



# MINUTES

## ORDINARY MEETING OF COUNCIL

held on

**Monday, 3 February 2025 at 2:00pm**

at the

**Shire of Morawa Council Chambers,  
26 Winfield Street, Morawa**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

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## DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

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

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

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

***Important Note:***

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

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

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

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**Contents**

Item 1	Opening of Meeting .....	6
Item 2	Acknowledgement of Traditional Owners and Dignitaries .....	6
Item 3	Recording of Attendance .....	6
3.1	Attendance .....	6
3.2	Apologies .....	6
3.4	Approved Leave of Absence .....	6
3.5	Disclosure of Interests .....	6
Item 4	Applications for Leave of Absence .....	6
Item 5	Response to Previous Questions .....	6
Item 6	Public Question Time .....	6
Item 7	Questions from Members without Notice.....	7
Item 8	Announcements by Presiding Member without Discussion .....	7
Item 9	Declaration by all Members to have given due consideration to All Matters Contained in the Business Paper before the Meeting.....	7
Item 10	Confirmation of Minutes of Previous Meeting.....	8
Item 11	Reports of Officers .....	9
11.1	Chief Executive Officer .....	9
11.1.1	Actions Performed under Delegated Authority for December 2024 .....	9
11.1.2	Adoption of 2025 Council Election Processes .....	12
11.1.3	Review of 2024 Morawa Art Awards and Exhibition .....	16
11.2	Executive Manager Corporate & Community Services .....	20
11.2.1	Monthly Financial Report – December 2024.....	20
Item 12	Reports from Committees .....	24
Item 13	Motions of Which Previous Notice Has Been Given.....	24
Item 14	New Business of an Urgent Nature .....	24
Item 15	Matters for Which the Meeting May Be Closed (Confidential Items) .....	25
15.1	Matters for Which the Meeting May Be Closed (Confidential Items).....	25
15.2	Confidential Report - Write off outstanding rates debt .....	28
15.3	Reopening of the Meeting to the Public.....	29
15.4	Presiding Member Publicly Confirms Confidential Item Resolutions .....	29
Item 16	Closure.....	29
16.1	Date of Next Meeting .....	29
16.2	Closure .....	29

**Item 1 Opening of Meeting**

The President declared the meeting open at 2:04pm.

**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 Grant Chadwick

Councillor Dean Clemson

Councillor Mark Coaker

Councillor Debbie Collins

Councillor Diana North

**Staff**

Chief Executive Officer

Michael Cole

**Members of the Public**

Nil

**3.2 Apologies**

Nil

**3.4 Approved Leave of Absence**

Nil

**3.5 Disclosure of Interests**

Nil

**Item 4 Applications for Leave of Absence**

Nil

**Item 5 Response to Previous Questions**

Nil

**Item 6 Public Question Time**

Nil

**Item 7 Questions from Members without Notice**

Nil

**Item 8 Announcements by Presiding Member without Discussion**

President's Meetings for the month of December 2024 and January 2025.

<b>Date</b>	<b>Details of Meeting</b>
02 December 2024	ALGA Board Meeting
03 December 2024	National Roads Congress
04 December 2024	National Roads Congress
05 December 2024	State Council
06 December 2024	State Council
10 December 2024	State Road Fund for Local Government
10 December 2024	Meeting with Minister Carey
10 December 2024	Meeting with Telstra Regional Manager
12 December 2024	Lord Mayor Distress Relief Fund Meeting (LMDRF)
13 December 2024	LGIS Meeting
16 December 2024	Morawa OCM
07 January 2025	Morawa SCM
08 January 2025	Meeting with Minister Beazley BA MLA
23 January 2025	ALGA Meeting
23 January 2025	GWN Interview
26 January 2025	Shire of Morawa - Australia Day Celebrations

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

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

The Minutes of the 16 December 2024 Ordinary Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 12 December 2024.

The Minutes of the 7 January 2025 Special Council Meeting were provided under separate cover via the Shire of Morawa's secure portal to all Councillors on 8 January 2025.

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**OFFICER'S RECOMMENDATION/RESOLUTION****250201****Moved: Cr North****Seconded: Cr Chadwick****That Council confirm that:**

- 1. the Minutes of the Ordinary Council Meeting held 16 December 2024 are a true and correct record.**
- 2. the Minutes of the Special Council Meeting held 7 January 2025 are a true and correct record.**

**CARRIED BY SIMPLE MAJORITY 7/0**

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*Disclaimer*

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



**Item 11 Reports of Officers****11.1 Chief Executive Officer****11.1.1 Actions Performed under Delegated Authority for December 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/RESOLUTION****250202****Moved: Cr Stokes****Seconded: Cr Coaker**

**That with respect to Actions Performed under Delegated Authority for December 2024 and January 2025, Council:**

- 1. Accept the Report.**

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

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**PURPOSE**

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

No delegated decisions were undertaken by Shire pursuant to *Planning & Development Act 2005* during the period.

***Building Permits***

No delegated decisions were undertaken by Shire pursuant to building permits during this period.

***Other Delegations***

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

**LEVEL OF SIGNIFICANCE**

Low – report provided to Council for information purposes.

**CONSULTATION**

Nil

**LEGISLATION AND POLICY CONSIDERATIONS**

*Building Act 2011*

*Bushfire Act 1954*

*Dangerous Goods Safety (Explosives) Regulations 2007*

*Health Act 1991*

*Health Act 1911*

*Health (Public Buildings) Regulations 1992*

*Liquor Control Act 1988*

*Local Government Act 1995*

*Planning & Development Act 2005*

*Shire of Morawa Local Planning Scheme No. 2*

*Shire of Morawa Cemeteries 2018 - Local Law*

*Shire of Morawa Dogs 2018 - Local Law*

*Shire of Morawa Extractive Industries 2018 - Local Law*

*Shire of Morawa Fencing 2018 Local Law*

*Shire of Morawa Health 2004 - Local Law*

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

*Shire of Morawa Meeting Procedures 2012 - Local Law*

*Shire of Morawa Waste 2018 - Local Law*

*Shire of Morawa Delegations Register (2020)*

**FINANCIAL AND RESOURCES IMPLICATIONS**

There are no known financial implications relating to this Item.

**RISK MANAGEMENT CONSIDERATIONS**

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

**ATTACHMENTS**

*Nil*

**11.1.2 Adoption of 2025 Council Election Processes**

**Author:** Executive Assistant

**Authorising Officer:** Chief Executive Officer

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

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**OFFICER'S RECOMMENDATION/RESOLUTION****250203****Moved: Cr Collins****Seconded: Cr Chadwick****That Council:**

- 1. Note that the terms of office of Cr Chappel, Cr Stokes, Cr Coaker and Cr Collins expire on 18 October 2025.**
- 2. Resolve to continue to elect the office of Shire President and Shire Deputy President using the by Council method.**
- 3. Declare in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls that may be required.**
- 4. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.**

***CARRIED BY ABSOLUTE MAJORITY 7/0***

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**PURPOSE**

For Council to review the processes for the 2025 Council Election and adopt a Council position accordingly.

**DETAIL**

Local Government Council Elections are due in October 2025, on the third Saturday of October, 18 October 2025 – unless modified by the Minister for a specified reason.

The Shire of Morawa has four (4) Councillors whose terms end on the 18 October 2025.

- Cr Karen Chappel
- Cr Ken Stokes
- Cr Mark Coaker
- Cr Debbie Collins

As such, the 2025 Council elections will be to fill the four (4) vacancies.

Historically, the Shire of Morawa have always conducted in-person elections run by the Local Government not the WA Electoral Commission.

The 2023 ordinary local government elections were scheduled to be run through the WA Electoral Commission (WAEC) as a postal election, however the vacancy was filled unopposed and the election did not proceed to voting.

In general, elections run through the WAEC as postal elections, place a reduced administrative burden on the Administration and postal elections tend to receive a higher voter turnout. However, the cost of conducting an election through this method is usually prohibitive to smaller local governments.

With the Local Government Reforms, the Minister has introduced optional preferential voting for all Local Government elections. The Minister wrote to the Shire in a letter received on the 3 February 2023, providing information on the election changes, CountWA software that can be purchased through the WAEC, and responsibilities for elections. The Minister indicated a preference for Local Governments to decide whether they would be running elections through the WAEC or inhouse at their March meeting.

Historically, in house elections have cost the Shire approx. \$5,000 or less but this may increase with the extra resourcing required to administer optional preferential voting.

The WAEC have provided a cost estimate to undertake the 2025 Election (*Attachment 1*). Noting it is just an estimate, and the Act provides the WAEC to undertake elections on a cost recovery model. A \$11,227 cost estimate is provided based on under 500 electors, 45% voter turnout, 4 Councillor vacancies, appointment of a local Returning Officer and use of the CountWA software. These assumptions seem reasonable.

The WAEC, although not able to guarantee, have indicated that in 2021 a similar sized Shire that elected all candidates unopposed only incurred fees around \$6,000, as the process costs the WAEC less.

The decision for the Shire of Morawa centres around whether the cost of engaging the WAEC to run the elections is more than the Shire can afford or whether the administrative burden and risk of errors due to the introduction of preferential voting would counteract the dollar savings.

It is recommended that the Shire should engage the WAEC to run the 2025 election based on several factors:

- The new regulations and reforms will likely require research and understanding that will attract previously unallocated officer time.
- With changed voting methodology it could lead to disputed decisions and countbacks if the community are not confident in the election conduct. Appointing the WAEC would circumvent this.
- Postal voting tends to attract more voters which could be seen as a win for local democracy.

- While historic costs show that in house elections cost half as much as the quote provided, this does not consider unallocated officer time such as CEO and EA hours, and the opportunity cost of other tasks foregone during election time.

It is considered that the 2025 elections run through the WAEC will offer more benefit to the Shire than the dollar cost incurred in terms of reduced risk and administrative burden.

Previously, the Shire President and Deputy President have been elected by Council. No regulation changes for Band 3 and 4 Councils have been made in this regard and it is recommended the Shire maintain the status quo for the electing the President and Deputy President positions.

At this stage, the next Ordinary Meeting of Council post-election will be Thursday 20 November 2025 – as such it is expected that a Councillor declaration ceremony will be held before this meeting and the election of the Shire President and Deputy President will be held as the first order of business at the Ordinary Council Meeting.

## **LEVEL OF SIGNIFICANCE**

Medium

## **CONSULTATION**

WAEC

Shire President

DLGSCI Reform Information

## **LEGISLATION AND POLICY CONSIDERATIONS**

Local Government Act 1995 Part 2 – Constitution of local government

Local Government Act 1995 Part 4 – Elections and other polls

- Section 4.7 Ordinary elections day usually third Saturday in October
- Section 4.20 (4) A local government may, having first obtained the written agreement of the Electoral Commissioner (attachment 1), declare\*(by absolute majority) the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.
- Section 4.61 Choice of methods of conducting election
  - 4.61(2) The local government may decide (by absolute majority) to conduct the election as a postal election
  - 4.61(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election

Local Government (Constitution) Regulations 1998

Local Government (Elections) Regulations 1997

**FINANCIAL AND RESOURCES IMPLICATIONS**

The Shire will incorporate \$15,000 in the 2025/2026 Annual Budget to accommodate the WAEC cost estimate and any other unforeseen costs. It is expected that this would be manageable within normal governance budget parameters by adjusting other ledger budgets in this area to accommodate the election.

**RISK MANAGEMENT CONSIDERATIONS**

By engaging the WAEC the Shire is reducing its risk exposure by reducing the administrative resources required to run the election and engaging a professional organisation that is well versed in the preferential voting model to manage the electoral reforms.

**CONCLUSION**

The decision to move to WAEC managed elections using postal voting, comes at an extra cost but with electoral reform and other concerns, it seems like the best course of action to ensure the 2025 election is well managed, transparent, and accountable through a third party.

**ATTACHMENTS**

*Attachment 1 – 11.1.2a Shire of Morawa Cost Estimate Letter from WAEC*

*Attachment 2 – 11.1.2b Written Agreement LGE2025 Updated Morawa*

**11.1.3 Review of 2024 Morawa Art Awards and Exhibition**

**Author:** Chief Executive Officer - Temporary

**Authorising Officer:** Chief Executive Officer - Temporary

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

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**OFFICER'S RECOMMENDATION/RESOLUTION****250204****Moved: Cr Stokes****Seconded: Cr North****That Council:**

- 1. Note the 2024 Morawa Art Awards and Exhibition.**

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

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**PURPOSE**

For Council to receive the post event report for the 2024 Morawa Art Awards and Exhibition ("the Event").

**DETAIL**

At its May 2023 Ordinary Council Meeting, Council resolved to underwrite the 2024 Morawa Art Awards and Exhibition to a maximum financial contribution of \$90,000.

The resolution was as follows:

That Council:

1. Resolve to underwrite the 2024 Morawa Art Exhibition to a maximum financial contribution of \$90,000.
2. Support the Chief Executive Officer actively pursuing funding/sponsorship opportunities that reduce the Shire's financial contribution to the event and contribute towards its ongoing sustainability.
3. Encourage the Chief Executive Officer to explore opportunities to expand the reach and impact of the event.

The 2024 Event was held at the Morawa Town Hall from Friday, 9 August to Sunday, 18 August 2024.

The exhibition featured 450 artworks from 250 Western Australian Artists, including 37 children's works). Prizes for the Art Awards totalled \$20,000.

Over 450 people visited the exhibition during the 10 days it was open and 120 guest attended the opening awards on the evening of Friday 5 August 2022.



The main objectives of the 2024 Morawa Art Awards & Exhibition were to:

- ✓ Support the creative industries and foster local artistic talent in Morawa, including amongst local youth artists;
- ✓ Attract visitors to Morawa;
- ✓ Provide a diverse, inclusive and accessible cultural and artistic event for Morawa residents to attend and enjoy;
- ✓ encouraging interest in, raising awareness of, and fostering the development of local indigenous artists.
- ✓ Activates the Town Hall as part of the Cultural Hub and Precinct of Morawa.

Given the significant number of entries and quality of work on display the main objectives have been assessed as being achieved.

Expenditure on the Event over the 2023-24 and 2024-25 financial years was \$82,071. With the Sponsorship, Grant Funding, Artwork Commission and ticket sales the Shire has received \$52,720 in income from the event. The overall Shire financial contribution was \$29,351 plus in-kind contributions.

This represents a positive outcome for the Shire with the May 2023 resolution committing the Shire to underwrite expenditure up to \$90,000 if no sponsorship was received.

Overall, \$19,555 worth of Artwork was sold throughout the exhibition.

### Moving Forward

The Project Manager reported that she was very pleased with the overall delivery and outcomes of the 2024 Morawa Art Awards and Exhibition. However, there are several key considerations and recommendations to further strengthen the event for 2026 and beyond. Below is a summary of some of the suggested event improvement areas:

- **Project Funding:** With sponsorship and government funding limited, the Shire of Morawa currently covers approximately 65% of the cash costs for the event, excluding staff time and in-kind contributions. The Shire may want to evaluate whether the project's scale and investment align with its long-term objectives and community goals.
- **Capacity:** The 2024 exhibition reached its capacity in terms of both resources and the physical space available at the Town Hall. It is recommended that the exhibition's scale be adjusted for future years to ease pressure on the budget and event organisers, ensuring a more manageable and enjoyable experience for all involved.
- **Event Timing:** Hosting the exhibition during the Wildflower Season remains a strategic choice, as many visitors are already in the region for other reasons. However, the exhibition alone may not yet be a standalone attraction, unless attendees have personal connections with the artists. Future planning should also account for the availability of resources like the Art Boards and Art Install WA, as coordinating with their schedules was essential in 2024.
- **Local Artist Involvement:** Feedback from local artists indicated a desire for deeper engagement with the exhibition. To nurture Morawa's artistic talent and foster stronger community connections, the Shire could consider organising art and photography workshops in the lead-up to the 2026 exhibition. These workshops could inspire local artists to create works for the

awards, increasing their sense of connection and involvement. Offering workshops throughout the year would help build this engagement sustainably.

- **Project Management & Staffing:** Although external management was brought in, the event still relied heavily on Shire staff, placing pressure on resources. Moving forward, the Shire could consider several options:
  - Increasing the budget to hire additional external staff and reduce the load on Shire personnel.
  - Scaling down the exhibition to lessen demands on resources.
  - Improving the scheduling of Shire staff to ensure timely and efficient support during critical periods.
  - Exploring partnerships with external organisations, such as the North Midlands Project, for project delivery.
  - Assigning a dedicated Shire staff member for future arts-based projects, which could include the exhibition. This would help manage the project more effectively without overextending existing staff.
- **Community Engagement:** While the exhibition garnered positive feedback, some locals felt disconnected from the event. To enhance community involvement and meet social cohesion objectives, the Shire could consider:
  - Scaling the event to focus more on a community-driven art exhibition. While this may shift the event's reputation, it could foster greater local ownership by involving residents in the installation and staffing of the exhibition.
  - Hiring more local residents to help manage or deliver the event, which could create advocates for the exhibition within the community.
  - Assessing whether the timing of the exhibition overlaps with other local events, which might reduce attendance or interest among residents.
- **Town Hall Maintenance and Upkeep:** While the Town Hall is a beautiful heritage space, some visitors felt that the venue's condition distracted from the artwork. General maintenance and small improvements ahead of the 2026 event would enhance the venue's atmosphere, better complementing the art on display. If the Hall remains part of the Shire's Cultural Precinct Masterplan, ensuring it is well-maintained ahead of future exhibitions will be important for both the event's success and the preservation of this historic building.

It is proposed that planning for the 2026 event begin in early 2025 with a review of categories etc. to ensure grant applications and sponsorship requests can be submitted early.

The Event Management provided by Emily Sutherland of Left of Centre Concepts and Events was once again, of an excellent quality. The desired outcome from outsourcing the event management was to ensure a low impact on the Shire's administrative operations, reduce disjointed processes by having a clear line of reporting, and ensuring the best possible outcome for the community. Left of Centre Concepts and Events met all expectations.

### **LEVEL OF SIGNIFICANCE**

Low significance – this report is for information purposes.

### **CONSULTATION**

Event Manager  
Artists  
Supporting contractors for the event  
Attendees

### **LEGISLATION AND POLICY CONSIDERATIONS**

#### **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**

There are no significant financial implications associated with this report.

Overall expenditure on the Event over the 2023-24 and 2024-25 financial years was \$82,071. With the Sponsorship, Grant Funding, Artwork Commission and ticket sales the Shire has received \$52,720 in income from the event. The overall Shire financial contribution was \$29,351 plus in-kind contributions.

\$19,555 worth of Artwork was sold throughout the exhibition.

### **RISK MANAGEMENT CONSIDERATIONS**

N/A

### **CONCLUSION**

The Author requests Council note the summary report and acknowledge the Event Management.

### **ATTACHMENTS**

*Attachment 1 – 11.1.3a Left of Centre 2024 Morawa Art Awards & Exhibition Project Report and Budget*

## 11.2 Executive Manager Corporate & Community Services

### 11.2.1 Monthly Financial Report – December 2024

**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.

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#### OFFICER'S RECOMMENDATION/RESOLUTION

250205

Moved: Cr North

Seconded: Cr Coaker

That Council receive:

1. The Monthly Financial Report including the Statement of Financial Activity for the period ending 31 December 2024.
2. The Bank Reconciliation Report for period ending 31 December 2024.
3. The attached List of Payments for the period ending 31 December 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 December 2024.

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

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#### 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 December 2024 is as follows:

Account	Balance
Municipal Account	2,756,121
Municipal Online Account	1,121,913
Trust Account	1,525
Reserve Account	5,068,286
Term Deposits (Reserves)	2,100,000
<b>Total Cash &amp; Investments</b>	11,047,845

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 December 2024 to 31 December 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)	587,393.31
Municipal	Cheques No:	0
Municipal	Direct Debit Transactions	76,759.79
Municipal	Bank Transfers / Payroll / Other Payments	402,092.72
Municipal	Corporate Credit Cards	7,494.77
Trust	Electronic Funds Transfers (EFT)	0.00
	<b>TOTAL</b>	1,073,740.59

### Reimbursement Applications

There have been no reimbursements claimed during the month of December 2024.

### LEVEL OF SIGNIFICANCE

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

### CONSULTATION

Chief Executive Officer

### OFFICER'S COMMENTS

1. Term deposits have been placed and we are now receiving a 5% return which has interest income trending higher than budgeted.
2. 75.4% of rates have been received as at the end of December.

## 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:

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

## FINANCIAL AND RESOURCES IMPLICATIONS

As presented.

## RISK MANAGEMENT CONSIDERATIONS

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

**CONCLUSION**

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

**ATTACHMENTS**

*Attachment 1 – 11.2.1a Monthly Financial Report as at 31 December 2024*

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

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

**Item 12 Reports from Committees**

Nil

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

Nil

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

Nil



**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.

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**OFFICER'S RECOMMENDATION/RESOLUTION****250206****Moved: Cr Stokes****Seconded: Cr North****That Council:**

**That Council closes the meeting to the public under section 5.23 (2) (c) and (e) 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 - Write off of Rates Debt**

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

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**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 - Write off of Rates Debt

**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

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**15.2 Confidential Report - Write off outstanding rates debt**

**Author:** Rates 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.

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**OFFICER’S RECOMMENDATION/RESOLUTION**

**250207**

**Moved: Cr Stokes**

**Seconded: Cr Coaker**

**That Council:**

- 1. Agree to write off the remaining overdue rates on three (3) properties taken to the 3-year rule process and sold via Auction as per Resolution # 240410 and 240210**

***CARRIED BY ABSOLUTE MAJORITY 7/0***

**15.3 Reopening of the Meeting to the Public****OFFICER'S RECOMMENDATION/RESOLUTION**

250208

Moved: Cr Stokes

Seconded: Cr Chadwick

That Council reopens the meeting to the public.

*CARRIED BY SIMPLE MAJORITY 7/0*

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

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

- *15.2 Confidential Item - Write off of Rates Debt*

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

The date of the next ordinary meeting of Council will be on 20 March 2025 commencing at 6.00pm, to be held as an eMeeting.

**16.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 2:11pm.