



**MINUTES
FOR
ORDINARY COUNCIL MEETING OF COUNCIL
Wednesday 13 December 2023**



**Council Chambers
Lot 66 Railway Street
Trayning WA 6488**

Commencement: 4.00 pm





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The Shire of Trayning warns that anyone who has any application lodged with the Shire of Trayning must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Trayning in respect of the application.

Signed

Leanne Parola
Chief Executive Officer



PREFACE

When the Chief Executive Officer approves these Minutes for distribution, they are in essence “Unconfirmed” until the following Council Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

UNCONFIRMED MINUTES

These minutes were approved for distribution on 14 December 2023.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 13 December 2023, commencing at 4.00 pm

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4:05 pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown
Cr Michelle McHugh
Cr Clayton Marchant
Cr Peter Barnes
Cr Corey Harken
Cr Dale Naughton

STAFF:

Mrs Leanne Parola (Chief Executive Officer)
Ms Belinda Taylor (Manager of Corporate Services)
Mr Grant Cross (Manager of Works)

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Cr Mark Leslie

ABSENT:

Nil

VISITORS:

Nil

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil



5 APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST

5.1 Applications Previously Approved

Nil

5.2 Leave of Absence

Nil

5.3 Disclosure of Interest

Nil

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr DA Naughton

That the minutes of the Ordinary Meeting of Council held 25 October 2023 be confirmed as a true and correct record of the proceedings.

Resolution 12-2023.117

Carried 6/0

For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton



New Motion

Moved Cr CL Marchant

Seconded Cr ML McHugh

That Council adopts En Bloc the recommendations under section 'Confirmation of Minutes' Items 7.2, 7.3, 7.4, 7.5, 7.6, 7.7.

Resolution 12-2023.118

Carried by En Bloc 6/0

For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton

7.2 Newtravel AGM Minutes 26 October 2023

Officer Recommendation

That the minutes of the Newtravel AGM held 26 October 2023 be received.

7.3 NEWROC Council Meeting Minutes 31 October 2023

Officer Recommendation

That the minutes of the NEWROC Council Meeting Minutes held 31 Oct 2023 be received.

7.4 LHAG Meeting Minutes 24 November 2023

Officer Recommendation

That the minutes of the LHAG Meeting held 24 November 2023 be received.

7.5 WNE SRRG Meeting Minutes 14 November 2023

Officer Recommendation

That the minutes of the Wheatbelt North-East Sub Regional Road Group Meeting held 14 November 2023 be received.

7.6 GECZ Meeting 20 August 2023

Officer Recommendation

That the minutes of the GECZ Meeting held 20 August 2023 be received.

7.7 NEWROC Meeting 4 December 2023

Officer Recommendation



That the minutes of the North Eastern Wheatbelt Regional Organisation of Councils Meeting held 4 December 2023 be received.

7.8 Audit Committee Meeting 13 December 2023

Officer Recommendation/ Council Decision

Moved Cr PM Barnes	Seconded Cr CF Harken
That the minutes of the Audit Committee Meeting held 13 December 2023 be received.	
Resolution 12-2023.119	Carried 6/0
For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton	

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS OF OFFICERS

New Motion

Moved Cr CL Marchant	Seconded Cr DA Naughton
That Standing Order number 7.5 - Addressing the Meeting be suspended at 4:12 pm in order to discuss item 9.1.1- Hospital Precinct Concept Plan.	
Resolution 12-2023.120	Carried
6/0	
For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton	

Moved Cr PM Barnes	Seconded: Cr ML McHugh
That Standing Orders be reinstated at 4:31 pm.	
Resolution 12-2023.121	Carried 6/0
For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton	



9.1 REGULATORY SERVICES

9.1.1 Hospital Precinct Concept Plan

Date of Report:	6 December 2023
Proponent:	Shire of Trayning
File Ref:	
Officer:	Leanne Parola –Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.1.1 Draft Precinct Concept Plan
Voting Requirements:	Simple Majority

Purpose of Report

To consider the draft Precinct Concept Plan for a residential development for hospital staff in Kununoppin.

Background

The Western Australian Country Health Service has identified a need for contemporary staff accommodation near the Kununoppin Hospital.

The Shire has previously advertised a business plan to carry out a major land transaction and major trading undertaking to borrow funds and develop a portion of Reserve 47088 to lease to the Western Australian Country Health Service over a ten year period.

While no submissions were received, Council resolved not to proceed with the plan at that time as it did not wish to borrow the funds for the project. Staff have been exploring alternative funding options and the Shire has joined a consortium of Shires applying for grant funding for housing through the Growing Regions Program.

Consultation

The concept plan is based on the needs expressed by the Western Australian Country Health Service and is in keeping with the Business Plan advertised for public consultation in 2022/2023.

Statutory Environment

The drafting of the Plan has been performed under the Council being the designated custodian of the Crown Reserve with specific reference to Land Administration Act, 1997; Section 46 – Care, Control and Management of Reserves.

Furthermore, implementation of the Plan will also need to conform with:

- Building Act, 2011 and subsidiary Regulations.
- Public Health Act 2016, Health (Miscellaneous provisions) Act 1911 and subsidiary Regulations.
- Planning and Development Act, 2005 and subsidiary Regulations, and Shire of Trayning Local Planning Scheme No 1



Policy Implications

There are no direct policy implications.

Financial Implications

There is no financial implication in relation to the preparation and adopting of this Concept Plan which has been prepared in-house.

The 2023-2024 budget includes capital expenditure of \$1.8M, grant income of \$1.35M and loan funds of \$0.45M for the development staff accommodation for the Kununoppin Hospital on Lots 152 and 153 on Reserve 47088.

If the Shire’s application for grant funding is unsuccessful, the project will not proceed unless alternative funding is received.

Strategic Implications

This is consistent with the objectives outlined in the Shire of Trayning Strategic Community & Corporate Business Plan, specifically under section 2.1 on Economic Development. The focus on housing and rental stock is intended to support the attraction and retention of the local workforce.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Risk Assessment:

In consideration of the Risk Matrix below it is assessed that this request constitutes a ‘low’ risk based on the rationale detailed in the Comment Section of this report.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.



Officer's Comment

In summary, the preliminary Concept Plan outlines the following details:

The proposed development is slated for Lots 152 and 153 on DP88163 Hughes Street, Kununoppin (refer to the attached map). It will comprise:

- Five units featuring 2 bedrooms, 2 bathrooms, a self-contained kitchen, lounge, laundry, and a carport each.
- A shared outdoor BBQ area with a shade shelter and table setting.
- Fencing and easily maintainable landscaping.

The provided statement highlights the alignment with the Shire of Trayning Strategic Community & Corporate Business Plan 2022, particularly in the realm of Economic Development (2.1). The emphasis on housing and rental stock is underscored as a means to contribute to the attraction and retention of the local workforce. In essence, the strategic approach outlined in the plan seeks to bolster economic development by addressing housing needs, thereby enhancing the sustainability of the local workforce and community.

Officer Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr DA Naughton

That the Precinct Concept Plan – Reserve 47088 Hospital and Residential Precinct Area be adopted as attached.

Resolution 12-2023.122

Carried 5/1

**For Cr Brown, Cr Barnes, Cr McHugh, Cr Harken, Cr Naughton
Against Cr Marchant**



9.2 FINANCE REPORTS

9.2.1 Monthly Payment List November 2023

Date of Report:	5 December 2023
Proponent:	N/A
File Ref:	9.2.1 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Abbie Herrick – Senior Finance Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List November 2023
Voting Requirements:	Simple Majority

Purpose of Report

To meet legislative requirements under the Local Government (Financial Management) Regulations.

Background

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of Payments each month.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Officer’s Comment

The list of payments has been compiled for the month of November 2023 and is attached. These payments have already occurred and Council are not making a decision as to whether payments are to be made.

Officer Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr CL Marchant

That Council receives the list of payments, as presented, for the month of November 2023, totalling \$148,706.04.

Resolution 12-2023.123

Carried 6/0

For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton



9.2.2 Monthly Financial Report for November 2023

Date of Report:	5 December 2023
Proponent:	N/A
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report November 2023
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 November 2023.

Background

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as prescribed.

Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —

committed assets mean revenue unspent but set aside under the annual budget for a specific purpose.

- (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 that month in the following detail —



- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets, and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub-regulation (1) (d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of the financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying document sub-regulations on regulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Council's investments within the Monthly Financial Report.



Financial Implications

A copy of the Monthly Financial Report for the period ending 30 November 2023, including the report on significant variances, Investment of Councils reserve and, surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

Nil

Officer Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr DA Naughton

That the Monthly Financial Report for the period ending 30 November 2023 be accepted as presented.

Resolution 12-2023.124

Carried 6/0

For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton



9.2.3 Shire of Trayning Annual Report 2022/2023

Date of Report:	8 December 2023
Proponent:	N/A
File Ref:	3.2.6.4 – Annual Report
Officer:	Leanne Parola –Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	2022/2023 Annual Report
Voting Requirements:	Simple Majority

Purpose of Report

To adopt the Shire of Trayning Annual Report for the year ended 30 June 2023.

Background

The Shire of Trayning Annual Report that includes the Audited Financial Statements and Auditors Report for the year ending 30 June 2023 will be referred to the Shire of Trayning Audit Committee at its meeting to be held 13 December 2023.

Consultation

The completion of the annual financial report and audit required staff to undertake extensive consultation with the audit staff and no further consultation is required.

Statutory Environment

Local Government Act 1995, Section 5.27 requires a general meeting of the electors of the district to be held not more than 56 days after the local government accepts the annual report from the previous financial year.

Local Government Act 1995, Section 7.9 requires the Auditor to examine the accounts and annual financial report by 31 December following the end of the financial year.

Local Government Act 1995, Section 7.12A sets out the requirements for local governments in respect to audits.

Policy Implications

The Shire’s Accounting Policies are included in the notes to the Financial Statements.

Financial Implications

The Office of the Auditor General has not provided an invoice of costs for performing the audit at this time.



Strategic Implications

There are no strategic implications relevant to the adoption of the Annual Report.

Environmental Implications

There are no significant environmental implications.

Social Implications

There are no social implications.

Officer's Comments

The auditors completed the audit for the financial year ended 30 June 2023 in November 2023 and issued the Audit Report on 7 December 2023.

The Auditor provided an unmodified audit opinion in regard to the financial statements and provided findings and recommendations in a Management Letter which has been referred to the Audit Committee.

Officer/Audit Committee Recommendation

Moved Cr CF Harken

Seconded Cr ML McHugh

That Council:

- 1) Accept the Shire of Trayning Annual Report that includes the Audited Financial Statements and Auditors Report for the year ending 30 June 2023.
- 2) Hold an Electors' General Meeting at 6 pm on Wednesday 7 February 2024.

Resolution 12-2023.125

Carried 6/0

For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Policy Manual Review

Date of Report:	7 December 2023
Proponent:	N/A
File Ref:	N/A
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Draft Policy Manual 2023
Voting Requirements:	Simple Majority

Purpose of Report

To accept the review of the Policy Manual by the Chief Executive Officer and to consider recommended changes.

Background

The Shire has a large number of policies which have been reviewed by the Chief Executive Officer. A number of minor changes are recommended.

Officer's Comment

There are currently 71 policies in the policy manual. The below table lists each policy and the recommended treatment as a result of review by the Chief Executive Officer:

Council/Governance	History	Recommendation
1.1 Code of Conduct for Council Members, Committee Members and Candidates	Adopted 17/2/2021	No change
1.2 Honorary Freeman	Amended 27/07/2011	No change
1.3 Acting Chief Executive Officer	Adopted 19/5/2021	No change
1.4 Elected Member Records – Capture and Management	Adopted 27/11/2011	Replace “CD” with “USB”
1.5 External Organisations – Council Representatives and Expenses	Amended 21/09/2022	No change
1.7 Recognition of Service – Elected Members	Amended 21/09/2022	No change
1.9 Continuing Professional Development of Elected Members	Adopted 11/12/2019	Replace “Local Government Week” with “WALGA Local Government Convention”
1.10 Council Forum/Briefing Sessions	Amended 21/09/2022	No change
1.11 Communications	Amended 18/8/2021	No change
1.12 Community Consultation	Adopted 19/9/2018	No change



1.13 Managing Unreasonable Complainant Conduct	Adopted 29/7/2020	No change
1.14 Attendance of Council Members and CEO at Events	Adopted 17/2/2021	No change
1.15 Standards for the Recruitment, Selection, Performance Review and Termination of CEOs	Adopted 17/2/2021	No change
1.16 Meeting Dress Standards	Adopted 18/10/2023	No change
Accounting/Audit	Refer to Adopted Annual Budget	
Administration/Organisation		
3.1 Policy Manual – Changes to be authorised	Replaced 27/7/2011	No change
3.2 Conferences, Meetings & Training – Attendance & Expenses	Amended 18/8/2021	No change
3.3 Organisational Records	Replaced 27/7/2011	No change
3.4 Complaints – Administrative	Replaced 27/7/2011	No change
3.5 Legal Representation Costs Indemnification	Amended 27/7/2011	No change
3.6 Information Technology – Access and Use	Amended 18/8/2021	No change
3.7 Staff Uniforms	Adopted 16/11/2016	No change
Building/Development		
4.1 Demolitions		No change
Public Facilities		
5.1 Council Facilities – Alcohol consumption	Amended 27/7/2011	No change
5.2 Council Chamber Usage	Replaced 27/7/2011	No change
5.3 Playground Equipment and Street Furniture	Amended 27/7/2011	No change
5.6 Swimming Pool – Management Guidelines	Amended 21/10/2015	No change
5.7 War Memorial – Private Plaques	Amended 22/6/2011	No change
5.10 Waste Oil Facility	Adopted 27/7/2011	No change
5.12 Ninghan Fitness Centre	Adopted 21/10/2015	No change
5.13 Insurance Requirements for Usage of Council Owned Facilities Policy	Adopted 21/6/2017	No change
Environmental Health		
6.1 Landfill Sites – Management	Amended 27/07/2011	No change
Financial Management		
7.1 Creditors – Preparation for Payment	Adopted 21/06/2000	No change
7.2 Petty Cash and Till Float	Replaced 27/07/2011	No change
7.3 Regional Price Preference	Amended 27/07/2011	No change
7.4 Purchasing and Tenders	Amended 19/07/2023	No change



7.5 Credit Card and Store Card Facilities	Amended 17/11/2021	No change
7.6 Debt Recovery – Outstanding Rates and Sundry Debtors	Adopted 15/02/2017	No change
7.7 Donations and Sponsorship	Replaced 27/07/2011	No change
7.8 Purchase Orders – Issuing	Amended 18/10/2017	No change
7.11 Investment of Surplus Funds	Adopted 21/10/2015	No change
Fire Control		
8.1 Notification of Harvest Bans etc	Amended 27/07/2011	Amend to reflect Bush Fire Regulations
8.2 Fire Control Order	Replaced 27/07/2011	Amend to reflect current practice
Natural Resource Management		
9.1 Deep Drainage Works	Amended 27/07/2011	No change
9.2 Tree Planter Hire	Amended 27/07/2011	No change
9.3 Collection of Native Flora and Fauna	Adopted 21/09/2011	Amend to correct Department name/legislation
Occupational Health and Safety		
Personnel and Staff Housing		
11.1 Removal Expenses	Amended 21/10/2015	No change
11.3 Shire Accommodation – Rental charges	Amended 19/03/2014	No change
11.4 Superannuation	Amended 21/09/2022	No change
11.6 Employees – Housing Allowances	Amended 21/09/2022	Simplify employee group description
11.8 Leave Accruals – Annual and Long Service	Amended 21/10/2015	No change
11.9 Administration Staff – Rostered Days Off	Amended 27/07/2011	No change
11.10 Gratuitous Payments to Employees	Amended 27/07/2011	No change
11.11 Emergency Services – Call Outs Affecting Work Hours	Amended 27/07/2011	No change
11.12 Staff – Secondary employment	Adopted 19/12/2007	No change
11.13 Designated staff	Adopted 20/04/2011	No change
11.14 Local Government Industry Award	Adopted 27/07/2011	Delete – transitioning to State Award
11.15 Property Purchased by Staff	Adopted 14/12/2016	No change
Plant and Equipment		
12.1 Shire Plant, Vehicles and Equipment	Replaced 27/07/2011	No change
12.2 Plant – Security during Roadworks	Amended 21/06/2000	Minor amendment – change in position title
12.3 Works Depot – Security	Amended 27/07/2011	Minor amendment – change in position title



Works and Services		
13.1 Road Making Materials	Amended 21/09/2022	No change
13.2 Provision of Crossovers	Amended 27/07/2011	No change
13.3 Private Works	Amended 27/07/2011	No change
13.4 Intersections – Clearing requirements	Amended 27/07/2011	Amend to correct Department name/legislation
13.5 Intersections – Design improvements	Amended 27/07/2011	No change
13.6 Permit Vehicles – Routes and Conditions	Amended 15/10/2014	No change
13.8 Kununoppin Streetscape Development	Amended 19/03/2014	No change
Planning		
14.1 Relocated buildings	Amended 21/10/2015	No change
Unclassified		
15.1 Flag – Flying for Funerals	Amended 27/07/2011	No change
15.2 Acquisition and Disposal of Land	Adopted 27/07/2011	No change
15.3 Mobile Still Surveillance Cameras	Adopted 15/02/2012	No change

Consultation

Senior staff

Statutory Environment

There is no statutory requirement for local governments to have such a large number of policies, however they can play an important role in the governance framework and reduce the number of matters which need to be referred to Council for decision.

A number of policies are made in compliance with requirements of the Local Government Act 1995, ie Sections:

- 5.39C. Policy for temporary employment or appointment of CEO
- 5.50. Payments to employees in addition to contract or award
- 5.90A. Policy for attendance at events
- 5.128. Policy for continuing professional development
- 5.129. Fees and expenses

Policy Implications

Policy 3.1 – Policy Manual – Changes to be authorised applies

Financial Implications

There are no direct financial implications.



Strategic Implications

There are no direct strategic implications.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Recommendation

Moved Cr PM Barnes

Seconded Cr ML McHugh

That:

- 1) Policy 11.14 Local Government Industry Award be deleted from the Policy Manual.
- 2) The following policies be amended as attached:
 - a) 1.4 Elected Member Records – Capture and Management
 - b) 1.9 Continuing Professional Development of Elected Members
 - c) 8.1 Notification of Harvest Bans etc
 - d) 8.2 Fire Control Order
 - e) 9.3 Collection of Native Flora and Fauna
 - f) 11.6 Employees – Housing Allowances
 - g) 12.2 Plant – Security during Roadworks
 - h) 12.3 Works Depot – Security
 - i) 13.4 Intersections – Clearing requirements

Resolution 12-2023.126

Carried 6/0

For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton



New Motion

Moved Cr ML McHugh

Seconded Cr CL Marchant

That Standing Order number 7.5 - Addressing the Meeting be suspended at 4:19 pm in order to discuss item 9.3.3 - Business Plan Submission.

Resolution 12-2023.127

Carried 6/0

Moved Cr PM Barnes

Seconded: Cr ML McHugh

That Standing Orders be reinstated at 4:29 pm.

Resolution 12-2023.128

Carried 6/0

*Prior to any consideration of this Item;
Mrs L Parola declared an impartiality Interest in Item 9.3.2.*

9.3.2 Appointment of Acting Chief Executive Officer

Date of Report:	27 November 2023
Proponent:	Chief Executive Officer
File Ref:	N/A
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	The officer is applying for Annual Leave
Attachments:	Confidential - Quotations for Acting CEOs
Voting Requirements:	Simple Majority

Purpose of Report

To consider an application for Annual Leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer.

Background

During the performance review of the Chief Executive Officer, Councillors asked her to reduce her leave liability.

Officer's Comment

The Chief Executive Officer currently has ten weeks annual leave accrued and will be taking three days annual leave while the Administration Centre is closed between Christmas and New Year.

She has applied to take 16 days annual leave from 21 June to 12 July 2024 to travel overseas and has sought quotations from two potential external Acting Chief Executive Officers.



Policy Implications

Policy 1.3 Acting Chief Executive Officer provides for the Manager of Corporate Services to automatically assume the role and cash component of the salary of the Chief Executive Officer when the Chief Executive Officer is absent for up to 30 days.

While the proposed period of annual leave is less than 30 days, the Shire President has requested that an Acting Chief Executive Officer be appointed in this instance.

Statutory Implications

Section 5.39C of the Local Government Act 1995 requires local governments to have a policy setting out the process to be followed by the local government in relation to appointing an employee to act the position of Chief Executive Officer for a term not exceeding one year.

Financial Implications

Two quotations were sought from potential Acting Chief Executive Officers as per the confidential attachment, with costs for three weeks approximately:

- Salary & superannuation \$11,000
- Unrestricted private use of vehicle
- Accommodation in short stay cottage

There was no provision made in the 2023/24 Annual Budget for an external Acting Chief Executive Officer.

Strategic Implications

There are no direct strategic implications.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Recommendation

Moved Cr PM Barnes

Seconded: Cr ML McHugh

That:

- 1) The Chief Executive Officer's application for annual leave from 21 June to 12 July 2024 be approved.
- 2) Mr Brian Jones be appointed Acting Chief Executive Officer from 24 June to 12 July 2024.

Resolution 12-2023.129

Carried 5/1

**For Cr Brown, Cr Barnes, Cr Marchant, Cr Harken, Cr Naughton
Against Cr McHugh**



9.3.3 NEWROC MOU

Date of Report:	27 November 2023
Proponent:	Chief Executive Officer
File Ref:	N/A
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	The officer is applying for Annual Leave
Attachments:	9.3.3 NEWROC MEMORANDUM OF UNDERSTANDING FINAL NOV 2023
Voting Requirements:	Simple Majority

Purpose of Report

To consider a new Memorandum of Understanding for the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC).

Background

The Shire of Trayning is a member of the North Eastern Wheatbelt Regional Organisation of Councils.

The purpose of the NEWROC Memorandum of Understanding (MoU) is to affirm the partnership and collaboration of the seven local governments and to further the shared aims of the organisation.

Consultation

The Memorandum of Understanding is based on the previous version with minimal changes and the Council of NEWROC have recommended that member councils adopt, sign and issue their common seal on it.

Statutory Environment

Local Government Act 1995, Part 3 Functions of local governments, Division 4 Regional local governments and regional subsidiaries applies.

Policy Implications

There are no direct policy implications.

Financial Implications

The Memorandum of Understanding commits the Shire of Trayning to contributing one seventh of the budgeted operating deficiency of NEWROC each year for three years.



Strategic Implications

The Shire's continued involvement in NEWROC will assist it with a number of priorities and actions from the Strategic Community & Corporate Business Plan, including the exploring the establishment of a regional landfill.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Comment

The purpose of the NEWROC is to work together for successful communities. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The purpose of NEWROC is to provide a means for the seven participating Shires through voluntary participation and the integration and sharing of resources to:

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them
- e. Recognition as representing the view of community and business in the Participants

The term of the new agreement is from 1 July 2023 to 30 June 2025.

Officer's Recommendation

Moved Cr PM Barnes

Seconded: Cr ML McHugh

That:

- 1) the proposed Memorandum of Understanding for the North Eastern Wheatbelt Regional Organisation of Councils be adopted
- 2) the President and Chief Executive Officer be authorised to sign and apply the Shire's common seal to the new Memorandum of Understanding.

Resolution 12-2023.130

Carried 6/0

For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton



10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

Nil

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:50 pm