



**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Wednesday September 2021**

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

Commencement: 4:00pm





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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



MINUTES

Ordinary Meeting of the Trayning Shire Council,
Held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 15 September 2021, commencing at 4:00pm.

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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 September 2021.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 20 October 2021

Signed: 

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



1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr M A Brown welcomed Councillors and staff before declaring the meeting open at 4:00pm .

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Geoff Waters (Deputy Shire President)
Cr Michelle McHugh
Cr Freda Tarr
Cr Jim Wilkins
Cr Clayton Marchant

STAFF:

Mrs Leanne Parola (Chief Executive Officer)
Mr Stephen Thomson (Works Supervisor)
Miss Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

Mr Mark Leslie

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Ms Kylie Braddon
Mr Warren Runge
Mr Peter Barnes
SC David Tapscott – Bencubbin Police

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 FA Tarr

Seconded Cr ML McHugh

That the minutes of the Ordinary Meeting of Council held on 18 August 2021 be confirmed as a true and correct record of the proceedings.

Resolution 09-2021.69

Carried 6/0



8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

Nil



9.2 MANAGER OF FINANCE

9.2.1 Monthly Financial Report for August 2021

Date of Report:	10 September 2021
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:	9.2.1 August 21 Monthly Financial Report
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 August 2021.

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 are prescribed.

Local Government (Financial Management) Regulations 1996 -

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

- (1A) In this regulation —
committed assets means 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 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 documents referred to in sub 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 Councils investments within the Monthly Financial Report.

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Financial Implications

A copy of the Monthly Financial Report for the period ending 31 August 2021, 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 FA Tarr

That Council accepts the Monthly Financial Report for the period ending 31 August 2021 as presented.

Resolution 09-2021.70

Carried 6/0



9.2.2 Monthly Payment List August 2021

Date of Report:	10 September 2021
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Wendy Stringer – LG Best Practices
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 August Payment List
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 2021 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 CL Marchant	Seconded Cr GF Waters
That Council receives the list of payments, as presented, for the month of August 2021, totalling \$220,366.15.	
Resolution 09-2021.71	Carried 6/0



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Adoption of Asset Management Plan

Date of Report:	9 September 2021
Proponent:	N/A
File Ref:	3.2.1.9
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To adopt a new Asset Management Plan for the Shire of Trayning.

Background

The Shire's current Asset Management Plan was adopted in 2013 and is in need of replacement.

Officer's Comment

The Asset Management Plan is one of the integrated plans required to be developed and adopted by local governments to comply with statutory requirements. More importantly, it is a vital tool for the organisation to plan the required expenditure for its assets over a 10 to 15 year period and reduces the risk of ad hoc projects utilising funds required for asset renewal.

At the time of preparing this report final modelling was being carried out. As a result the draft Asset Management Plan will be distributed prior to the Council Meeting under separate cover.

Consultation

Senior staff, Councillors, R Munns Engineering Consulting Services

Statutory Environment

While there is no statutory requirement for the Shire to adopted an Asset Management Plan, one is required to calculate some of the ratios that must be included in the annual financial report to comply with Local Government (Financial Management) Regulations 1996 Regulation 50 - Financial ratios to be included in annual financial report.

Policy Implications

Policy 13.9 – Road Construction – Priorities for Works and Sealing

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Financial Implications

There are no direct financial implications in adopting the Asset Management Plan, however it will be used to finalise a new Long Term Financial Plan which will have financial implications for the Shire over the next fifteen years.

Strategic Implications

The Asset Management Plan is part of a suite of integrated planning documents which guides the future of the Shire. All of these documents should be reviewed regularly to ensure they continue to reflect the needs of the Shire and community.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer Recommendation/Council Decision

Moved Cr JJ Wilkins	Seconded Cr CL Marchant
That the draft Asset Management Plan for the Shire of Trayning be adopted and used to finalise a new Long Term Financial Plan.	
Resolution 09-2021.72	Carried 6/0

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 Cr Melanie Brown thanked exiting Councillor Jim Wilkins for his contribution to Council over the past 3 years and wished Cr Michelle McHugh all the best in the up and coming elections. President Brown thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:05pm.