



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 18 June 2025**

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

**Commencement: 4.00 pm**

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Signed

A handwritten signature in black ink, appearing to read 'Peter Naylor', written over a horizontal line.

Peter Naylor  
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 24 June 2025.



Peter Naylor  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on.....

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 18 June 2025, commencing at 4.00 pm

## CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	6
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	6
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 .....	7
	5.1 Applications Previously Approved .....	7
	5.2 Leave of Absence.....	7
	5.3 Disclosure of Interest.....	7
6	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	7
	6.1 Petitions .....	7
	6.2 Deputations .....	7
	6.3 Presentations .....	7
7	CONFIRMATION OF MINUTES .....	7
	7.1 Ordinary Meeting of Council .....	7
	7.2 Other Committee Meetings.....	8
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	8
9	REPORTS .....	9
	9.1 REGULATORY SERVICES.....	9
	9.2 FINANCE REPORTS .....	9
	9.2.1 Monthly Payment List May 2025.....	9
	9.2.2 Monthly Financial Report for May 2025 .....	10
	9.2.3 Adoption of Fees & Charges – 2025/2026 .....	13
	9.2.4 Sundry Debt Write Off.....	15
	9.3 CHIEF EXECUTIVE OFFICER .....	17
	9.3.1 October 2025 Local Government Election – Method of Election .....	17
	9.4 SHIRE PRESIDENT .....	20
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	20
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	20
12	CLOSURE.....	20

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**CHIEF EXECUTIVE OFFICER**

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

The Shire President Cr MA Brown welcomed Councillors, staff and Visitors, 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 Mark Leslie  
Cr Dale Naughton  
Cr Corey Harken

### STAFF:

Mr Peter Naylor (Chief Executive Officer)  
Ms Belinda Taylor (Manager of Corporate Services)  
Mr Paul Healy (Manager of Works)  
Mrs Abbie Harken (Senior Finance Officer)

### 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**

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**

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 CF Harken**

**Seconded Cr ME Leslie**

That the minutes of the Meeting of Council held 21 May 2025 be confirmed as a true and correct record of the proceedings.

**Resolution 06.2025.45**

**Carried 7/0**

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

## 7.2 Other Committee Meetings

### Officer Recommendation/Council Decision

**Moved Cr ML McHugh**

**Seconded Cr DA Naughton**

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

7.2a NEWROC Council Meeting Minutes 27 May 2025.

**Resolution 06.2025.46**

**Carried 7/0**

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

## 8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

There will be a late item presented to Council at Item 9.2.4.

### New Motion

**Moved Cr CL Marchant**

**Seconded Cr PM Barnes**

**To accept the new business of an urgent nature item 9.2.4 Sundry Debt Write Off.**

**Resolution 06-2025.47**

**Carried 7/0**

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



## 9 REPORTS

### 9.1 REGULATORY SERVICES

### 9.2 FINANCE REPORTS

#### 9.2.1 Monthly Payment List May 2025

Date of Report:	9 June 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 May 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 May 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**

<b>Moved Cr DA Naughton</b>	<b>Seconded Cr ME Leslie</b>
That Council receives the list of payments, as presented, for the month of May 2025, totalling <u>\$629,993.88.</u>	
<b>Resolution 06.2025.48</b>	<b>Carried 7/0</b>
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	

## 9.2.2 Monthly Financial Report for May 2025

Date of Report:	9 June 2025
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Peter Naylor Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report May 2025
Voting Requirements:	Simply Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 May 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 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 May 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 ME Leslie**

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

**Resolution 06.2025.49**

**Carried 7/0**

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

### 9.2.3 Adoption of Fees & Charges – 2025/2026

Date of Report:	9 June 2025
File Ref:	3.2.7.1 Annual Budget
Officer:	
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Draft Schedule of Fees & Charges 2025/2026
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To adopt the Schedule of Fees & Charges for the Shire for the 2025/2026 financial year.

#### **Background**

Each year Council is required to adopt fees and charges as part of the Budget process.

Adopting the fees and charges at the June Council meeting allows staff to provide relevant notice to affected parties of any proposed changes and allows the fees and charges to be implemented from 1 July.

#### **Consultation**

Senior staff

#### **Statutory Environment**

Local Government Act 1995, section 6.16 Imposition of fees and charges and section 6.17 Setting level of fees and charges apply.

*In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

A number of fees and charges are prescribed by legislation, eg animal registrations, health, building and town planning fees.

#### **Policy Implications**

Policy 11.3 Shire Accommodation – Rental charges  
Policy 13.3 Private Works

#### **Financial Implications**

The fees and charges adopted by Council have a small impact on the operating revenue of the Shire (approximately 5% of income).

#### **Strategic Implications**

Nil

#### **Officer's Comment**

Staff have reviewed the schedule of fees and charges and are recommending the following changes:

- Increase a number of charges by 2.9% (rounded) including property enquiries, recyclable refuse charge, short stay accommodation, cemeteries, caravan park, hazardous materials, plant hire and private works
- Increasing maximum rents on housing to \$185 per week on 2x1 properties and \$195 per week on larger properties
- Increasing fee to hire Event Marquee to \$2,575 for private functions or places outside the Shire and adding in a fee for hire by community groups within the Shire of \$1500
- Increasing local authority plate fee to \$225 as per recommendation from Department of Transport
- Amended wording for caravan park 3 night stay to remove mention of pool use as the pool is free

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

**Moved Cr PM Barnes**

**Seconded Cr CF Harken**

That the attached Schedule of Fees & Charges for the 2025/2026 financial year be adopted and advertised to commence on 1 July 2025 with the following amendments;

1. No increase in property rentals
2. Remove the Water Truck from the plant hire section
3. Remove the word "Halls" from the building hire section
4. Remove the example names from the Commercial hall hire section

**Resolution 06.2025.50**

**Carried by Absolute Majority 7/0**

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

#### 9.2.4 Sundry Debt Write Off

Date of Report:	17 <sup>th</sup> June 2025
Proponent:	Senior Finance Officer
File Ref:	3.2.2.2 Accounts – Receivable (Debtors)
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

#### **Purpose of Report**

To consider writing off the Sundry Debt of \$1,050 owed by Balance Utility Solutions Pty Ltd.

#### **Background**

The sundry debt owed by Balance Utility Solutions Pty Ltd has been identified as irrecoverable due to liquidation of the company.

#### **Officer's Comment**

The following invoice was raised on 21<sup>st</sup> March 2023:

Invoice	Debtor	Total	Comment
6693	Balance Utility Solutions Pty Ltd	1,050.00	Rance Accommodation for Baz Everest 13/03/2023 – 20/03/2023. PO 6379

The invoice was raised for short stay accommodation and was followed up by multiple correspondence via post, email and phone during 2023; to which we received no response or payment.

#### **Consultation**

The Shire was notified on 10<sup>th</sup> October 2023 that Balance Utility Solutions had gone into Administration (attachment of reports and circular provided). The Shire completed the relevant forms for the Administrators declaring the debt owed by Balance Utility Solutions Pty Ltd.

In December 2023 the Administrators (Pitcher Partners) sent further correspondence (attachments provided) stating that we would be likely to get some money back during the liquidation process. This was put on hold until further correspondence was received from them regarding the balance we were to receive.

In May 2025 the Administrators sent through a final Statutory Report by the Liquidator. This report identified that the Shire as an unsecured creditor will not receive a payout.

#### **Statutory Environment**

Local Government Act 1995, 6.12 Power to defer, grant discounts, waive or write off debts

### **Policy Implications**

Policy 7.6 – Debt Recovery – Outstanding Rates and Sundry Debtors

### **Financial Implications**

The total amount to be written off \$1,050.00 will have a minor impact on the 2024/2025 budget and financial position.

The cost to pursue any further actions to recover the debt would likely outweigh the amount owed.

### **Strategic Implications**

There are no direct strategic implications.

### **Risk Implications**

There are no significant risks in writing off this sundry debt.

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

**Moved Cr CL Marchant**

**Seconded Cr CF Harken**

That the Sundry Debt of \$1,050.00 owed by Balance Utility Solutions Pty Ltd for Invoice 6693 be written off.

**Resolution 06.2025.51**

**Carried by Absolute Majority 7/0**

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



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 October 2025 Local Government Election – Method of Election

Date of Report:	9 June 2025
File Ref:	4.1.3.1
Officer:	
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

#### **Purpose of Report**

To consider conducting the Shire of Trayning 2025 ordinary Local Government election by the postal voting method and appointing the Western Australian Electoral Commission (WAEC) for this purpose.

#### **Background**

In 2023 the State Government enacted amendments to the *Local Government Act 1995* and the *Local Government (Election) Regulations 1996* for the introduction of Optional Preferential Voting for local government elections.

Advice has been received from the Department of Local Government, Sport and Cultural Industries that this method of voting is too complex for a manual count so local governments should either elect to have the Western Australian Electoral Commission conduct a postal election on their behalf or subscribe to use the CountWA software.

#### **Consultation**

Nil

#### **Statutory Environment**

Section 4.61 of the Local Government Act 1995 allows two types of elections to be conducted:

- 1) Postal election (run by the Western Australian Electoral Commission)
- 2) Voting in person election

A decision to hold a postal election must be made at least 80 days before the election is held, however this year due to the proposed changes in legislation and likely impact on the Western Australian Electoral Commission, local governments have been encouraged to make a decision in March 2025.

While only a postal election can be run by the Western Australian Electoral Commission, the returning officer for a local government conducting an in person election can appoint one or more deputy returning officers. A deputy Returning Officer does not have to be a Shire employee and could be a third party contractor.

## **Policy Implications**

The Shire of Trayning has no policies in regard to the conduct of elections and has generally opted for in-person voting, however engaged the services of the WAEC and the Postal Voting method for the first time for the 2023 Ordinary Elections.

## **Financial Implications**

Estimates have been sought from the Western Australian Electoral Commission for them to conduct a postal election and for a licence to use the CountWA software. The WAEC charge on a cost recovery basis so if an election is not required (ie the same number of nominations are received as positions), the cost would be reduced. They have provided an estimate of \$11,271.70 which is based on the following assumptions:

- a. 300 electors
- b. A response rate of approximately 30%
- c. 3 vacancies
- d. The count to be conducted at the Shire of Trayning Administration Centre
- e. Appointment by the WAEC of a local Returning Officer
- f. Regular Australia Post deliver service to apply for the lodgement of the election packages.

Staff have contacted the WAEC to advise there will be four vacancies and were advised that the costs would only increase if there were more than ten candidates, regardless of the number of vacancies.

An additional \$55 would be incurred if Council opts for the Australia Post Priority Service for the lodgement of election packages. The estimate does not include the following potential costs:

- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- The cost of any casual staff to assist the Returning Officer on election day or night
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic

The cost estimate does not include expenses for election functions that remain the responsibility of the Shire, including:

- a. Appointment of Deputy Returning Officer and appropriate number of additional Local Government election officers to assist with the election process
- b. Any additional postage rate increases passed on by Australia Post

A quotation was also received from the Western Australian Electoral Commission for a licence to use their CountWA software on a single Shire computer if Council decides not to use the Western Australian Electoral Commission to run a postal election. They have advised the cost for a single user of the Count software is \$5,830 and that additional costs will apply for helpdesk support and couriers. This cost is for a single election only, not ongoing usage.

An alternative would be to engage contractors to carry out the count of ballot papers for the Shire and/or to act as Deputy Returning Officer to reduce the workload for Shire staff. At the time of writing this report estimates have not been received, however indications

are that an external count and a Deputy Returning Officer are likely to be less than using the WAEC.

Advice was received from the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association which discouraged the use of alternative contractors without first seeking legal advice.

The cost of having the Western Australian Electoral Commission run the 2025 Ordinary Election as a postal election for the Shire of Trayning will be the equivalent of 1% rates rise and would need to be included in the 2025/2026 Annual Budget.

### **Strategic Implications**

There are no direct strategic implications.

### **Environmental Implications**

There are no environmental implications.

### **Social Implications**

There are no social implications.

### **Officer's Comments**

Postal elections encourage greater voter participation and are generally considered to be more representative of the community. Conducting voting in-person elections presents a number of challenges, particularly on account of the role of the Chief Executive Officer who is also the Returning Officer. The requirements and expectations placed on the Chief Executive Officer when taking on this dual role can be both contentious and time consuming. In addition to dealing with complaints received during the election period the dual role can lead to an unwelcome perception of conflict of interest and bias from the community.

It is the prerogative of Council to decide whether to conduct elections by postal vote and to make a declaration that the elections are to be conducted by the WAEC.

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

<b>Moved Cr DA Naughton</b>	<b>Seconded Cr CL Marchant</b>
That Council:	
1. Declare in accordance with section 4.20(4) of the <i>Local Government Act 1995</i> , the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary elections together with any other elections or polls which may be required.	
2. Decide in accordance with section 4.61(2) of the <i>Local Government Act 1995</i> that the method of conducting the election will be a Postal Election.	
<b>Resolution 06.2025.52</b>	
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	
<b>Carried 7/0</b>	

## 9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Tuesday 27 May	NEWROC Bencubbin with CEO
Wednesday 4 June	GECZ Executive Meeting
Friday 6 June	Annual Road Inspection CEO, Manager of Works, Manager Corporate Services, Cr Brown, Cr Barnes, Cr Leslie, Cr Naughton
Monday 9 June	Teams meeting with Hon Melissa Price & Caroline Robinson (NEWROC Advocacy)
Thursday 12 June	Meeting with Livingston Medical – Practice update
Friday 13 June	GECZ Kellerberrin
Wednesday 18 June	(in person in Perth) Meeting with Dr Rodwell (Live Sheep Transition Officer) & Caroline Robinson – discuss funding needs for NEWROC

The annual road inspection was very informative with Staff and Councillors able to discuss road hierarchy, long term financial planning and share local understanding of our road network and usage. Thank you to the office staff for providing us with a delicious lunch on our return.

A busy month with meetings and advocacy on behalf of the NEWROC. The executive officer and I are preparing our presentations that will reflect NEWROC's policy documents on issues affecting the region for our time in Canberra at the ALGA Convention.

Continued to meet with the CEO to discuss Council priorities and current projects.

## 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 4:11pm.