



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 18 November 2020**

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

**Commencement: 4:00pm**





**SHIRE OF  
TRAYNING**  
*Rock Solid*

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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 18 November 2020, 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 19 November 2020.

Leanne Parola  
**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.*



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

The Shire President Cr MA Brown welcomed Councillors and staff before declaring the meeting open at 4:17pm.

## **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

### STAFF:

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

### APOLOGIES:

Cr Jim Wilkins  
Mr Parthiv Parekh (Manager of Financial Services)

### 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 FA Tarr**

That the minutes of the Ordinary Meeting of Council held on 21 October 2020 be confirmed as a true and correct record of the proceedings.

**Resolution 11-2020.116**

**Carried 5/0**

## **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 October 2020**

Date of Report:	11 November 2020
Proponent:	N/A
File Ref:	N/A
Officer	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Financial Report for October 2020
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31<sup>st</sup> October 2020.

#### **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.

**Financial Implications**

A copy of the Monthly Financial Report for the period ending 31<sup>st</sup> October 2020, 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**

<b>Moved Cr ML McHugh</b>	<b>Seconded Cr CL Marchant</b>
That Council accepts the Monthly Financial Report for the period ending 31 <sup>st</sup> October 2020 as presented.	
<b>Resolution 11-2020.117</b>	<b>Carried 5/0</b>



### 9.2.2 Monthly Payment List October 2020

Date of Report:	11 November 2020
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.3 Monthly Payments and Sundry Debtor 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.

#### **Statutory Environment**

Local Government (Financial Management) Regulations 1996.

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

The list of payments has been compiled for the month of October 2020 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**

<b>Moved Cr FA Tarr</b>	<b>Seconded Cr CL Marchant</b>
That Council receives the list of payments, as presented, for the month of October 2020, totalling \$328,677.70.	
<b>Resolution 11-2020.118</b>	<b>Carried 5/0</b>



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Council Meeting Dates 2021

Date of Report:	10 November 2020
Proponent:	N/A
File Ref:	4.1.2.3
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

Council is required to determine meeting dates for the 2021 calendar year.

#### **Background**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, Council is required to advertise Ordinary Council meeting and Committee Meeting dates at least once per annum.

#### **Consultation**

No consultation is required for this item.

#### **Statutory Environment**

Local Government (Administration) Regulations 1996, clause 12

12. Meetings, public notice of (Act s. 5.25(1) (g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

are to be held in the next 12 months.

- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters



referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

### **Policy Implications**

Policy 1.8 Holding of Ordinary Meetings of Council states that Council shall meet at 4 pm on the third Wednesday of each month except January. The officer recommendation reflects the policy.

### **Financial Implications**

There will be no costs incurred as the public notice is placed in the Ninghan News and on the Shire's website.

### **Strategic Implications**

There are no strategic implications.

### **Environmental Implications**

There are no environmental implications.

### **Social Implications**

The advertising of Council meetings whilst meeting a statutory obligation also provides the opportunity for community members to be aware of when Council meetings are being held and attend if they choose which can improve the social interaction with Councillors.

### **Officer's Comments**

Advertising will occur in the Ninghan News, Public Notice Boards, Shire Facebook page and website.

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

**Moved Cr CL Marchant**

**Seconded Cr ML McHugh**

The Ordinary Meetings of Council in 2021 be held in the Council Chambers commencing at 4.00 pm on the following dates:

- Wednesday 17 February 2021
- Wednesday 17 March 2021
- Wednesday 21 April 2021
- Wednesday 19 May 2021
- Wednesday 16 June 2021
- Wednesday 21 July 2021
- Wednesday 18 August 2021
- Wednesday 15 September 2021
- Wednesday 20 October 2021
- Wednesday 17 November 2021
- Wednesday 15 December 2021

**Resolution 11-2020.119**

**Carried 5/0**



## **10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING**

### **New Motion**

**Moved Cr FA Tarr**

**Seconded Cr ML McHugh**

That Council accepts late item 10.1 Local Roads and Community Infrastructure Program Budget Variation for discussion.

**Resolution 11-2020.120**

**Carried 5/0**

### **10.1 Local Roads and Community Infrastructure Program Budget Variation**

Date of Report:	13 November 2020
Proponent:	N/A
File Ref:	
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

### **Purpose of Report**

To consider budget variations to enable works funded by the Local Roads and Community Infrastructure Program to proceed.

### **Background**

At the Ordinary Meeting of Council held 29 July 2020, Council agreed to undertake the following projects, funded by the Local Roads and Community Infrastructure Program, with projects funded in order of priority:

1. Pool – Caravan Park Entrance
2. Installation of Solar Panels Shire Administration Office
3. Replacement of Playground equipment
4. Kununoppin BBQ area
5. Additional Caravan Park Toilet
6. Kununoppin Refuse Site Fencing

Staff prepared information on the proposed projects and discussed them with Councillors at the Councillors Forum held in September. After consulting with Councillors, three projects were submitted for consideration by the funding body, i.e.:

- Trayning Recreation Centre Precinct \$249,266
- Administration Centre Grounds & Parking \$54,979
- Caravan Park Disabled Toilet \$24,668



The Works Schedule has now been approved by the Department of Infrastructure, Transport, Regional Development and Communications and a budget variation is required for the associated unbudgeted income and expenditure.

### **Consultation**

Shire of Trayning Councillors  
Senior Staff

### **Statutory Environment**

Local Government Act 1995, section 6.8 – Expenditure from municipal fund not included in annual budget

### **Policy Implications**

There are no policy implications

### **Financial Implications**

The proposed budget variation will increase income and expenditure by the same amount, resulting in no change to the budgeted end of year position.

### **Strategic Implications**

The three projects are consistent with the Shire of Trayning Corporate Business Plan.

### **Environmental Implications**

There are no known environmental implications.

### **Social Implications**

There are no known social implications.

### **Officer's Comment**

Works cannot proceed on these three projects until a budget variation is approved by Council.



**Officer Recommendation/Council Decision**

**Moved Cr ML McHugh**

**Seconded Cr FA Tarr**

That the 2020/21 Annual Budget be amended as follows:

<b>GL/Job Number</b>	<b>Description</b>	<b>Original Budget</b>	<b>Amended Budget</b>
3042352	Admin Grant Income	\$0	\$54,979
4042540	Administration Building Capital - Works	(\$20,000)	(\$74,979)
3113323	Grant Income Capital Sport & Rec	\$0	\$249,266
4113539	Trayning Sports Precinct Capital	\$0	(\$249,266)
5133003	Trayning Caravan Park - Grant Income	\$0	\$24,668
4132540/BC36	Caravan Park Capex	\$0	(\$24,668)

**Resolution 11-2020.121**

**Carried by Absolute Majority 5/0**

**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 4:25pm.