



**AGENDA  
FOR  
ORDINARY COUNCIL MEETING OF COUNCIL  
Wednesday 15 November 2023**

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

**Commencement: 4.00 pm**





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Signed

Leanne Parola  
Chief Executive Officer



## AGENDA

Ordinary Meeting of the Trayning Shire Council,  
To be held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 15 November 2023, commencing at 4.00 pm

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**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

**2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

MEMBERS:

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

STAFF:

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

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

**3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

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

**5.1 Applications Previously Approved**

**5.2 Leave of Absence**

**5.3 Disclosure of Interest**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**



**6.1 Petitions**

**6.2 Deputations**

**6.3 Presentations**

**7 CONFIRMATION OF MINUTES**

**7.1 Ordinary Meeting of Council**

**Officer Recommendation**

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

**7.2 EWBG Minutes AGM October 16th 2023**

**Officer Recommendation**

That the minutes of the Eastern Wheatbelt Biosecurity Group (EWBG) Minutes AGM October 16 2023 be received.

**7.3 Kununoppin Medical Practice Committee Minutes 26 October 2023**

**Officer Recommendation**

That the minutes of the Kununoppin Medical Practice Committee - Minutes - 26 October 2023 be received.

**7.4 NEWROC Council Meeting Minutes 31 Oct 2023**

**Officer Recommendation**

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

**8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

**9 REPORTS OF OFFICERS**

**9.1 REGULATORY SERVICES**



## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List October 2023

Date of Report:	10 November 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 October 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 October 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's Recommendation**

That Council receives the list of payments, as presented, for the month of October 2023, totalling \$223,029.97.



## 9.2.2 Monthly Financial Report for October 2023

Date of Report:	10 November 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 October 2023
Voting Requirements:	Simple Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 October 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 October 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's Recommendation**

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



### 9.3 CHIEF EXECUTIVE OFFICER

### 10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

### 11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

That in accordance with Section 5.23 (3) of the Local Government Act 1995, the meeting move behind closed doors as items 11.1 and 11.2 relate to a matter affecting an employee and a matter that if disclosed would reveal information that has commercial value to a person.

**Confidential Item**

#### 11.1 CEO Performance Review - Nov 2023

Date of Report:	1 November 2023
Proponent:	Stephen Tindale - Consultant
File Ref:	Personnel File
Officer's Disclosure of Interest:	Nil
Attachments:	11.1.1 CEO Performance Review Document
Voting Requirements:	11.1.2 Proposed CEO KPIs 11.2.3 Local Government L4 Remuneration

#### Recommendation

That Council close the meeting to members of the public in accordance with section 5.23(2) of the Local Government Act 1995.

**Confidential Item**

#### 11.2 Appointment of Works Supervisor

Date of Report:	2 November 2023
Proponent:	Chief Executive Officer
File Ref:	Personnel
Officer's Disclosure of Interest:	Nil
Attachments:	11.2 Draft Employment Contract
Voting Requirements:	Simple Majority

### 12 CLOSURE