



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 16 March 2022**

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

**Commencement: 4.00 pm**





**SHIRE OF  
TRAYNING**  
*Rock Solid*

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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 21 March 2022.

Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 20 April 2022.

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,  
To be held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 16 March 2022, 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 .....	6
4	PUBLIC QUESTION TIME .....	6
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST .....	6
	5.1 Applications Previously Approved .....	6
	5.2 Leave of Absence.....	6
	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 Meetings – 17 November 2021.....	7
	7.3 Audit Committee Meetings – 9 February 2022 .....	7
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	7
9	REPORTS OF OFFICERS .....	7
	9.1 REGULATORY SERVICES .....	7
	9.2 FINANCE REPORTS.....	7
	9.2.1 Monthly Financial Report for January 2022.....	8
	9.2.1 Monthly Financial Report for February 2022 .....	11
	9.2.2 Monthly Payment List February 2022 .....	14
	9.3 CHIEF EXECUTIVE OFFICER .....	15
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	15
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	15
12	CLOSURE .....	15



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

The Shire President Cr M A Brown welcomed Councillors and staff before declaring the meeting open at 4:07pm.

## **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 Clayton Marchant  
Cr Peter Barnes  
Cr Mark Leslie

### STAFF:

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

### 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**

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 ML McHugh**

**Seconded Cr PM Barnes**

That the minutes of the Ordinary Meeting of Council held on 9 February 2022 be confirmed as a true and correct record of the proceedings.

**Resolution 03-2022.16**

**Carried 7/0**



## **7.2 Audit Committee Meetings – 17 November 2021**

### **Officer Recommendation/Council Decision**

**Moved Cr GF Waters**

**Seconded Cr PM Barnes**

That the minutes of the Audit Committee Meeting held on 17 November 2021 be received.

**Resolution 03-2022.17**

**Carried 7/0**

## **7.3 Audit Committee Meetings – 9 February 2022**

### **Officer Recommendation/Council Decision**

**Moved Cr PM Barnes**

**Seconded Cr ML McHugh**

That the minutes of the Audit Committee Meeting held on 9 February 2022 be received.

**Resolution 03-2022.18**

**Carried 7/0**

## **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 Financial Report for January 2022

Date of Report:	10 March 2022
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 January 2022 Monthly Financial Report
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 January 2022 which was omitted from the February agenda.

#### **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 Council's investments within the Monthly Financial Report.



### **Financial Implications**

A copy of the Monthly Financial Report for the period ending 31 January 2022, 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 GF Waters**

That the Monthly Financial Report for the period ending 31 January 2022 be accepted as presented.

**Resolution 03-2022.19**

**Carried 7/0**



### 9.2.2 Monthly Financial Report for February 2022

Date of Report:	10 March 2022
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 February 2022 Monthly Financial Report
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 28 February 2022.

#### **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 Council's investments within the Monthly Financial Report.



### **Financial Implications**

A copy of the Monthly Financial Report for the period ending 28 February 2022, 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 CL Marchant**

**Seconded Cr ME Leslie**

That the Monthly Financial Report for the period ending 28 February 2022 be accepted as presented.

**Resolution 03-2022.20**

**Carried 7/0**



### **9.2.2 Monthly Payment List February 2022**

Date of Report:	10 March 2022
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 February Payments List for Council
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 February 2022 and is attached. These payments have already occurred and Council are not making a decision as to whether payments are to be made.

At the request of Councillors, the Credit Card statement is also attached for information.

#### **Officer Recommendation/Council Decision**

<b>Moved Cr ML McHugh</b>	<b>Seconded Cr CL Marchant</b>
That Council receives the list of payments and credit card statement, as presented, for the month of February 2022, totalling \$428,596.47.	
<b>Resolution 03-2022.21</b>	<b>Carried 7/0</b>



### **9.3 CHIEF EXECUTIVE OFFICER**

Nil items for this month

### **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 thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:15pm.