



**MINUTES
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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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 17 October 2023.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 13 December 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 15 November 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 (Shire President)
Cr Clayton Marchant (Deputy Shire President)
Cr Peter Barnes
Cr Corey Harken
Cr Mark Leslie
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) from 4:06 pm

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

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

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of interest were made at the Council meeting.

<i>Councillor / Officer</i>	<i>Item No</i>	<i>Nature of Interest</i>	<i>Extent of Interest</i>
Mrs LJ Parola	11.1	Financial	Officer the Report is Referring to.

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 PM Barnes

Seconded Cr CL Marchant

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 11-2023.101

Carried 7/0

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



7.2 EWBG Minutes AGM 16 October 2023

Officer Recommendation/Council Decision

Moved Cr PM Barnes **Seconded Cr DA Naughton**

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

Resolution 11-2023.102 **Carried 7/0**
For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton, Cr Leslie

7.3 Kununoppin Medical Practice Committee Minutes 26 October 2023

Officer Recommendation/Council Decision

Moved Cr CL Marchant **Seconded Cr ME Leslie**

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

Resolution 11-2023.103 **Carried 7/0**
For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton, Cr Leslie

7.4 NEWROC Council Meeting Minutes 31 October 2023

Officer Recommendation/Council Decision

Moved Cr ML McHugh **Seconded Cr PM Barnes**

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

Resolution 11-2023.104 **Carried 7/0**
For Cr Brown, Cr Barnes, Cr McHugh, Cr Marchant, Cr Harken, Cr Naughton, Cr Leslie

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

Nil



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 Recommendation/Council Decision

Moved Cr ME Leslie	Seconded Cr CL Marchant
That Council receives the list of payments, as presented, for the month of October 2023, totalling \$223,029.97.	
Resolution 11-2023.105	Carried 7/0
For Cr Brown,Cr Barnes,Cr McHugh,Cr Marchant,Cr Harken,Cr Naughton, Cr Leslie	



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 Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr DA Naughton

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

Resolution 11-2023.106

Carried 7/0

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



9.3 CHIEF EXECUTIVE OFFICER

Nil

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

New Motion

Moved Cr CL Marchant

Seconded Cr CF Harken

To accept the new business of an urgent nature item 10. NEWROC Regional Precincts Partnership Program Grant Application

Resolution 11-2023.107

Carried 7/0

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



10.1 NEWROC Regional Precincts Partnership Program Grant Application

Date of Report:	13 November 2023
Proponent:	4.3.8.2 North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)
File Ref:	Nil
Officer's Disclosure of Interest:	Nil
Attachments:	Simple Majority
Voting Requirements:	13 November 2023

Purpose of Report

To consider endorsing a grant application by NEWROC to the Federal Government's Regional Precincts and Partnership Program.

Background

Member Councils and the NEWROC has identified the need to improve waste infrastructure and services in the district.

A number of NEWROC members have either identified the need to expand their current landfill sites or likely to need expansion or a new site in the future, as well as improvements to meet compliance.

Across the NEWROC, landfill sites are unmanned and with 24/7 public access. Some Shires provide a general bin pick up whilst others operate a general and recycling bin pick up.

A *Regional Landfill Strategy* was commissioned in 2020. Ask Waste Management completed the report. The NEWROC Council received the report and identified a preferred option going forward, that being option 4: Transfer stations in each Shire and one staffed Regional Landfill.

At that time, the Shire of Trayning resolved to support retaining the status quo, however the Shire President and Chief Executive Officer have continued to participate in the discussions as part of NEWROC.

NEWROC members including the Shire of Trayning Chief Executive Officer visited the Narembeen Waste Transfer Station in 2021 and requested information from ROEROC regarding their waste governance structure, infrastructure and fee arrangements (five waste transfer sites, one regional landfill).

Tip closure plans have been commissioned for Shires. Some of these plans have been completed. This is a necessary requirement under state legislation, regardless of this project.

Wyalkatchem was identified as a preferred site for a regional landfill and a capacity and site assessment was completed – the *Wyalkatchem Capacity Assessment Report*. The



Shire of Wyalkatchem completed a DEWR assessment on the site as well to determine its 'fit' against site criteria and end of life expectancy.

The Shire of Wyalkatchem suggested NEWROC investigate alternative green field sites central to all members for further consideration.

Ask Waste Management completed a *Landfill Site Identification Report* in July 2023, which identified a number of sites that may be suitable for siting a regional landfill that could service the NEWROC region.

The Landfill Site Identification Report was received by the NEWROC Council.

To progress the waste project and improve each member Council's waste sites, the NEWROC is considering an application to the Regional Precincts funding. An outline of the funding is summarised below.

Regional Precincts and Partnership Program

- Funding opened in August 2023 with a non-competitive process, can apply at any time.
- Objectives:
 - facilitate place-based approaches to planning, characterised by collaborative partnerships,
 - engaging in shared design, stewardship and accountability of planned outcomes,
 - provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia,
 - support community priorities for regional cities, rural or remote centres and areas, and
 - reflect the Government's approach to regional investment as outlined under the Regional Investment Framework.
- Outcomes (including but not limited to):
 - demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure,
 - develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience, and
 - contribute to the Australian Government's current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia's emission reduction goals, social and affordable housing, and National Cultural Policy.
- What are Precincts? User defined, geographic area with specific shared need or theme. They will be located in renewal and growth areas in regional centres, regional corridors, regional cities etc
- Needs to be based on community need and demonstrated partnerships

The NEWROC intend to apply for Stream One: Precinct development and planning. Grants of between \$500,000 to \$5 million will be available for master planning, consultation, design, business cases and partnership establishment (\$500,000 - \$5million).



A summary of the grant and the NEWROC's eligibility against the criteria can be found in the NEWROC October 2023 Council minutes. This is a significant project for member Councils and requires additional planning and community consultation. Should the NEWROC be successful in stream one, the group may proceed to stream two of the Regional Precincts funding for precinct delivery, subject to each member Council's decision.

Statutory Environment

DWER are the custodians of standards for the management of landfills in WA. A regional landfill will reduce the Council's risk of failing a landfill compliance test.

Consultation

As per DWER policy and in alignment with the NEWROC objective to solve problems as a collective, NEWROC has been exploring scenarios to aggregate landfills to create a regional solution that results in less but larger and more efficiently run landfills.

Progress in recent times has been hampered by competing priorities, our inability to agree on a regional landfill site and funding constraints.

This matter was discussed during the recent NEWROC meeting in Bencubbin and it was resolved to explore making a funding application to the Federal Government's recently released Regional Precincts and Partnership Program.

To be successful the submission to the funds needs to be endorsed by each of NEWROC's member councils. It is intended that the preparation of a funding application submission be approved during NEWROC's next scheduled meeting on 28 November 2023.

Policy Implications

There are no policy implications.

Financial Implications

NEWROC will be required to contribute a cash and in-kind contribution towards the grant application. This will be resourced from the NEWROC, not individual member Councils.

Strategic Implications

The Shire of Trayning Strategic Community & Corporate Business Plan includes the following strategic action:

3.3.1 Work with NEWROC to explore opportunities to improve waste management and establish regional landfill

Funding through the Federal Government's Regional Precincts and Partnership Program would enable this work to progress.



Environmental Implications

There are no direct environmental implications in applying for grant funding.

Social Implications

There are no direct social implications.

Officer Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr PM Barnes

That the Shire of Trayning supports the NEWROC to apply for Regional Precincts Funding for waste management planning.

Resolution 11-2023.108

Carried 7/0

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

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Prior to any consideration of this Item;

Mrs L Parola declared a Financial Interest in Item 11.1.

Council decision

Moved Cr CF Harken

Seconded Cr CL Marchant

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.

Resolution 11-2023.109

Carried 7/0

4:15pm – L Parola left the meeting

4:15pm – B Taylor left the meeting

4:15pm – G Cross left the meeting



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

Council Decision

Moved Cr CL Marchant

Seconded Cr CF Harken

That:

1. The Chief Executive Officer's Performance Review Document as presented in the Confidential Attachment 11.1.1 be received.
2. The attached Key Performance Indicators and Corporate Business Plan Actions as presented in the Attachment 11.1.2 for October 2023 to September 2024 be endorsed, subject to the addition of another KPI in Part 1 being "Well developed organisational culture in the workplace".
3. The overall performance of the Chief Executive Officer for the period October 2022 to September 2023 be endorsed as meeting expectations.
4. The Chief Executive Officer's salary be increased by an interim 5.75%, effective from 24 August 2023.

Resolution 11-2023.110

Carried 7/0

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

New Motion

Moved Cr ML McHugh

Seconded Cr CF Harken

That Standing Order number 7.5 - Addressing the Meeting be suspended at 4:41pm in order to discuss item 11.2 - Appointment of Works Supervisor.

Resolution 11-2023.111

Carried 7/0

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



New Motion

Moved Cr CL Marchant

Seconded Cr PM Barnes

That Standing Order number 7.5 - Addressing the Meeting be re-instated at 4:49pm.

Resolution 11-2023.112

Carried 7/0

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

4:49 pm – L Parola returned to the meeting

4:49 pm – B Taylor returned to the meeting

Confidential Item

11.2 Appointment of Manager of Works

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

Officer Recommendation/Council Decision

Moved Cr CF Harken

Seconded Cr ME Leslie

That the proposal from the Chief Executive Officer to employ Grant Cross to the position of Manager of Works on a three year fixed term contract be endorsed.

Resolution 11-2023.113

Carried 7/0

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

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr PM Barnes

That Council re-open the meeting to members of the public at 4:51pm.

Resolution 11-2023.114

Carried 7/0

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

4:51pm – G Cross returned to the meeting



12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:52 pm.