



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

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

Commencement: 4.00 pm





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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 18 September 2023.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 18 October 2023.

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 September 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 4:18 pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Geoff Waters (Deputy Shire President)
Cr Michelle McHugh
Cr Clayton Marchant
Cr Peter Barnes
Cr Mark Leslie

STAFF:

Mrs Leanne Parola (Chief Executive Officer)
Ms Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Dale Naughton - Cr Elect
Corey Harken - Cr Elect



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

Council Decision

Moved Cr CL Marchant

Seconded Cr GF Waters

That Cr Leslie be granted leave of absence for the Ordinary Council Meeting to be held 13 December 2023.

Resolution 09-2023.072

Carried 6/0

For Cr Marchant, Cr Barnes, Cr McHugh, Cr Waters, Cr Leslie, Cr Brown

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 Special Meeting of Council

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr GF Waters

That the minutes of the Special Meeting of Council held on 5 September 2023 be confirmed as a true and correct record of the proceedings.

Resolution 09-2023.073

Carried 6/0

For Cr Marchant, Cr Barnes, Cr McHugh, Cr Waters, Cr Leslie, Cr Brown

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

The Shire President announced there is a late item of discussion in this agenda at 10.1 - WALGA Annual General Meeting Items.

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List July 2023

Date of Report:	5 September 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 July 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 July 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 ME Leslie

That Council receives the list of payments, as presented, for the month of July 2023, totalling \$577,982.27.

Resolution 09-2023.074

Carried 6/0

For Cr McHugh, Cr Leslie, Cr Marchant, Cr Barnes, Cr Waters, Cr Brown



9.2.2 Monthly Financial Report for July 2023

Date of Report:	5 September 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 July 2023
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 July 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 31 July 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 PM Barnes

Seconded Cr CL Marchant

That the Monthly Financial Report for the period ending 31 July 2023 be accepted as presented.

Resolution 09-2023.075

Carried 6/0

For Cr Barnes, Cr Marchant, Cr McHugh, Cr Waters, Cr Leslie, Cr Brown



9.2.3 Monthly Payment List August 2023

Date of Report:	5 September 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:	9.2.3 Monthly Payment List August 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 August 2023 and is attached. These payments have already occurred and Council are not making a decision as to whether payments are to be made.

The Credit Card statement is also attached for information.

Officer Recommendation/Council Decision

Moved Cr GF Waters

Seconded Cr ME Leslie

That Council receives the list of payments and credit card statement, as presented, for the month of August 2023, totalling \$414,216.54.

Resolution 09-2023.076

Carried 6/0

For Cr Waters, Cr Leslie, Cr Marchant, Cr Barnes, Cr McHugh, Cr Brown



9.2.4 Monthly Financial Report for August 2023

Date of Report:	5 September 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:	9.2.4 Monthly Financial Report August 2023
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 August 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 31 August 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 PM Barnes

Seconded Cr GF Waters

That the Monthly Financial Report for the period ending 31 August 2023 be accepted as presented.

Resolution 09-2023.077

Carried 6/0

For Cr Barnes, Cr Waters, Cr Marchant, Cr McHugh, Cr Leslie, Cr Brown



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 RoadWise Council

Date of Report:	5 September 2023
Proponent:	Chief Executive Officer
File Ref:	12.2.2.2 General Road Safety
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider becoming a RoadWise Council.

Background

The Western Australian Local Government Association has written to local governments inviting them to become RoadWise Councils.

Consultation

There has been no consultation in this regard.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no policy implications.

Financial Implications

There are no direct financial implications in becoming a RoadWise Council.

Strategic Implications

The Shire of Trayning Strategic Community & Corporate Business Plan includes the following community priority:

3.2 *Safe, efficient, and well-maintained road and footpath network*



Officer's Comment

The Western Australian Local Government Association has advised that by becoming a RoadWise Council, the Shire will:

- *Demonstrate a commitment to improve road safety outcomes within your community using the resources available to you.*
- *Have access to the RoadWise Council logo for use on Shire of Trayning promotional communications or infrastructure.*
- *Gain priority access to WALGA's road safety services and products.*
- *Be eligible for formal recognition for road safety management and actions, including support in benchmarking and monitoring progress of road safety outcomes through the RoadWise Recognised initiative.*

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr PM Barnes

That the Shire of Trayning register to become a RoadWise Council.

Resolution 09-2023.078

Carried 6/0

For Cr Marchant, Cr Barnes, Cr McHugh, Cr Waters, Cr Leslie, Cr Brown

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

New Motion

Moved Cr ML McHugh

Seconded Cr GF Waters

To accept the new business of an urgent nature item 10.1 WALGA Annual General Meeting as the Western Australian Local Government Association Annual General Meeting is being held on Monday 18 September 2023.

Resolution 09-2023.079

Carried 6/0

For Cr McHugh, Cr Waters, Cr Marchant, Cr Barnes, Cr Leslie, Cr Brown



10.1 WALGA Annual General Meeting Items

Date of Report:	11 September 2023
Proponent:	Chief Executive Officer
File Ref:	4.3.5.8 WALGA - Local Government Convention
Officer's Disclosure of Interest:	Nil
Attachments:	10.1 WALGA AGM Agenda
Voting Requirements:	Simple Majority

Purpose of Report

To consider the items on the Agenda for the Western Australian Local Government Association Annual General Meeting to be held 18 September 2023.

Background

At the Ordinary Meeting of Council held 28 June 2023, Council resolved that:

Councillors MA Brown and GF Waters be registered as delegates and the Chief Executive the proxy for the Western Australian Local Government Association Annual General Meeting.

Consultation

There has been no consultation.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no direct policy implications.

Financial Implications

There are no direct financial implications.

Strategic Implications

Item 5.4 Regional and Remote Housing has the potential to have a positive impact on Strategic Action 4.1.1 *Identify funding opportunities for construction of new staff housing.*



Officer's Comment

There are six motions listed on the agenda for the Annual General Meeting as follows:

5.1 Local Government's representation at the State Administration Tribunal relating to planning matters within its district

That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.

5.2 Land Use Policy

That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.

5.3 Transparency – Management Order Determinations

That WALGA:

- 1. Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and procedures associated with the administration of management orders;*
- 2. Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and*
- 3. Calls for proactive consultation and advice to Local Government management bodies.*

5.4 Regional and Remote Housing

That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.

5.5 Proposed new WALGA Constitution

That a new WALGA Constitution giving effect to an alternate governance model be adopted, as per the attached.

5.6 Proposed Amendments to WALGA's Constitution

That the WALGA Constitution be amended to retain the current governance model but with necessary changes, as per the attached mark-up.



Officer Recommendation/Council Decision

Moved Cr GF Waters

Seconded Cr CL Marchant

That all motions listed in the Agenda for the Western Australian Local Government Association Annual General Meeting to be held 18 September 2023 be supported.

Resolution 09-2023.080

Carried 6/0

For Cr Waters, Cr Marchant, Cr Barnes, Cr McHugh, Cr Leslie, Cr Brown

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 4:31 pm.