.

LEVEL OF SIGNIFICANCE

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

CONSULTATION

Chief Executive Officer
Executive Manager Corporate & Community Services

OFFICER'S COMMENTS

The bank reconciliation report shows a reduction in the amount of cash held between June 2022 and July 2022 totalling \$602,436.81, this equates to 0.07 percent of the overall cash and investments compared to June's month end report. This change is expected as year-end processes are carried out including ensuring the payment of all outstanding 2021-2022 invoices. The comparisons between June 2022 payments list and July 2022 payments list totals an increase in July of \$295,306.

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

Regulations 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

Procurement Policy

Use of Corporate Credit Card Policy

CEO Leave Authorisations and Other Approvals Policy

- Strategic Community Plan 2018-2028

Outcome 4.3 A local government that is respected, professional and accountable.

Outcome 4.5 Long Term Financial Viability

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 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 for the period ending 31 July 2022.

Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 July 2022.

Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 July 2022.

Item 12 Reports of Committees

Nil

Item 13 Motions of Which Previous Notice Has Been Given

Nil

Item 14 New Business of an Urgent Nature

Nil

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

Nil

Item 16 Closure

16.1 Date of Next Meeting

The next ordinary meeting of Council will be held on Thursday, 15 September 2022 commencing at 1.30pm.

16.2 Closure

There being no further business, the President declared the meeting closed at 5:14pm.



.....Presiding Member