



# AGENDA

## ORDINARY MEETING OF COUNCIL

to be held on

**Thursday, 21 November 2024 at 5:30pm**

via

**eMeeting**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

*'This meeting is being recorded on audio tape and to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of Morawa Meeting Procedures Local Law 2012 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.'*

**DISCLAIMER**

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## DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

*Local Government Act 1995 – Section 5.65, 5.70 and 5.71 Local Government (Administration) Regulation 34C*

<i>This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act and Local Government (Administration) Regulation 34C</i>			
Name of person declaring the interest			
Position			
Date of Meeting			
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing		
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality
Interest Disclosed			
Item Number and Title			
Nature of Interest			
Type of Interest (please circle one)	Financial	Proximity	Impartiality

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Important Note:***

Should you declare a **Financial** or **Proximity** Interest, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

*“With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

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**Item 1 Opening of Meeting**

The President to declare the meeting open at 5:30pm.

**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  
Councillor Grant Chadwick  
Councillor Dean Clemson  
Councillor Mark Coaker  
Councillor Debbie Collins  
Councillor Diana North

**Staff**

Acting Chief Executive Officer  
Acting EMCCS

Jackie Hawkins  
Michael Cole

**Members of the Public****3.2 Apologies****3.4 Approved Leave of Absence**

Deputy President Councillor Ken Stokes

**3.5 Disclosure of Interests****Item 4 Applications for Leave of Absence****Item 5 Response to Previous Questions****Item 6 Public Question Time****Item 7 Questions from Members without Notice**

<b>Item 8 Announcements by Presiding Member without Discussion</b>
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President's Meetings for the month of October 2024.

<b>Date</b>	<b>Details of Meeting</b>
02 October 2024	Meeting with Shire Doctor
03 October 2024	Meeting with Minister Dawson - Minister of Emergency Services
08 October 2024	MIA and Presidents Forums
08 October 2024	ALGWA WA Local Government Forum
09 October 2024	WA LG Association Convention
10 October 2024	WA LG Association Convention
11 October 2024	WALGA Band 4 Local Governments meeting
14 October 2024	Shire of Morawa - Ordinary Council Meeting, Professional Photography Session, Selection Panel Meeting
15 October 2024	International Rural Women's Day Event
17 October 2024	ALGA Presidents and Vice Presidents Meeting
18 October 2024	NCM Preparedness for 3G Network Closure
18 October 2024	Labour Leaders Forum with Premier Cook
21 October 2024	21 NEMMM Meeting
23 October 2024	MWAC October 2024 Meeting
24 October 2024	Meeting with Minister Beazley – Minister of Local Government
29 October 2024	Rural West Board Meeting
30 October 2024	Shire of Morawa - LEMC meeting
30 October 2024	Pathways to Politics for Women UWA Advisory Committee Meeting
30 October 2024	Shire of Morawa - Special Council Meeting
31 October 2024	Labour Leaders Forum with Minister Whitby – Minister of Environment and Energy

<b>Item 9 Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting</b>
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The Elected Members to declare that they had given due consideration to all matters contained in the agenda.



**Item 10 Confirmation of Minutes of Previous Meeting**

The Minutes of the 14 October 2024 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 17 October 2024.

**OFFICER'S RECOMMENDATION**

That Council confirm that:

1. the Minutes of the Ordinary Council Meeting held 14 October 2024 are a true and correct record.

**SIMPLE MAJORITY VOTE REQUIRED**

***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 October 2024**

**Author:** Governance and Executive Support Officer

**Authorising Officer:** Chief Executive Officer

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

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**OFFICER RECOMMENDATION**

That with respect to **Actions Performed under Delegated Authority for October 2024**, Council:

1. **Accept the Report.**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

To report back to Council, actions performed under delegated authority from the period 01 October 2024 to 31 October 2024.

**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 October 2024 to 31 October 2024 ('the period') and are submitted to Council for information.

***Bushfire***

No delegated decisions were undertaken by Shire pursuant to bushfire matters during the period.

***Caravan parks and campgrounds***

No delegated decisions were undertaken by Shire pursuant to caravan parks and camping grounds during the period.

***Common Seal***

No Common Seal actions were undertaken by the Shire during the period.

***Dangerous Goods Safety Act 2004***

No delegated decisions were undertaken by Shire pursuant to Dangerous Goods Safety matters during the period.

***Food Act 2008***

No delegated decisions were undertaken by Shire pursuant to the Food Act matters during the period.

***Hawkers, traders, and stall holders***

No delegated decisions were undertaken by Shire pursuant to hawkers, traders, and stall holders during this period.

***Liquor Control Act 1988***

No delegated decisions were undertaken by Shire pursuant to liquor matters during the period.

***Lodging houses***

No delegated decisions were undertaken by Shire pursuant to lodging house matters during the period.

***Public Buildings***

No delegated decisions were undertaken by Shire pursuant to public buildings matters during the period.

***Septic Tank Approvals***

No delegated decisions were undertaken by Shire pursuant to the Health Act 1911 and Health (Treatment of Sewage and Disposal of Effluent Waste) Regulations 1974 during the period.

***Planning Approval***

<b><i>Date of decision</i></b>	<b><i>Decision Ref.</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
23/10/2024	24/05	Building Permit	Petrina Utting	Nil

***Other Delegations***

<b><i>Date of decision</i></b>	<b><i>Decision Ref.</i></b>	<b><i>Decision details</i></b>	<b><i>Applicant</i></b>	<b><i>Other affected person(s)</i></b>
18/10/2024	Approved	Renewal Extractive Industry Licence – Location 6643 Yalgoo-Morawa Road, Morawa	D & L Tropiano	Nil

31/10/2024		Debtors written off under delegation.	32754	Nil
31/10/2024		Debtors written off under delegation.	205	Nil
31/10/2024		Debtors written off under delegation.	214	Nil
31/10/2024		Debtors written off under delegation.	472	Nil
31/10/2024		Debtors written off under delegation.	1175	Nil

## LEVEL OF SIGNIFICANCE

Low – report provided to Council for information purposes.

## CONSULTATION

Nil

## LEGISLATION AND POLICY CONSIDERATIONS

*Building Act 2011*

*Bushfire Act 1954*

*Dangerous Goods Safety (Explosives) Regulations 2007*

*Health Act 1991*

*Health Act 1911*

*Health (Public Buildings) Regulations 1992*

*Liquor Control Act 1988*

*Local Government Act 1995*

*Planning & Development Act 2005*

*Shire of Morawa Local Planning Scheme No. 2*

*Shire of Morawa Cemeteries 2018 - Local Law*

*Shire of Morawa Dogs 2018 - Local Law*

*Shire of Morawa Extractive Industries 2018 - Local Law*

*Shire of Morawa Fencing 2018 Local Law*

*Shire of Morawa Health 2004 - Local Law*

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

*Shire of Morawa Meeting Procedures 2012 - Local Law*

*Shire of Morawa Waste 2018 - Local Law*

*Shire of Morawa Delegations Register (2020)*

## FINANCIAL AND RESOURCES IMPLICATIONS

There are no known financial implications relating to this Item.

## RISK MANAGEMENT CONSIDERATIONS

There are no known risk management implications relating to this Item.

## ATTACHMENTS

Nil

**11.1.2 Adoption of Ordinary Council Meeting and Audit and Risk Management Committee Meeting Dates for 2025**

**Author:** Executive Assistant

**Authorising Officer:** Acting 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.

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**OFFICER'S RECOMMENDATION**

That with respect to Adoption of Ordinary Meeting of Council and Audit and Risk Committee Meeting Dates for 2025, Council:

**1. Resolve to set the Ordinary Council Meeting dates as follows:**

- Thursday, 6 February 2025
- Thursday, 20 March 2025
- Thursday, 17 April 2025
- Thursday, 15 May 2025
- Thursday, 19 June 2025
- Thursday, 17 July 2025
- Thursday, 21 August 2025
- Thursday, 18 September 2025
- Thursday, 16 October 2025
- Thursday, 20 November 2025
- Monday, 15 December 2025

**2. Resolve that all Ordinary Council Meetings will be held at the Council Chambers, Shire Administration Centre, 26 Winfield Street, Morawa, and commence at 5:30pm. The exception being the Council meetings scheduled for Thursday, 6 February 2025 which will commence at 2pm and Thursday, 18 September 2025 which will commence at 1:30pm and representatives from the Morawa District High School will be invited to attend.**

**3. Resolve to set the Audit and Risk Management Committee Meeting dates as follows:**

- Thursday, 13 March 2025
- Thursday, 10 July 2025
- Monday, 8 December 2025

**4. Resolve that all Audit and Risk Committee Meetings will be held at the Council Chambers, Shire Administration Centre, 26 Winfield Street, Morawa, and commence at 6pm.**

**5. Direct the Acting Chief Executive Officer to give public notice of the Ordinary Council and Audit and Risk Management Committee Meetings to be held in 2025 as per the above dates, providing the date, time, and location of all meetings to meet**

legislative requirements.

***SIMPLE MAJORITY VOTE REQUIRED***

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## **PURPOSE**

Council is requested to select the Ordinary Meeting dates for 2025.

## **DETAIL**

### Ordinary Council Meetings

The proposed motion sets Council meeting dates for 2025, with all meetings set for the third Thursday of the month, except the December meeting which is brought forward to the Monday of the third week of the month. This is to allow adequate time after the meeting for the Administration to implement the resolutions prior to the Christmas/New Year office closure.

Suggested meeting dates are listed below:

- Thursday, 6 February 2025
- Thursday, 20 March 2025
- Thursday, 17 April 2025
- Thursday, 15 May 2025
- Thursday, 19 June 2025
- Thursday, 17 July 2025
- Thursday, 21 August 2025
- Thursday, 18 September 2025
- Thursday, 16 October 2025
- Thursday, 20 November 2025
- Monday, 15 December 2025

Recent practice has been to hold all Council meetings at 5:30pm to ensure they are accessible to Councillors and community members who have work commitments during the day. It is proposed that all meetings, except the September meeting, remain at 5:30pm. The February meeting is proposed to commence at 2pm.

The September 2022, October 2023 and October 2024 meetings were held earlier in the day to accommodate a visit from the Morawa District High School students. The September 2025 meeting is again proposed to be brought forward to 1:30pm to allow students to be invited to attend and gain understanding around civic governance.

S5.25 of the Local Government Act 1995 requires the giving of public notice of the date and agenda for Council or Committee meetings and the Local Government (Administration) Regulations requires this notice to be given before the beginning of the year in which the meetings are to be held.

It should be noted that there may be instances where a meeting is to be scheduled early in the month and where the Financial Statements for the previous month are still being determined.

In this regard, Staff will advise Council of those instances, and the outcome could be that the Statements are referred to the following month.

### Agenda Forum (Agenda Settlement)

Councillors can send any queries through to the CEO to seek clarification on any agenda item leading up to the Council meeting. Any queries will be responded to by the CEO who will disseminate the response to all councillors.

### Audit & Risk Management Committee Meetings

It is again proposed to set three (3) meetings of the Audit & Risk Management Committee (ARC) each year to coincide with significant events impacting the Shire's financial and risk management status. These being the Regulation 17 review, Interim Audit and acceptance of the Final Audit report. Having set meetings will encourage a focus on risk management as well as financial control.

The proposed motion sets ARC meeting dates for 2025, with all meetings set for the week prior to the Ordinary Council Meetings. Suggested meeting dates are listed below:

- Thursday, 13 March 2025
- Thursday, 10 July 2025
- Monday, 8 December 2025

ARC meetings will be scheduled for 6pm to ensure the independent chair (once selected) can work around any other commitments they may have.

### **LEVEL OF SIGNIFICANCE**

Medium – Compliance with legislation

### **CONSULTATION**

Senior Management Team

### **LEGISLATION AND POLICY CONSIDERATIONS**

Local Government (Administration) Regulations; Regulation 12

*12. Publication of meeting details (Act s. 5.25(1)(g))*

*(1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.*

*(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*

*(a) ordinary council meetings;*

*(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

- (3) Any change to the meeting details for a meeting referred to in sub regulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

**Local Government Act 1995:**

*Division 2 — Council meetings, committees and their meetings and electors' meetings*  
*Subdivision 1 — Council meetings*

**5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

**5.4. Calling council meetings**

*An ordinary or a special meeting of a council is to be held —*

- (i) *if called for by either —*
- (ii) *the mayor or president; or*
- (iii) *at least  $\frac{1}{3}$  of the councillors,*

*in a notice to the CEO setting out the date and purpose of the proposed meeting; or*

- (a) *if so decided by the council.*

**5.5. Convening council meetings**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the 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**

Cost of advertising meeting dates (budgeted).

**RISK MANAGEMENT CONSIDERATIONS**



There is a risk of non-compliance if the public are not notified of meeting dates, times, and location.

**CONCLUSION**

That meeting dates be considered and advertised as per resolution of Council.

**ATTACHMENTS**

*Nil*

**11.1.3 Request from Main Roads Western Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network (RAV) rating (D24#1209019)**

**Author:** Executive Assistant

**Authorising Officer:** Acting 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.

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**OFFICER'S RECOMMENDATION**

That with respect to the Road Owner Support request from Main Roads Western Australia (Heavy Vehicle Section) to assess the suitability of sections of numerous Shire roads for modification to the Restricted Access Vehicle Network (RAV) rating, Council:

1. Note the RAV Route Assessment (Attachment 2); and
2. Support Fabling Road from Canna North East Rd & Offszanka Rd SLK 0.00 to Williamson Rd & Swanson Rd SLK 12.760 being classified as a conditional "Type A" Low Volume RAV 7.1 road.
3. Support Gutha East Road from Ludlow Rd SLK 0.00 to Stephens Rd SLK 25.04 being classified as a conditional "Type A" Low Volume RAV 7.1 road.
  - i. Does not support the upgraded classification of Gutha East Road from SLK 25.04 to 29.29 due to the Wubin Mullewa Rd & Gutha East Rd intersection being unable to safely support RAV 7 traffic.
4. Does not support Gutha West Road from Wubin Mullewa Rd & Gutha East Rd SLK 0.00 to Gutha West Rd - End Road SLK 15.50 being classified as a conditional "Type A" Low Volume RAV 7.1 road due to Gutha West Rd being a school bus route, Wubin Mullewa required upgrades and the increased likelihood of operators accessing RAV 4 classified roads off shooting Gutha West Rd with RAV 7 vehicles.
5. Does not support Holder Road from Madden Rd & Toohey Rd SLK 0.00 to Gutha East Rd SLK 5.22 being classified as a conditional "Type A" Low Volume RAV 7.1 road due to the swept path issues identified creating a safety risk for oncoming traffic.
6. Does not support Madden Road from Morawa - Yalgoo Rd SLK 0.00 to Toohey Rd & Holder Rd SLK 8.96 to be classed as conditional "Type A" Low Volume RAV 7.1 road due to current safety concerns associated with the geometry of the road and 7m wide culverts not supporting two RAV 7 vehicles to pass each other safely between SLK 6.19 and SLK 8.00.
7. Does not support McWhirter Road from Madden Rd SLK 0.00 to McWhirter Rd – End Road SLK 8.10 to be classed as conditional "Type A" Low Volume RAV 7.1 road due to it currently being a school bus route, the sightline distance to the East at the

McWhirter Rd & Madden Rd and issues impacting the safe entrance into Morris Rd SLK 8.00.

8. Does not support Morris Road from Williamson Rd SLK 0.00 to McWhirter Rd SLK 8.08 to be classed as conditional “Type A” Low Volume RAV 7.1 road due to it currently being a school bus route and swept path safety concerns.
9. Support Stephens Road from Gutha East Rd SLK 0.96 to Fabling Rd SLK 10.42.04 being classified as a conditional “Type A” Low Volume RAV 7.1 road.
  - i. Does not support the upgraded classification of Stephens Rd from SLK 0.00 to 0.96 due to the only road access from this section of Stephens Rd is onto Evaside Rd which is currently only rated RAV 4 and the intersection of Stephens Rd & Evaside Rd is a blackspot intersection with swept path issues.
10. Does not support Swanson Road from Fabling Rd & Williamson Rd SLK 0.00 to Toohey Rd SLK 5.35 to be classed as conditional “Type A” Low Volume RAV 7.1 road due to the geometry of the bend at SLK 1.03 being unsuitable for RAV 7 Vehicles.
11. Does not support Toohey Road from Madden Rd & Holder Rd SLK 0.00 to Stephens Rd SLK 8.23 to be classed as conditional “Type A” Low Volume RAV 7.1 road due to the geometry of the bends between SLK 5.10 to 6.10 being unsuitable for RAV 7 Vehicles.
12. Does not support Williamson Road from Fabling Rd & Swanson Rd SLK 0.00 to Canna North East Rd SLK 11.23 to be classed as conditional “Type A” Low Volume RAV 7.1 road due to the geometry of the bends at SLK 4.96 and 6.23, the sightline distances and swept path issues at the intersection of Williamson Rd & Canna North East Rd.
13. Does not support Canna North East Road between SLK 0.56 to Gerber Rd & Jenkins Rd SLK 19.57 being classified as a conditional “Type A” Low Volume RAV 7.1 road, due to road geometry issues between SLK 13.82 and 19.57 which make it unsafe to operate vehicles greater than RAV 4.1.
14. Authorise the Acting CEO to provide a response to Main Roads regarding Council’s position on this matter.

***CARRIED BY SIMPLE MAJORITY 7/0***

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## **PURPOSE**

Council is requested to consider the request by MRWA for an assessment of the roads to determine whether road owner support would be provided for the upgrade to the Tandem Drive Network 7 (RAV 7) category.

## **DETAIL**

James Ballantyne through Main Roads WA Heavy Vehicle Services (HVS) are seeking to modify access approval on the following roads: Fabling Rd, Gutha East Rd, Gutha West Rd,

Holder Rd, Madden Rd, McWhirter Rd, Morris Rd, Stephens Rd, Swanson Rd, Toohey Rd, Williamson Rd, and Canna North East Rd (**Attachment 1**), to allow Class 3 vehicles with AMMS Level 1 Mass to utilise these networks.

Under Main Roads Western Australia (MRWA) RAV networks conditions, there is a need to seek feedback on roads controlled by the Shire of Morawa.

The HVS application is to add the following section of roads onto the RAV 7 Network:

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5110015	Fabling Rd	Canna North East Rd & Offszanka Rd (0.00)	Williamson Rd & Swanson Rd (12.760)	Tandem Drive Network 6.1, Tri Drive 1.1, PBSTD2B.1	Tandem Drive Network 7
5110004	Gutha East Rd	Ludlow Rd (0.00)	Mullewa Wubin Rd & Gutha West Rd (29.290)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110010	Gutha West Rd	Mullewa Wubin Rd & Gutha East Rd (0.00)	Gutha West Rd - End Road (15.50)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110062	Holder Rd	Madden Rd & Toohey Rd (0.00)	Gutha East Rd (5.220)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110076	Madden Rd	Morawa - Yalgoo Rd (0.00)	Toohey Rd & Holder Rd (8.960)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110059	McWhirter Rd	Madden Rd (0.00)	McWhirter Rd - End Road (8.10)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110060	Morris Rd	Williamson Rd (0.00)	McWhirter Rd (8.08)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110016	Stephens Rd	Evaside Rd & Ross Rd (0.00)	Fabling Rd (10.420)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110061	Swanson Rd	Fabling Rd & Williamson Rd (0.00)	Toohey Rd (5.350)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110058	Toohey Rd	Madden Rd & Holder Rd (0.00)	Stephens Rd (8.230)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7
5110026	Williamson	Fabling Rd &	Canna North	Tandem Drive	Tandem

	Rd	Swanson Rd (0.00)	East Rd (11.230)	Network 4.1, Tri Drive 1.1, PBSTD1B.1	Drive Network 7
5110007	Canna North East Rd	Fabling Rd & Offszanka Rd (0.00)	Gerber Rd & Jenkins Rd (19.570)	Tandem Drive Network 4.1, Tri Drive 1.1, PBSTD1B.1	Tandem Drive Network 7

The proposed routes consist of a combination of sealed and unsealed pavements, with varying widths.

Fabling Road is a gravel/natural material formed road and a bitumen sealed road and is designated conditional RAV 6.1 requiring road manager consent to operate approved heavy vehicle combinations on the road.

Gutha East Road is a gravel/natural material formed road and a bitumen sealed road and is designated conditional RAV 4.1, deemed suitable for vehicles up to 27.5m.

Gutha West Road is a gravel/natural material formed road with a bitumen sealed floodway and is designated conditional RAV 4.1, deemed suitable for vehicles up to 27.5m.

Holder Road, Madden Road, McWhirter Road, Morris Road, Stephens Road, Swanson Road, Toohey Road and Williamson Road are gravel/natural material formed roads and is designated conditional RAV 4.1, deemed suitable for vehicles up to 27.5m.

HVS has requested that the Shire provide any comments relating to road condition, road user safety, suitability, planning conflicts, development issues and any other factors which may be impacted by adding the above roads to the RAV 7 network.

The Prime Mover Trailer Combinations - Vehicle Categories as defined by MRWA listed below, highlight the different vehicle characteristics between categories.


Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Image 1

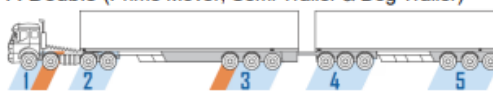
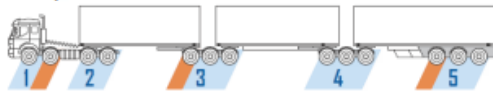
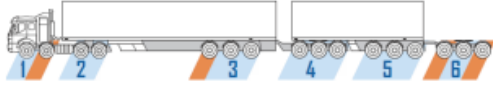
Category 6 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
6A	 A-Double (Prime Mover, Semi Trailer & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6B	 B-Triple	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6C	 A-Double towing a Dolly	27.5 m + dolly	Level 1	93.5 t + dolly	5 t	N6.1
			Level 2	96.5 t + dolly	8 t	N6.2
			Level 3	100 t + dolly	12 t	N6.3

Image 2

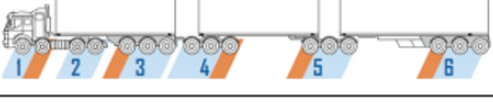
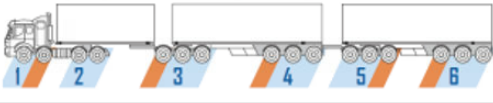
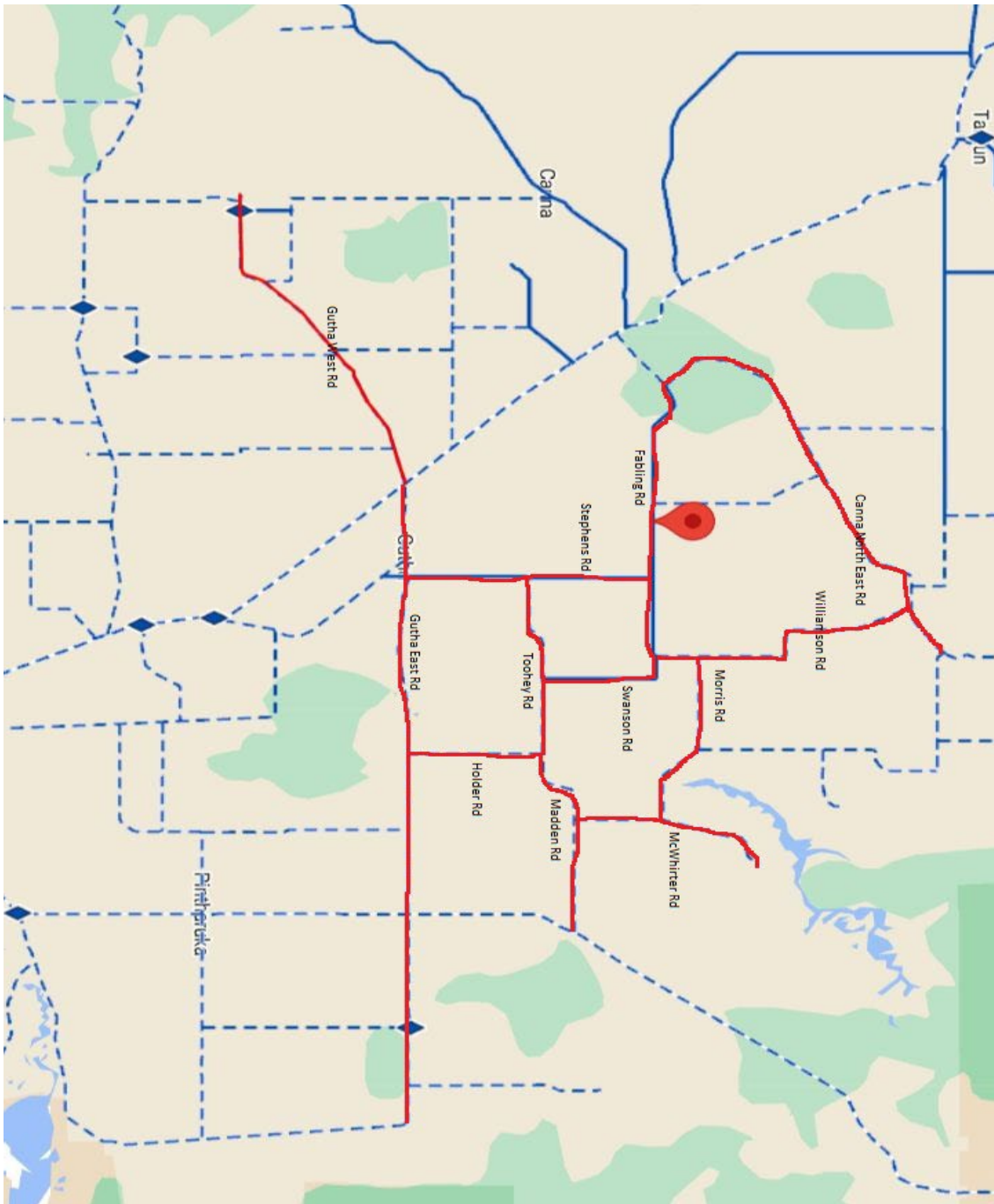
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	 AB-Triple (Prime Mover, Semi Trailer & B-double)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3
7B	 BA-Triple (B-double & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

Image 3

The RAV Route Assessment undertaken by the Shire (Team Leader – Roads) seeks to identify any significant deficiencies that may render the road(s) unsuitable for RAV 7 access and is included as **Attachment 2**.



**Image 4. Morawa RAV Road Network. Red lines indicate roads in the HVS application. Blue lines indicate surrounding RAV 4 classified network roads.**

The application from James Ballantyne is seeking to increase load capacity and reduce the number of heavy vehicle movements required to traverse the Shire’s Road network from various paddock gateways to the Canna CBH facility on the corner of Fabling Road and Canna North East Road. This has several positive outcomes including reduced emissions, less vehicle movements on Shire roads, improved harvest productivity for farming industries, reduced congestion and associated crash exposure.

The transport task associated with this application lists an estimated annual tonnage of 4,000T across an estimated 60 loaded movements per year.

When undertaking the route assessment Shire officers are mindful of the benefits associated with reduced vehicle movements and the movement towards larger vehicles, however with

larger vehicles comes increased road requirements and different causation factors that may lead to a road injury or fatality that must also be taken into account.

Holder Road, Morris Road, Stephens Road, Swanson Road and Williamson Road all require swept-path analysis to be undertaken on various scenarios to identify conflicts at intersections and property access.

Fabling Road, Gutha West Road, McWhirter Road, Madden Road, Morris Road, Stephens Road and Williamson Road are on a school bus route.

Sight distances in multiple intersections across Canna North East Road, Holder Road, Madden Road, McWhirter Road, Morris Road, Stephens Road, Swanson Road, Toohey Road, and Williamson Road do not meet the required 252m sight line requirement based on Austroads Guidelines (4.0 second reaction time).

Based on the significant safety concerns identified in this report and associated route assessment, there would be substantial risk in holistically supporting this application without a formal route assessment undertaken by a suitably qualified traffic engineer. This should be undertaken by MRWA HVS team.

The Shire should remain open to this proposal once the formal route assessment outcomes have been addressed, noting that road improvements may be significant and costly, but there is industry precedent for these to fall back on the applicant if they are adamant the new vehicle configurations are required.

It should be noted that Main Roads Heavy Vehicle Services can still approve the request without Shire support, however given safety concerns have been raised they will likely undertake formal route inspections and assessments before doing so (if they choose to approve).

## **LEVEL OF SIGNIFICANCE**

Medium significance – response required to be provided back to HVS before the end of November 2024 and has the potential to impact on the Shire's road network, infrastructure, and future maintenance scheduling.

## **CONSULTATION**

Team Leader - Roads  
Acting Chief Executive Officer

## **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*  
*Road Traffic Act 1972*  
*Road Traffic (Vehicles) Act 2012*  
*Road Traffic (Vehicle Standards) Regulations 2002*  
*Main Roads Act 1930*



**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial and resource implications associated with this report recommendations. Should MRWA HVS approve this request, there may be an increase in construction and/or maintenance costs along these roads.

**RISK MANAGEMENT CONSIDERATIONS**

High. Primary risks relate to road user safety, network upgrades and increased road maintenance costs.

**CONCLUSION**

This report, and the RAV route assessment completed by Shire officers, identifies significant deficiencies which deem many of the routes unsuitable for RAV 7 access.

This report recommends that Council consider recommending to HVS that the routes (as defined above) not be added to the RAV 7 network – with the exception of Fabling Road from Canna North East Rd & Offszanka Rd SLK 0.00 to Williamson Rd & Swanson Rd SLK 12.760 and Gutha East Road from Ludlow Rd SLK 0.00 to Stephens Rd SLK 25.04 - without first commissioning a Road Safety Audit and ensuring all road safety concerns are addressed.

**ATTACHMENTS**

*Attachment 1 - 11.1.3a Main Roads Heavy Vehicle Services (HVS) Application*

*Attachment 2 - 11.1.3b Shire of Morawa RAV Route Assessment*

*Attachment 3 - 11.1.3c Restricted Access Vehicle Route Assessment Guidelines*

**11.1.4 Request from Main Roads Western Australia to assess the suitability of numerous Shire roads to modify the Restricted Access Vehicle Network (RAV) rating (D24#1347245)**

**Author:** Executive Assistant

**Authorising Officer:** Acting 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.

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**OFFICER'S RECOMMENDATION**

That with respect to the Road Owner Support request from Main Roads Western Australia (Heavy Vehicle Section) to assess the suitability of sections of numerous Shire roads for modification to the Restricted Access Vehicle Network (RAV) rating, Council:

1. Note the RAV Route Assessment (Attachment 2); and
2. Does not support Bell Road from Old Mullewa Rd SLK 1.53 to Johnson Rd SLK 9.05 being classified as a Tandem Drive RAV 7 road due to swept path issues identified at the Bell Road & Old Mullewa Rd intersection, and the sightline issues associated with entering Bell Road from Old Mullewa Road on a bend.
3. Does not support Johnson Road from Bell Road SLK 0.00 to Morawa Yalgoo Road SLK 11.43 being classified as a Tandem Drive RAV 7 road due to geometry issues identified at the bend at SLK 7.72 and the sightline issues associated with Bore Road intersection on this bend.
4. Does not support Pintharuka East Road from Wubin Mullewa Road SLK 0.00 to Bell Road SLK 0.00 being classified as a Tandem Drive RAV 7 road due to sightline issues at the rail crossing and sightline issues to the south at the Pintharuka East Road & Bell Road Intersection.
5. Authorise the Acting CEO to provide a response to Main Roads regarding Council's position on this matter.

***CARRIED BY SIMPLE MAJORITY 7/0***

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**PURPOSE**

Council is requested to consider the request by MRWA for an assessment of the roads to determine whether road owner support would be provided for the upgrade to the Tandem Drive Network 7 (RAV 7) category.

**DETAIL**

KCM Transport, through Main Roads WA Heavy Vehicle Services (HVS), are seeking to modify access approval on the following roads: Bell Road, Johnson Road, and Pintharuka East Road (**Attachment 1, including map**), to allow Class 3 vehicles with AMMS Level 1 Mass to utilise these networks. Wubin-Mullewa Road, Old Mullewa Road and Morawa Yalgoo Road are also listed on KCM Transport’s application, however MRWA-HVS are not seeking the Shire’s feedback on these road, potentially due to recent feedback already being provided and roads already classified as RAV 7.

Under Main Roads Western Australia (MRWA) RAV networks conditions, there is a need to seek feedback on roads controlled by the Shire of Morawa.

The HVS application is to add the following section of roads onto the RAV 7 Network:

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
5110157	Pintharuka East Rd	Wubin Mullewa (0.00)	Bell Rd (4.40)	Nil	Tandem Drive 7
5110017	Bell Rd	Old Mullewa Rd (1.53)	Johnson Rd (9.05)	Tandem Drive 4	Tandem Drive 7
5110033	Johnson Rd	Bell Rd (0.00)	Morawa - Yalgoo Rd (11.43)	Tandem Drive 4	Tandem Drive 7

The proposed routes consist of a combination of sealed and unsealed pavements, with varying widths.

Bell Road is a gravel/natural material formed road and a bitumen sealed road and is designated conditional RAV 4.1 requiring road manager consent to operate approved heavy vehicle combinations on the road.

Johnson Road is a gravel/natural material formed road and is designated conditional RAV 4.1 requiring road manager consent to operate approved heavy vehicle combinations on the road.

The Pintharuka East Road section is a gravel/natural material formed road and is currently not rated to carry any class of RAV vehicle.

HVS has requested that the Shire provide any comments relating to road condition, road user safety, suitability, planning conflicts, development issues and any other factors which may be impacted by adding the above roads to the RAV 7 network.

The Prime Mover Trailer Combinations - Vehicle Categories as defined by MRWA listed below, highlight the different vehicle characteristics between categories.


Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	 A-Double (Prime Mover, Semi Trailer & Dog Trailer)	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Image 1


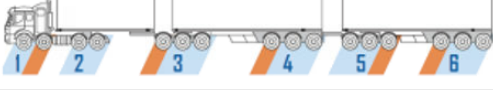
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	 AB-Triple (Prime Mover, Semi Trailer & B-double)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3
7B	 BA-Triple (B-double & Dog Trailer)	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

Image 2

The RAV Route Assessment undertaken by the Shire (Team Leader – Roads) seeks to identify any significant deficiencies that may render the road(s) unsuitable for RAV 7 access and is included as **Attachment 2**.

The application from KCM Transport is seeking to increase load capacity and reduce the number of heavy vehicle movements required to traverse the Shire’s road network for the purpose of ‘cartage of harvested grain from October to December, when required’. This has several positive outcomes including reduced emissions, less vehicle movements on Shire roads, improved harvest productivity for farming industries, reduced congestion and associated crash exposure.

The transport task associated with this application lists an estimated annual tonnage of 4,000T, across an estimated 50 loaded movements per year.

When undertaking the route assessment Shire officers are mindful of the benefits associated with reduced vehicle movements and movement towards larger vehicles, however with larger vehicles comes increased road requirements and different causation factors that may lead to a road injury or fatality that must also be taken into account.

Bell Road requires swept-path analysis to be undertaken on various scenarios to identify conflicts at intersections and property access points. Johnson Road also has geometry issues identified.

Bell Road and Johnson Road fall along the school bus route.

Sight distances in multiple intersections across all three roads do not meet the required 252m sight line requirement based on Austroads Guidelines (4.0 second reaction time).

Based on the significant safety concerns identified in this report and associated route

assessment, there would be substantial risk in supporting this application without a formal route assessment undertaken by a suitably qualified traffic engineer. This should be undertaken by MRWA HVS team.

The Shire should remain open to this proposal once the formal route assessment outcomes have been addressed, noting that road improvements may be significant and costly, but there is industry precedent for these to fall back on the applicant if they are adamant the new vehicle configurations are required.

It should be noted that Main Roads Heavy Vehicle Services can still approve the request without Shire support, however given safety concerns have been raised they will likely undertake formal route inspections and assessments before doing so (if they choose to approve).

### **LEVEL OF SIGNIFICANCE**

Medium significance – response required to be provided back to HVS before the end of November 2024 and has the potential to impact on the Shire’s road network, infrastructure, and future maintenance scheduling.

### **CONSULTATION**

Team Leader - Roads  
Acting Chief Executive Officer

### **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*  
*Road Traffic Act 1972*  
*Road Traffic (Vehicles) Act 2012*  
*Road Traffic (Vehicle Standards) Regulations 2002*  
*Main Roads Act 1930*  
*Main Roads Restricted Access Vehicle Route Assessment Guidelines*

### **FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial and resource implications associated with this report recommendations. Should MRWA HVS approve this request, there may be an increase in construction and/or maintenance costs along these roads.

### **RISK MANAGEMENT CONSIDERATIONS**

High. Primary risks relate to road user safety, network upgrades and increased road maintenance costs.

### **CONCLUSION**

This report, and the RAV route assessment completed by Shire officers, identifies significant deficiencies which deem many of the routes unsuitable for RAV 7 access.

This report recommends that Council consider recommending to HVS that the routes (as defined above) not be added to the RAV 7 network.

**ATTACHMENTS**

*Attachment 1 - 11.1.4a Main Roads Heavy Vehicle Services (HVS) Application*

*Attachment 2 - 11.1.4b Shire of Morawa RAV Route Assessment*

**11.1.5 Administration Office Project**

**Author:** Acting Chief Executive Officer

**Authorising Officer:** Acting 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.

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**OFFICER'S RECOMMENDATION****That Council:**

- 1. Approves a budget variation for the Administration Office Project with a maximum cost of \$389,120.**
- 2. Lists the inclusion of the Administration Office project for consideration in the mid-year budget review.**

***ABSOLUTE MAJORITY VOTE REQUIRED***

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**PURPOSE**

The purpose of this report is to provide Council with an update on the costs associated with the repairs needed on the administration office roof and offices. There is currently no budget for these repairs.

**DETAIL**

In June 2024, a significant rain event caused the box gutter along the front of the office to overflow, resulting in damage to the ceilings and carpets. An insurance claim was lodged with our insurers, LGIS, who assigned a loss adjuster to assist the Shire. The loss adjuster arranged for a contractor to inspect the damage, provide a report (Attachment 1), and quote for the repairs (Attachments 2 and 3).

The loss adjuster and insurers have reviewed the quotes and agreed to cover the items listed in "Estimate 2," which pertains to internal works. After deducting our excess of \$2,500, we will receive approximately \$25,325.

The repairs to the roof are not covered by insurance as they have been classified as necessary maintenance. The quotation in "Estimate 1" does not include the strengthening of the roof for future solar panel installation but addresses all other issues. The estimated cost for these works is \$98,885.

Additional issues with the building have been identified:

- The window in the EMCCS office needs replacing as it is no longer properly seated in the frame. Due to the age of the glass, there is a risk of breakage during removal. The seals on other windows across the front of the building have hardened and are breaking, creating gaps and the potential for the glass to move or fall out. The quote to replace the frames and glass is \$30,000, which is not covered by insurance.

- The individual offices along the north side of the building are no longer functional. It is recommended that the walls be removed to create an open-plan office, which will enhance cooperation among staff members.
- The large office at the back will be converted into two soundproofed offices for the executives.
- Strengthening of the roof to allow the installation of solar panels.
- Allowing a contingency sum of \$50,000

The total cost of all these additional works is \$207,735 (*Attachment 3*), bringing the whole project cost less the amount received from LGIS to \$389,120.

### **LEVEL OF SIGNIFICANCE**

Medium – The current working conditions with, officers working in two separate offices, are affecting morale and fracturing working relationships. Therefore, it is deemed necessary to carry out the repairs as a matter of urgency.

### **CONSULTATION**

Senior Management Team  
LGIS  
A Technical Assessing – Loss Adjuster  
Johns Lyng Group - Builder

### **LEGISLATION AND POLICY CONSIDERATIONS**

*Local Government Act 1995*

### **Strategic Community Plan 2022 - 2032**

Be future focused in all we do:

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

### **FINANCIAL AND RESOURCES IMPLICATIONS**

The addition of this new project to the Council's budget would typically result in a deficit. However, with the adjustment to the carried forward surplus from 2023-24, which amounts to an additional \$636,237, the costs of the works will be more than covered. This surplus will not only cover the project expenses but also leave additional funds available for other projects or requirements as deemed necessary by the Council. These funds can be allocated accordingly during the Mid-year Budget Review.

### **RISK MANAGEMENT CONSIDERATIONS**

The current separation of staff into different offices is negatively impacting productivity. The lack of a cohesive working environment is hindering communication and collaboration, leading to inefficiencies. By creating an open-plan office and addressing the structural issues, we aim to improve staff morale, enhance teamwork, and ultimately boost productivity.



**CONCLUSION**

The significant rain event in June 2024 has highlighted critical issues with our office infrastructure, necessitating urgent repairs to maintain a functional and safe working environment. The insurance claim will cover a portion of the internal repairs, but additional maintenance and upgrades are required to address all identified issues.

The proposed works, including roof repairs, window replacements, and office reconfigurations, are essential to improve staff morale, enhance productivity, and ensure the longevity of the building. The financial implications have been carefully considered, and the adjustment to the carried forward surplus from 2023-24 ensures that the project can be funded without impacting the overall budget negatively.

By addressing these issues promptly, we can create a more cohesive and efficient working environment, ultimately benefiting the Shire and its operations.

**ATTACHMENTS**

*Attachment 1 – 11.1.5a Assessment Report*

*Attachment 2 – 11.1.5b Quotations*

*Attachment 3 – 11.1.5c Additional Works Quotations*

## 11.2 Executive Manager Corporate & Community Services

### 11.2.1 Monthly Financial Report – October 2024

<b>Author:</b>	Executive Manager Corporate & Community Services
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

#### OFFICER'S RECOMMENDATION

That Council receive:

1. The Monthly Financial Report including the Statement of Financial Activity for the period ending 31 October 2024.
2. The Bank Reconciliation Report for period ending 31 October 2024.
3. The attached List of Payments for the period ending 31 October 2024.
4. With respect to the Chief Executive Officer authorisations and reporting to Council;
  - 4.1. Reimbursement applications made by the Chief Executive Officer for the period ending 31 October 2024.

**SIMPLE MAJORITY VOTE REQUIRED**

#### PURPOSE

The Monthly Financial Report is prepared to provide Council with a comprehensive report on the financial position on a monthly basis.

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

#### DETAIL

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

Under the regulations the report must include the following items,

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

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

As part of the monthly report a bank reconciliation report will be completed and included as **Attachment 2**. The summary of the report for 31 October 2024 is as follows:

Account	Balance
Municipal Account	4,069,423.72
Municipal Online Account	1,113,947.16
Trust Account	1525.11
Reserve Account	7,133,735.43
Term Deposits (Reserves)	0.00
<b>Total Cash &amp; Investments</b>	12,318,631.42

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 October 2024 to 31 October 2024 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)	393,030.68
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	25,928.10
Municipal	Bank Transfers / Payroll / Other Payments	3,986,248.53
Municipal	Corporate Credit Cards	2,701.46
Trust	Electronic Funds Transfers (EFT)	0.00
	<b>TOTAL</b>	659,694.67

### Reimbursement Applications

There have been no reimbursements claimed and 0 leave days taken by the Chief Executive Officer during the month of October 2024.

### LEVEL OF SIGNIFICANCE

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

### CONSULTATION

Chief Executive Officer

**OFFICER'S COMMENTS**

1. Depreciation does not get processed until after the 2023-24 financials have been audited and the report adopted by council.
2. Term deposits have been placed and we are now receiving a 5% return which has interest income trending higher than budgeted.
3. 68.5% of rates have been received as at the end of October.

**LEGISLATION AND POLICY CONSIDERATIONS**

Section 5.42 *Local Government Act 1995* Delegation of some powers and duties to the CEO.

Section 2.7 of the *Local Government Act 1995* states:

Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*Local Government (Financial Management) Regulations 1996*

Regulation 34(1)

- (1) A local Government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) for each month.

Regulation 13

- (1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting

Procurement Policy

Use of Corporate Credit Card Policy

CEO Leave Authorisations and Other Approvals Policy

**Strategic Community Plan 2022 - 2032**

Be future focused in all we do:  
Ensure the Shire and its assets are well resourced and sustainable.

**FINANCIAL AND RESOURCES IMPLICATIONS**

As presented.

**RISK MANAGEMENT CONSIDERATIONS**

The risks identified as part of this report being inaccurate information is mitigated by Council receiving financial statements on a monthly basis and in the form that is in accordance with the Local Government Act 1995 and associated regulations in the format called Statutory Reporting and is considered Low Risk.

**CONCLUSION**

Council is requested to receive the attached Monthly Financial Report that contains the Statement of Financial Activity, the Bank Reconciliation Report, the list of accounts paid by the Chief Executive Officer and the list of any work-related expenses/reimbursements submitted by the Chief Executive Officer.

**ATTACHMENTS**

*Attachment 1 - 11.2.1a Monthly Financial Report as at 31 October 2024.*

*Attachment 2 – 11.2.1b Bank Reconciliation for the period ending 31 October 2024.*

*Attachment 3 – 11.2.1c List of Accounts Paid for the period ending 31 October 2024.*

**11.2.2 Shire of Morawa Policy Manual Review – Stage 4**

**Author:** A/Executive Manager Corporate and Community Services

**Authorising Officer:** A/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.

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**OFFICER'S RECOMMENDATION**

That with regard to the Shire of Morawa Policy Manual and pursuant to s2.7 Local Government Act 1995, Council:

1. Resolves to adopt the revised policies, as per Attachment 1 being:
  - ADM01 - Flying of Flags – Council Buildings
  - ADM02 - Communications & Social Media Policy
  - ADM03 – Community Engagement Policy
  - ADM04 – Complaints Management Policy
  - ADM05 - Memorials on Council Controlled Land
  - ADM06 - Closure of Certain Facilities – Christmas/New Year Period
  - CORP02 – Asbestos Policy
  - ELM01 – Official Photographs
  - ELM11 – Governance and Policy Manual
  - ELM12 – Elected Member Record Keeping Policy
  - ELM13 – Honorary Freeman of the Shire
  - ELM15 – Recognition of Aboriginal Culture and History
  - ELM16 – History Collection Policy
  - ELM17 – Elected Member Event Notification Policy
  - ELM18 – Anonymous Communications Policy
  - ELM19 – Notice of Motion Procedural Policy
  - ELM20 – Appointment of a Temporary or Acting Chief Executive Officer
  - ELM24 – Rates Collection
  - ELM26 – Electronic Meetings and Attendance
  - EMP04 – Work Health and Safety
  - EMP08 – Salary Sacrifice
  - EMP10 – CEO Leave Authorisations and other Approvals
  
2. Resolves to adopt new policy, ELM23 Financial Hardship, as per Attachment 2.

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

Under Section 2.7 of the Local Government Act 1995, Council has adopted several policies to

govern Local Government affairs. It is good practice to continually review the existing policies in view of changing legislation, operations, and requirements.

**DETAIL**

The Policy Manual is intended as a set of clear overarching directions from Council to the administration to govern the consistent, transparent, and compliant management of Shire operations. The policies and procedures may be changed as circumstances dictate and be amended at any time by Council.

Several policies within the manual have fallen due for renewal. It was therefore seen as practical and efficient to undertake a review of numerous policies but given resource constraints, the administration has broken the review into stages.

- Stage 1 was completed and adopted at the 20 July 2023 Ordinary Council Meeting.
- Stage 2 was completed and adopted at the December 2023 Ordinary Council Meeting.
- Stage 3 was completed and adopted at the March 2023 Ordinary Council Meeting.

In Stage 4 of the review, 24 policies have been reviewed. For the majority of policies, no changes are proposed. There a number with minor changes suggested due to minor formatting changes or minor grammatical amendments.

Former policy ELM23 COVID-19 Financial Hardship is recommended to be replaced by new ELM23 Financial Hardship to reflect the current state.

Former policy EMP11 Gratuity Payments to Finishing Employees is recommended to be replaced by new EMP11 Payments to Employees in Addition to Contract of Award. The proposed changes seek to recognise employees for their long and continuous service in addition to recognising employees on finishing their employment with the Shire.

All policies for adoption under this report are attached and the below table summarises key review points.

Stage 5 of the review, which will include a review of the remaining policies due for review this year, is being progressed and will be presented to the December 2024 Ordinary Council Meeting.

Council Policy	Reason for Review/Change
<b>ADM01 – Flying of Flags – Council Buildings</b>	Minor change to include the order of flying the Australian Aboriginal Flag, that was overlooked in the original policy adopted by Council.
<b>ADM02 Communications &amp; Social Media Policy</b>	Policy reviewed - No changes are proposed
<b>ADM03 – Community Engagement Policy</b>	Policy reviewed - No changes are proposed
<b>ADM04 – Complaints Management Policy</b>	Minor grammatical amendments to clauses 7 and 9
<b>ADM05 – Memorials on Council Controlled Land</b>	Minor grammatical amendment to 6b
<b>ADM06 - Closure of Certain</b>	Policy reviewed - No changes are proposed

<b>Facilities – Christmas/New Year Period</b>	
<b>CORP02 – Asbestos Policy</b>	Minor formatting changes
<b>ELM01 – Official Photographs</b>	Policy reviewed - No changes are proposed
<b>ELM11 – Governance and Policy Manual</b>	Policy reviewed - No changes are proposed
<b>ELM12 – Elected Members Record Keeping Policy</b>	Policy reviewed - No changes are proposed except for minor formatting changes to Objectives
<b>ELM13 – Honorary Freeman of the Shire</b>	Policy reviewed - No changes are proposed
<b>ELM15 – Recognition of Aboriginal Culture and History</b>	Policy reviewed - No changes are proposed
<b>ELM16 – History Collection Policy</b>	Policy reviewed - No changes are proposed
<b>ELM17 – Elected Member Event Notification Policy</b>	Policy reviewed - No changes are proposed
<b>ELM18 – Anonymous Communications Policy</b>	Policy reviewed - No changes are proposed
<b>ELM19 – Notice of Motion Procedural Policy</b>	Policy reviewed - No changes are proposed
<b>ELM20 – Appointment of a Temporary or Acting Chief Executive Officer</b>	Policy reviewed - No changes are proposed
<b>ELM23 – COVID-19 Financial Hardship</b>	Policy revised and replaced with new Financial Hardship Policy
<b>ELM24 – Rates Collection</b>	Policy updated to include options for payment of rates, bringing forward the section on Special Payment Arrangements and including reference to the new Shire Policy ELM23 - Financial Hardship Policy
<b>ELM26 – Electronic Meetings and Attendance</b>	Policy reviewed - No changes are proposed
<b>EMP04 – Work Health and Safety</b>	Policy reviewed - No changes are proposed
<b>EMO08 – Salary Sacrifice</b>	Policy reviewed - No changes are proposed
<b>EMP10 – CEO Leave Authorisations and other Approvals</b>	Policy reviewed - No changes are proposed

## LEVEL OF SIGNIFICANCE

Medium – regular reviews and updates of Council policies are part of a good governance framework and ensure the organisation remains current with best practice.



**CONSULTATION**

Chief Executive Officer  
Senior Management Team

**LEGISLATION AND POLICY CONSIDERATIONS**

Local Government Act 1995 – Section 2.7(2)(b) the role to determine Council’s policies.

2.7 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.

**STRATEGIC COMMUNITY PLAN 2023 - 2032**

Be future focused in all we do:  
1. Ensure the Shire and its assets are well resourced and sustainable.

**FINANCIAL AND RESOURCES IMPLICATIONS**

Nil.

**RISK MANAGEMENT CONSIDERATIONS**

Policies are aimed at providing an administrative control later which works to reduce risk by controlling actions within certain limits.

**CONCLUSION**

The fourth stage of the Council Policy review has now been completed and the new and revised policies are ready for Council review and adoption. The next round of review is in progress and will be presented for Council adoption in December 2024.

**ATTACHMENTS**

- Attachment 1 - 11.2.2a Reviewed Council Policies (Stage 4)*
- Attachment 2 – 11.2.2b ELM23 – Financial Hardship*
- Attachment 3 – 11.2.2c EMP11 Payments to Employees in Addition to Contract or Award.*

**11.2.3 Shire of Morawa Road Maintenance Plan 2025 -2035**

<b>Author:</b>	A/Executive Manager Corporate and Community Services
<b>Authorising Officer:</b>	A/Chief Executive Officer
<b>Disclosure of Interest:</b>	The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

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**OFFICER'S RECOMMENDATION****That Council:**

- 1. Review and adopt the Shire of Morawa Road Maintenance Plan 2025-2035 as an informing document for future planning and long-term financial purposes.**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

For Council to review and adopt the proposed Shire of Morawa Road Maintenance Plan 2025 – 2035 as presented in Attachment 1.

**DETAIL**

The development of the 2025-2035 Road Maintenance and Renewal Plan represents a significant milestone for the Shire in articulating how its current and future resources are being used to manage its existing road assets.

Whilst community members have a strong desire for the Shire to implement road improvements and widening initiatives to accommodate larger vehicles, the core requirement for the Shire and this plan is to maintain its existing assets to an adequate standard based on what is reasonable and practicable given the Shire's resources and the capacity for the community to contribute towards the Shire's own source income to fund expenditure.

This plan provides a clear program of works for rural road grading, rural road re-sheeting, rural road resealing, and townsite resealing, with a further goal to develop clear plans for auxiliary road items such as drainage, signage, and safety features over the next 10 years.

In summary, the Road Maintenance Plan 2025-2035 proposes:

1. A road grading program that aims to undertake 1,788km of maintenance grading per annum. This program focusses on RAV and school bus routes to provide a base standard that delivers a safe running surface.
2. The gravel re-sheeting program seeks to cover 94km of road over the next 10 years.
3. The rural road resealing program presented aims to renew the running surface of 66km of the network, which is approximately 50% of the overall sealed rural road network
4. The townsite resealing program aims to complete almost 8.5km of resealing over the next 10 years, which equates to about 50% of the townsite road network.

5. Drainage maintenance with approx. 520 culverts maintained over the next 10 years, i.e. 52 culverts per year.

Holistically the resealing, maintenance grading, and gravel re-sheeting aspects of the plan are expected to be more than any grant income the Shire can source and as such there will be a clear need for own source expenditure on roads. At present the Shire's own source allocation is approx. \$750,000. The average annual increase needed to deliver this plan would be \$292,717 which will result in Shire own source allocation towards road renewal and maintenance of \$1,042,717 per annum.

The estimates in this plan will inform the Corporate Business Plan and strategic planning documents and form the basis upon which the Annual Budget is developed. It should be noted that the Annual Budget allocation and reseal delivery capacity will be based on a number of factors including current market conditions and the strategic priorities of Council.

### **LEVEL OF SIGNIFICANCE**

Medium significance

### **CONSULTATION**

Chief Executive Office  
Senior Management Team

### **LEGISLATION AND POLICY CONSIDERATIONS**

Section 5.56(1) of the *Local Government Act 1995* states that a local government is to plan for the future of the district.

### **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**

At present the Shire's own source allocation is approx. \$750,000. The average annual increase needed to deliver this plan would be \$292,717 which will result in Shire own source allocation towards road renewal and maintenance of \$1,042,717 per annum.

### **RISK MANAGEMENT CONSIDERATIONS**

The Shire of Morawa Road Maintenance Plan 2025-2035 sets out how its current and future resources are being used to manage its existing road assets. By highlighting the resources required Council is addressing the risks of providing the necessary resources to manage these key infrastructure assets of the Shire.

**CONCLUSION**

It is recommended that Council review and adopt the proposed Shire of Morawa Road Maintenance Plan 2025-2035.

**ATTACHMENTS**

*Attachment 1 – 11.2.3a Shire of Morawa Road Maintenance Plan 2025 -2035*

**11.2.4 Shire of Morawa Waste Plan 2024 -2034**

**Author:** A/Executive Manager Corporate and Community Services

**Authorising Officer:** A/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.

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**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Review and adopt the Shire of Morawa Waste Plan 2024-2034.**

***SIMPLE MAJORITY VOTE REQUIRED***

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**PURPOSE**

For Council to review and adopt the proposed Shire of Morawa Waste Plan 2024–2034 as presented in Attachment 1.

**DETAIL**

In December 2018 a National Waste Policy was agreed to by Australia's Environment Ministers and the President of the Australian Local Government Association. The policy provides a framework for collective national action on waste management, recycling, and resource recovery to 2030.

State Governments were required to develop their own Waste Plans/Strategies and related targets with the WA State Government's Waste Avoidance and Resource Recovery Strategy 2030 (WA Waste Strategy) being released in February 2019. A key action in the WA Waste Strategy is to "Implement local government waste plans which align local government waste planning processes with the waste strategy."

The Waste Avoidance and Resource Recovery Act 2007 gives the Chief Executive Officer of the Department of Water and Environmental Regulation powers to require local governments to include within its plan for the future a waste plan.

Phase 1 of the Waste Plan Roll Out targeted the Perth and Peel, and major regional centres. Phase 2 of the implementation may require all other local governments to develop Waste Plans.

The Shire of Morawa is being proactive in developing its own waste plan, ahead of it being a legislative requirement.

The Morawa Waste Plan 2024-2034 aligns with the 2022 Shire of Morawa Strategic Community Plan. The two key aspirations that relate to the management of waste are "Occupy a Safe and Healthy Living Space" and "Be Future Focused In All We Do".

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There is also close alignment with the strategic focus on ensuring the Shire and its assets are well resourced and sustainable, and embracing recycling and renewable energy.

The Waste Plan also addresses the remaining lifespan of the Shire's landfill site. It is noted that the Shire's landfill site has approximately 8 years of landfill lifespan. In preparation for the closure of the site, Talis have prepared a Landfill Post Closure Plan – See Appendix 2. The only viable mechanism to extend the life of the existing Morawa Landfill beyond 2030 is via the introduction of waste diversion programs to reduce the communities waste generation rate.

In order to achieve its Waste Objectives of the Waste Plan, the Shire has developed the following 5 key Focus Areas:

1. Reducing Food Waste
2. Reduce Packaging Waste
3. Boost Recycling
4. Managing the Refuse Facility
5. Waste Education

An action plan has been developed that identifies actions for each focus area, the resources needed and expected timelines.

## **LEVEL OF SIGNIFICANCE**

Medium significance

## **CONSULTATION**

Chief Executive Office  
Senior Management Team

## **LEGISLATION AND POLICY CONSIDERATIONS**

Section 5.56(1) of the *Local Government Act 1995* states that a local government is to plan for the future of the district.

## **Strategic Community Plan 2022 - 2032**

Occupy a Safe and Healthy Living Space

Be future focused in all we do:

1. Ensure the Shire and its assets are well resourced and sustainable.
2. Embrace recycling and renewable energy.

## **FINANCIAL AND RESOURCES IMPLICATIONS**

The Waste Plan includes a schedule of actions proposed over the life of the plan.

## **RISK MANAGEMENT CONSIDERATIONS**

By adopting the Waste Plan, Council is addressing the need to include within its plan for the future a Waste Plan. The Waste Plan will seek to extend the life of the Morawa Landfill site.

**CONCLUSION**

It is recommended that Council review and adopt the proposed Shire of Morawa Waste Plan 2024-2034.

**ATTACHMENTS**

*Attachment 1 – 11.2.4a Shire of Morawa Waste Plan 2024-2034*

*Attachment 2 – 11.2.4b Shire of Morawa Landfill Post Closure Plan*

**Item 12 Reports from Committees**

**Item 13 Motions of Which Previous Notice Has Been Given**

**Item 14 New Business of an Urgent Nature**



**Item 15 Matters for Which the Meeting May Be Closed (Confidential Items)****15.1 Matters for Which the Meeting May Be Closed (Confidential Items)****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****That Council:**

That Council closes the meeting to the public under section 5.23 (2)(a) and (c) of the *Local Government Act 1995* and the *Shire of Morawa Meeting Procedures Local Law 2012 s 6.2* so that it can consider the following Items:

- 15.2 Confidential Item - Award of RFQ-03-2425 Nanekine Road Upgrade 2024-2025
- 15.3 Confidential Item - Write off of Debts – October 2024

***SIMPLE MAJORITY VOTE REQUIRED*****PURPOSE**

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

**DETAIL**

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

- 15.2 Confidential Item - Award of RFQ-03-2425 Nanekine Road Upgrade 2024-2025
- 15.3 Confidential Item - Write off of Debts – October 2024

**LEVEL OF SIGNIFICANCE**

High – Confidential Items

**CONSULTATION**

Senior Management Team

**LEGISLATION AND POLICY CONSIDERATIONS**

## Local Government Act 1995

Under section 5.23 (2) of the *Local Government Act 1995*, part of a council meeting may be closed, if the meeting deals with any of the following:

- (a) *a matter affecting an employee or employees;*
- (b) *the personal affairs of any person;*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) *a matter that if disclosed, would reveal —*
  - (i) *a trade secret;*
  - (ii) *information that has a commercial value to a person;*
  - (iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;*
- (f) *a matter that if disclosed, could be reasonably expected to —*
  - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
  - (ii) *endanger the security of the local government's property;*
  - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
- (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*

**Shire of Morawa Meeting Procedures Local Law 2012**

The key parts include:

## 6.2 Meetings not open to the public;

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried— (a) the presiding member is to direct everyone to leave the meeting except— (i) the members; (ii) the CEO; and (iii) any officer specified by the presiding member; and (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.

- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

**Strategic Community Plan 2022 to 2032)**

Be future focused in all we do:

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

**FINANCIAL AND RESOURCES IMPLICATIONS**

Any known financial implications are addressed in the respective reports.

**RISK MANAGEMENT CONSIDERATIONS**

There are no known risk management implications in relation to this item.

**CONCLUSION**

That Council closes the meeting to the public under section 5.23 (2) of the *Local Government Act 1995* and the *Shire of Morawa Meeting Procedures Local Law 2012* s 6.2 so that it can consider the reports as addressed.

**ATTACHMENTS**

Nil

**15.2 Confidential Item - Award of RFQ-03-2425 Nanekine Road Upgrade 2024-2025**

*This is a Confidential Item.*

**15.3 Confidential Item - Write off of Debts – October 2024**

*This is a Confidential Item.*

**15.4 Reopening of the Meeting to the Public****OFFICER'S RECOMMENDATION**

That Council reopens the meeting to the public.

***SIMPLE MAJORITY VOTE REQUIRED***

**15.5 Presiding Member Publicly Confirms Confidential Item Resolutions**

*The Presiding Member publicly confirms the Confidential Item Resolutions for:*

- 15.2 Confidential Item - Award of RFQ-03-2425 Nanekine Road Upgrade 2024-2025
- 15.3 Confidential Item - Write off of Bad Debts – October 2024

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

The date of the next ordinary meeting of Council will be on Thursday, 19 December 2024 commencing at 3:30pm, in the Council Chambers.

**16.2 Closure**

There being no further business, the President to declare the meeting closed.