



**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 16 April 2025**

**Shire of Trayning Council Chambers
66 Railway Street
Trayning WA 6488**

**Commencement: 4.00 pm
Forum meeting to follow**



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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

A handwritten signature in black ink, appearing to be 'J. Merrick', with a large loop and a small mark at the end.

John Merrick
Acting 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 22 April 2025.

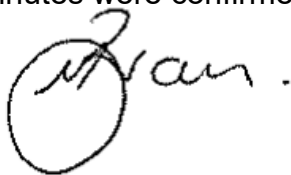


John Merrick
ACTING CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 21 May 2025.

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 Council Chambers,
66 Railway Street, Trayning,
on Wednesday 16 April 2025, commencing at 4.00 pm

CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	5
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	5
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
4	PUBLIC QUESTION TIME	5
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	5
	5.1 Applications Previously Approved	5
	5.2 Leave of Absence	5
	5.3 Disclosure of Interest	6
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
	6.1 Petitions	6
	6.2 Deputations	6
	6.3 Presentations	6
7	CONFIRMATION OF MINUTES	6
	7.1 Ordinary Meeting of Council	6
	7.2 Audit Committee Meeting	6
	7.3 Other Committee Meetings	6
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS	7
9	REPORTS	8
	9.1 REGULATORY SERVICES	8
	9.2 FINANCE REPORTS	8
	9.2.1 Monthly Payment List March 2025	8
	9.2.2 Monthly Financial Report for March 2025	9
	9.3 ACTING CHIEF EXECUTIVE OFFICER	12
	9.3.1 Policy 5.14 Caravan Park Camping Parameters	12
	9.3.2 2024 Compliance Audit Return	14
	9.3.3 Review of Shire of Trayning Local Laws	16
	9.4 SHIRE PRESIDENT	18
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING	18
	10.1 Development Application - 21 Coronation Street Trayning	18
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	19
	11.1 Appointment of Chief Executive Officer	21
12	CLOSURE	21

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4:00pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Clayton Marchant (Deputy Shire President)
Cr Michelle McHugh
Cr Peter Barnes
Cr Dale Naughton
Cr Corey Harken

STAFF:

Mr John Merrick (Acting Chief Executive Officer)
Mr Paul Healy (Manager of Works)
Ms Belinda Taylor (Manager of Corporate Services)

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

Public Question Time opened at 4:01pm
There were no members of the public present.
Public Question Time closed at 4:01pm

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

5.1 Applications Previously Approved

Cr Mark Leslie

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 Meeting of Council held 19 March 2025 be confirmed as a true and correct record of the proceedings.

Resolution 04-2025.28

Carried 6/0

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

7.2 Audit Committee Meeting

Officer Recommendation/Council Decision

Moved Cr PM Barnes

Seconded Cr ML McHugh

That the minutes of the Meeting of the Audit Committee held 16 April 2025 be confirmed as a true and correct record of the proceedings.

Resolution 04-2025.29

Carried 6/0

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

7.3 Other Committee Meetings

Officer Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr CL Marchant

That the minutes of the following Committee meetings be confirmed as a true and correct record of the proceedings.

7.3a LHAG Meeting MINUTES Friday 28 February 2025

7.3b NEWROC Executive meeting minutes 25 February 2025

Resolution 04-2025.30

Carried En- bloc 6/0

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

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List March 2025

Date of Report:	April 2025
File Ref:	9.2.1 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Abbie Harken – Senior Finance Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List March 2025
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 March 2025 will be provided prior to the meeting. 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 PM Barnes	Seconded Cr ML McHugh
That Council receives the list of payments, as presented, for the month of March 2025, totalling <u>\$291,611.67</u>	
Resolution 04-2025.31	Carried 6/0
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton	

9.2.2 Monthly Financial Report for March 2025

Date of Report:	13 March 2025
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	John Merrick – A/ Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report March 2025
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 March 2025.

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 Acting 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 March 2025, 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

The Monthly Financial Report will be presented prior to the meeting.

Officer Recommendation/ Council Decision

Moved Cr CL Marchant

Seconded Cr DA Naughton

That the Monthly Financial Report for the period ending 31 March 2025 be accepted as presented.

Resolution 04-2025.32

Carried 6/0

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

9.3 ACTING CHIEF EXECUTIVE OFFICER

9.3.1 Policy 5.14 Caravan Park Camping Parameters

Date of Report:	27/03/2025
Proponent:	Chief Executive Officer
File Ref:	4.1.5 Policy Manual
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Draft Policy 5.14 Shire of Trayning Camping Parameters
Voting Requirements:	Simple Majority

Purpose of Report

To consider a new policy to define the Shire of Trayning Caravan Park Camping Parameters for visitors to the park.

Background

Staff are experiencing an increasing number of people wanting to take up full time residence in the Trayning Caravan Park. Clear Parameters are currently not set to ensure that administrative processes are consistent going forward.

Consultation

Staff

Statutory Environment

There are no statutory implications.

Policy Implications

Policy 3.1 – Policy Manual – Changes to be Authorised requires any new Council policies to be adopted through an Agenda item.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Officer's Comment

The draft policy has been based on the Caravan Parks and Camping Grounds Act 1995 and Regulations 1997.

The Park is not designed to accommodate fulltime residents as there are no individual meters for power and water consumption.

Space within the powered sites is limited and as they are drive through bays any permanent structures such as full annexes and sheds etc will hinder the flow of the park.

Officer Recommendation/ Council Decision

Moved Cr CF Harken Marchant	Seconded	Cr	CL
That Policy 5.14 Shire of Trayning Caravan Park Camping Parameters be adopted as attached.			
Resolution 04-2025.33 6/0	Carried		
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton			

9.3.2 2024 Compliance Audit Return

Date of Report:	2 April 2025
File Ref:	43.1.2 Compliance Audit Report
Officer:	
Senior Officer:	John Merrick – A/ Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 2024 Compliance Audit Report
Voting Requirements:	Simply Majority

Purpose of Report

To receive the 2024 Compliance Audit Return.

Background

A copy of the 2024 Compliance Audit Return has been completed by staff and considered by the Audit Committee at a meeting held 16 April 2025.

Officer's Comment

The Shire complied with all legislative requirements included in the 2024 Compliance Audit Return.

Consultation

At the Audit Committee Meeting held 16 April 2025, the audit committee resolved:

<i>Moved Cr CF Harken</i>	<i>Seconded Cr DA Naughton</i>
<i>That the Audit Committee receive the Compliance Audit Report 2024 as presented by the Chief Executive Officer and present the report to Council for adoption.</i>	
<i>Resolution 04-2025.27</i>	<i>Carried</i>
<i>6/0</i>	
<i>For Cr Marchant, Cr Harken, Cr Brown, Cr McHugh, Cr Naughton, Cr Barnes</i>	

Statutory Environment

Local Government (Audit) Regulations 1996:

14. Compliance audits by local governments – requires local governments to carry out a compliance audit for each calendar year for review by the Audit Committee before reporting to Council

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO – a copy of the return signed by the President and Chief Executive Officer and an extract of the minutes of the Council Minutes must be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March

Policy Implications

There are no policy implications.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Risk Implications

The annual Compliance Audit Return is a tool to assist local governments in assessing whether they comply with the Local Government Act 1995 and associated Regulations.

Officer/Audit Committee Officer Recommendation /Council Decision

Moved Cr DA Naughton Marchant	Seconded	Cr	CL
That the 2024 Compliance Audit Report as presented by the Chief Executive Officer be adopted and submitted to the Department of Local Government, Sport and Cultural Industries.			
Resolution 04-2025.34 6/0		Carried	
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton			

9.3.3 Review of Shire of Trayning Local Laws

Date of Report:	9 th April 2025
Proponent:	John Merrick
File Ref:	
Officer's Disclosure of Interest:	NIL
Attachments:	9.1.2A
Voting Requirements:	Absolute Majority

Purpose of Report

Councils review of its current Local Laws'

Background

Part of the Local Government Act amendments which came into effect in December 2024 requires Council to review its Local Laws following a public submission period of twelve weeks.

Public submissions were advertised on the 13th January 2025 with copies of the current Local Laws available for view in the administration building.

At the close of business on the 9th April there has been no submission received.

Officer's Comment

The Shire of Trayning has five Local Laws, a copy of which is included as an attachment – numbered 9.3.3

Previous accepted procedure would be for the new Local Law to contain an introductory clause which repealed the previous Local Law and replaced it after approval of the Minister.

Councillors may agree that the actual wording within each of the current Local Laws remains relevant in so far that they were enacted from "model" Laws which existed in other organisations.

The author is suggesting that the wording remains the same and that the modified penalties be increased to reflect up to date numbers.

The modified penalties are included with this item under separate cover.

Consultation

Statewide public advertising.

Statutory Environment

Local Government Act 1995.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation/ Council Decision

Moved Cr CF Harken

Seconded Cr CL Marchant

That Council, having reviewed the Shire of Trayning Local Laws, resolve by absolute majority to repeal the following Local laws:

- Cemeteries Local Law 2013
- Dogs Local Law Dog Act 1976
- Public Places and Local Government Property Local Law 2015
- Standing Orders Local Law 2015
- Activities in Thoroughfares and Public Places and Trading Local Law 2013.

And, adopt the following Local laws:

- Cemeteries Local Law 2025
- Dogs Local Law 2025 – Dog Act 1976
- Public Places and Local Government Property Local Law 2025
- Standing Orders Local Law 2025
- Activities in Thoroughfares and Public Places and Trading Local Law 2025.

And, forward the Local Laws to the Minister for approval and Gazettal.

Resolution 04-2025.35

Carried By Absolute Majority 6/0

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

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Friday 28th March	GECZ Forum at Bruce Rock -Cr Brown, Cr Leslie Diverse line up of speakers with the theme for the program being “Re-imagining the Future of the Wheatbelt – Sustaining the Present, Building for the Future”.
Tuesday 1st April	NEWROC Mukinbudin
Monday 7th April	CEO interviews – Cr Brown, Cr Marchant, Cr McHugh

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

New Motion

Moved Cr CL Marchant Naughton	Seconded Cr DA
To accept the new business of an urgent nature item 10.1 Development Application - 21 Coronation Street Trayning.	
Resolution 04-2025.36 6/0	Carried
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton	

10.1 Development Application - 21 Coronation Street Trayning

Date of Report:	14th April 2025
Proponent:	John Merrick, Acting Chief Executive Officer
File Ref:	A309
Officer's Disclosure of Interest:	Nil
Attachments:	Attachment 10.1a,10.1b,10.1c, 10.1d,10.1c
Voting Requirements:	Absolute Majority

Purpose of Report

Councils' consideration of an application to develop 21 Coronation St Trayning for the commercial purpose of an Art Gallery/ Art Workshop/ Café/ Retail Outlet.

Background

An application has been received from Ms Natalie Veal of 23 Coronation St Trayning for the development of a commercial business focused on Arts promotion and featuring a café and curio retail. The business is to be located on the vacant block at 21 Coronation St Trayning.

Initial conversations with Ms Veal indicate that the proposal includes the construction of an 8 metre by 18 metre shed to house the multiple use business.

The shed is to be lined and insulated internally and will feature a Café at the frontage.

Officer's Comment

Trayning has little commercial development and a business of the kind anticipated would certainly provide an opportunity for the community to benefit from a business which would also be expected to attract patronage from the main road. While this commercial business is to be located within the Residential Zone, Council has a discretionary use provision for this type of business.

Consultation

Nil

Statutory Environment

State Planning and Development Act, Shire of Trayning Local Planning Strategy 2015, Local Government Act 1995.

Policy Implications

Nil

Financial Implications

An additional development would attract higher rates income.

Strategic Implications

Meets several objectives within the Strategic Community Plan.

Risk Implications

Nil

Officer Recommendation/ Council Decision

Moved Cr DA Naughton	Seconded Cr CF Harken
That Council advise the applicant that it would support in principle the concept of the application subject to the production of formal building plans for the intended shed, clear delineation of off street parking for the business, and certification from the health authorities that it would approve a café business within the structure.	
Resolution 04-2025.36 For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton	
Carried By Absolute Majority 6/0	

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (b) the personal affairs of any person.*
- (e) a matter that if disclosed, would reveal —*
- (i) a trade secret; or*

- (ii) *information that has a commercial value to a person; or*
(iii) *information about the business, professional, commercial or financial affairs of a person,*

New Motion

**Moved Cr DA Naughton
Harken**

Seconded Cr CF

That the meeting be closed to the public at 4:17pm for discussion of Item 11.1.

**Resolution 04-2025.37
6/0**

Carried

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

11.1 Appointment of Chief Executive Officer

Date of Report:	9 th April 2025
Proponent:	John Merrick
File Ref:	Personnel
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

Officer/Selection Panel Recommendation / Council Decision

Moved Cr PM Barnes	Seconded Cr DA Naughton
That Council endorse the recommendation of the Selection Panel for the appointment of Mr Peter Naylor to the position of Chief Executive Officer with the Shire President to negotiate the details of a three-year contract.	
Resolution 04-2025.38	Carried By Absolute Majority 6/0
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton	

New Motion

Moved Cr CL Marchant	Seconded Cr PM Barnes
That the meeting be re-opened to the public at 4:23pm.	
Resolution 04-2025.39	Carried 6/0
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton	

12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:23 pm.