



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 18<sup>th</sup> September 2019**

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

**Commencement: 4:00pm**





## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Trayning for any act, omission or statement or intimation occurring during Council or committee meetings.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Trayning during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Trayning.

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

Brian Jones  
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 20<sup>th</sup> September 2019.

Brian Jones  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 23 October 2019.

Signed:

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



## **AGENDA**

Ordinary Meeting of the Trayning Shire Council,  
Held in the Council Chambers, Lot 66 Railway Street, Trayning,  
On Wednesday 18<sup>th</sup> September 2019, commencing at 4:00pm.

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

The Shire President Cr MA Brown welcomed the 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 Freda Tarr  
Cr Michelle McHugh  
Cr Greg Yates  
Cr Marlon Hudson  
Cr Jim Wilkins

### STAFF:

Mr Brian Jones (Chief Executive Officer)  
Miss Belinda Taylor (Manager of Corporate Services)

### APOLOGIES:

Nil

### ON APPROVED LEAVE(S) OF ABSENCE:

Cr Geoff Waters (Deputy Shire President)

### ABSENT:

Nil

### VISITORS:

Nil

## **3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

## **4 PUBLIC QUESTION TIME**

## **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

| <i>Councillor / Officer</i> | <i>Item No</i> | <i>Nature of Interest</i> | <i>Extent of Interest</i> |
|-----------------------------|----------------|---------------------------|---------------------------|
| Cr FA Tarr                  | 11.1.2         | Financial                 | Owner of a Backhoe        |
| Cr ML McHugh                | 11.1.2         | Financial                 | Owner of a Loader         |

## 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 MS Hudson**

That the minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> August 2019 be confirmed as a true and correct record of the proceedings.

**Resolution 09-2019.93**

**Carried 6/0**



## 7.2 Special Meeting of Council

### Officer Recommendation/ Council Decision:

**Moved Cr GI Yates**

**Seconded Cr FA Tarr**

That the minutes of the Special Meeting of Council held on 30<sup>th</sup> July 2019 be confirmed as a true and correct record of the proceedings.

**Resolution 09-2019.94**

**Carried 6/0**

## 8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

The President thanked the Works Supervisor Joe Egerton and the entire Works Crew for their efforts preparing the recreation ground and town for Trayning Tractor Pull's annual Mudbog and Burnout Completion.

The President also thanked the Manager of Corporate Services Belinda Taylor for completing the townsite House Numbering to assist the Emergency Services.

A special word of thanks to retiring Councillor Greg Yates for his service to the Shire of Trayning for the past 4 years.

## 9 REPORTS OF OFFICERS

Nil

### 9.1 REGULATORY SERVICES

Nil



## 10.1 MANAGER OF FINANCE

### 10.1.1 Monthly Financial Report for July 2019

|                                   |                                             |
|-----------------------------------|---------------------------------------------|
| Date of Report:                   | 12 <sup>th</sup> September 2019             |
| Proponent:                        | N/A                                         |
| File Ref:                         | N/A                                         |
| Officer:                          |                                             |
| Senior Officer:                   | Brian Jones –Chief Executive Officer        |
| Officer's Disclosure of Interest: | Nil                                         |
| Attachments:                      | 10.1.1 Monthly Financial Report for July 19 |
| Voting Requirements:              | Simple Majority                             |

#### **Introduction**

This report presents for consideration the Monthly Financial Report, for the period ending 31<sup>st</sup> July 2019.

#### **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.

#### **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> July 2019, 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 FA Tarr**

**Seconded Cr GI Yates**

That Council accepts the Monthly Financial Report for the period ending 31<sup>st</sup> July 2019 as presented.

**Resolution 09-2019.95**

**Carried 6/0**



### 10.1.2 Monthly Financial Report for August 2019

|                                   |                                               |
|-----------------------------------|-----------------------------------------------|
| Date of Report:                   | 12 <sup>th</sup> September 2019               |
| Proponent:                        | N/A                                           |
| File Ref:                         | N/A                                           |
| Officer:                          |                                               |
| Senior Officer:                   | Brian Jones –Chief Executive Officer          |
| Officer's Disclosure of Interest: | Nil                                           |
| Attachments:                      | 10.1.2 Monthly Financial Report for August 19 |
| Voting Requirements:              | Simple Majority                               |

#### **Introduction**

This report presents for consideration the Monthly Financial Report, for the period ending 31<sup>st</sup> August 2019.

#### **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.

#### **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> August 2019, 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 MS Hudson**

**Seconded Cr FA Tarr**

That Council accepts the Monthly Financial Report for the period ending 31<sup>st</sup> August 2019 as presented.

**Resolution 09-2019.96**

**Carried 6/0**



### 10.1.3 Monthly Payment List August 2019

|                                   |                                                           |
|-----------------------------------|-----------------------------------------------------------|
| Date of Report:                   | 12 <sup>th</sup> September 2019                           |
| Proponent:                        | N/A                                                       |
| File Ref:                         | 3.2.2.3 – Accounts Payable (Creditors)                    |
| Officer:                          |                                                           |
| Senior Officer:                   | Brian Jones –Chief Executive Officer                      |
| Officer's Disclosure of Interest: | Nil                                                       |
| Attachments:                      | 10.1.3 Attachment Monthly Payments and Sundry Debtor List |
| Voting Requirements:              | Simple Majority                                           |

#### **Purpose of Report**

To meet legislative requirements under the Local Government (Financial Management) Regulations 1996.

#### **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 August 2019 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 MS Hudson**

**Seconded Cr JJ Wilkins**

That Council receives the list of payments, as presented, for the month of August 2019, totalling \$ 462,662.71.

**Resolution 09-2019.97**

**Carried 6/0**

**SHIRE OF TRAYNING**  
 Payments made from the Municipal Account for the Period 1st August 2019 to 31st August 2019  
 Presented to Council, 18th September 2019

| Chq/EFT                   | Payment Date | Payee                            | Description                                            | Amount               |
|---------------------------|--------------|----------------------------------|--------------------------------------------------------|----------------------|
| <b>Cheques</b>            |              |                                  |                                                        |                      |
| 23922                     | 15/08/2019   | Synergy                          | Electricity Accounts for Usage & Supply May - Jul 2019 | \$ 8,970.50          |
| 23923                     | 15/08/2019   | Telstra                          | Phone Line Accounts Period Ending 1/8/19               | \$ 1,565.04          |
| 23924                     | 30/08/2019   | Synergy                          | Electricity Usage 18/7/19 - 15/8/19                    | \$ 300.60            |
| 23925                     | 30/08/2019   | Telstra                          | Internet Accounts Period Ending 24/8/19                | \$ 277.76            |
| 23926                     | 30/08/2019   | Water Corporation                | Water Usage to 7/8/19                                  | \$ 5.07              |
| 23927                     | 30/08/2019   | Shire of Trayning                | Annual Shire Rates 2019/20                             | \$ 9,498.24          |
| <b>TOTAL CHEQUES</b>      |              |                                  |                                                        | <b>\$ 20,617.21</b>  |
| <b>EFT</b>                |              |                                  |                                                        |                      |
| EFT7776                   | 1/08/2019    | Kununoppin Medical Practice      | Quarterly medical practice management Qtr 1 19/20      | \$ 20,000.00         |
| EFT7777                   | 1/08/2019    | Wheatbelt Liquid Waste           | Pump out of septic at 23 Adam St                       | \$ 160.00            |
| EFT7778                   | 6/08/2019    | Thermarate Pty Ltd               | Energy assessment swimming pool                        | \$ 484.00            |
| EFT7779                   | 15/08/2019   | Ampac Debt Recovery (WA)         | Debt recovery expenses                                 | \$ 99.00             |
| EFT7780                   | 15/08/2019   | Australian Taxation Office       | BAS & PAYG July 2019                                   | \$ 10,802.91         |
| EFT7781                   | 15/08/2019   | Ability Building Services        | Specification, selections & addenda for pool upgrade   | \$ 1,716.00          |
| EFT7782                   | 15/08/2019   | Arena Clauson Engineering        | Engineering plans for pool upgrade                     | \$ 1,003.75          |
| EFT7783                   | 15/08/2019   | BOC Limited                      | Container service charges 28/06/2019 - 28/07/2019      | \$ 28.62             |
| EFT7784                   | 15/08/2019   | Bunnings Group Limited           | Various garden maintenance supplies & plants           | \$ 514.28            |
| EFT7785                   | 15/08/2019   | Covs Parts Pty Ltd - Merredin    | 2x steel drum rollers                                  | \$ 398.95            |
| EFT7786                   | 15/08/2019   | Great Eastern Country Zone       | Annual subscription 2019/20                            | \$ 1,925.00          |
| EFT7787                   | 15/08/2019   | Great Southern Fuel Supplies     | Fuel accounts July 2019                                | \$ 13,323.41         |
| EFT7788                   | 15/08/2019   | Joondalup Designs                | Amendments to Aquatic Centre plans                     | \$ 2,720.00          |
| EFT7789                   | 15/08/2019   | Kalamazoo                        | Business cards CEO & WS                                | \$ 256.00            |
| EFT7790                   | 15/08/2019   | KTY Electrical Services          | Various electrical works                               | \$ 1,431.10          |
| EFT7791                   | 15/08/2019   | Kununoppin Medical Practice      | Pre-employment medical - WS                            | \$ 143.00            |
| EFT7792                   | 15/08/2019   | OCLC (UK) Ltd                    | Amlib annual service & maintenance 19/20               | \$ 1,651.45          |
| EFT7793                   | 15/08/2019   | Orbit Health & Fitness Solutions | Gym equipment service & maintenance as required        | \$ 693.90            |
| EFT7794                   | 15/08/2019   | State Library of WA              | Better beginnings program 19/20                        | \$ 22.00             |
| EFT7795                   | 15/08/2019   | Toll Transport Pty Ltd           | Freight charges                                        | \$ 10.73             |
| EFT7796                   | 15/08/2019   | Trayning & Districts Sports Club | Refreshments for meetings                              | \$ 350.00            |
| EFT7797                   | 15/08/2019   | Trayning Ag Repairs              | Various vehicle maintenance                            | \$ 9,620.85          |
| EFT7798                   | 15/08/2019   | Two Dogs Home Hardware           | 4x tie down straps for 205 litre drums                 | \$ 56.99             |
| EFT7799                   | 15/08/2019   | WA Contract Ranger Services      | Ranger services for 16/7/19 & 22/7/19                  | \$ 374.00            |
| EFT7800                   | 15/08/2019   | WALGA                            | WALGA memberships & subscriptions 19/20                | \$ 22,164.65         |
| EFT7801                   | 15/08/2019   | Wheatbelt Liquid Waste           | Septics & leech drains pumped out at 23 Adam St        | \$ 880.00            |
| EFT7802                   | 15/08/2019   | Winc Australia Pty Ltd           | Whiteboard for WS office                               | \$ 122.08            |
| EFT7803                   | 26/08/2019   | Bendigo Bank                     | Bank confirmation fee for audit 19/20                  | \$ 30.00             |
| EFT7838                   | 30/08/2019   | All-Ways Foods                   | Cleaning supplies                                      | \$ 127.39            |
| EFT7839                   | 30/08/2019   | Autopro Northam                  | Supply of chains/binders & load binders                | \$ 775.10            |
| EFT7840                   | 30/08/2019   | Avon Waste                       | Waste collection July 2019                             | \$ 4,685.34          |
| EFT7841                   | 30/08/2019   | Central East Aged Care Alliance  | CEACA annual contribution 19/20                        | \$ 22,000.00         |
| EFT7842                   | 30/08/2019   | DMIRS                            | BCITF Levy                                             | \$ 56.65             |
| EFT7843                   | 30/08/2019   | Frankie's Diner                  | Newspapers & milk July 2019                            | \$ 68.70             |
| EFT7844                   | 30/08/2019   | Fortus Group                     | Supply of part for grader                              | \$ 2,840.91          |
| EFT7845                   | 30/08/2019   | JR & A Hersey Pty Ltd            | Guide posts & delineators                              | \$ 1,663.02          |
| EFT7846                   | 30/08/2019   | John Gosper Design               | Building surveyer certification for aquatic centre     | \$ 1,210.00          |
| EFT7847                   | 30/08/2019   | Komatsu Australia Pty Ltd        | Supply of parts for grader service                     | \$ 341.40            |
| EFT7848                   | 30/08/2019   | KTY Electrical Services          | Town Hall power upgrade & other building works         | \$ 13,796.56         |
| EFT7849                   | 30/08/2019   | LG Assist ANZ Pty Ltd            | Advertising for Senior Finance position                | \$ 330.00            |
| EFT7850                   | 30/08/2019   | LGIS                             | Insurances 2019/20                                     | \$ 60,776.59         |
| EFT7851                   | 30/08/2019   | LGISWA                           | Insurances 2019/20                                     | \$ 73,691.69         |
| EFT7852                   | 30/08/2019   | Marketforce                      | Advertising for Pool tenders in West Australian        | \$ 499.09            |
| EFT7853                   | 30/08/2019   | Mayday Earthmoving               | Dry hire of small digger for 3 days                    | \$ 1,320.00          |
| EFT7854                   | 30/08/2019   | MW Grant                         | Gravel rip/push for Flemming Road resheet              | \$ 14,630.00         |
| EFT7855                   | 30/08/2019   | NEWROC                           | NEWROC annual subscriptions                            | \$ 14,300.00         |
| EFT7856                   | 30/08/2019   | Officeworks Business Direct      | Stationery order                                       | \$ 282.53            |
| EFT7857                   | 30/08/2019   | Perth Safety Products Pty Ltd    | Supply of street signage for Trayning & Kununoppin     | \$ 2,767.20          |
| EFT7858                   | 30/08/2019   | R Munns Engineering Consulting   | Consultancy to assist WS with 19/20 roadworks budget   | \$ 2,365.22          |
| EFT7859                   | 30/08/2019   | Shire of Kellerberrin            | Street sweeping of Trayning & Kununoppin townsites     | \$ 1,937.50          |
| EFT7860                   | 30/08/2019   | Shire of Mt Marshall             | EHO Recoup charges left From June 2019                 | \$ 204.67            |
| EFT7861                   | 30/08/2019   | T & J Naughton                   | 7000 m3 gravel from Naughtons Pit                      | \$ 22,715.00         |
| EFT7862                   | 30/08/2019   | Toll Transport Pty Ltd           | Freight charges                                        | \$ 216.37            |
| EFT7863                   | 30/08/2019   | Trayning Ag Repairs              | Various plant maintenance                              | \$ 10,146.84         |
| EFT7864                   | 30/08/2019   | WA Contract Ranger Services      | Ranger services 29/7/19 & 6/8/19                       | \$ 374.00            |
| EFT7865                   | 30/08/2019   | Wallis Computer Solutions        | Interim computer agreements                            | \$ 874.50            |
| EFT7866                   | 30/08/2019   | Wesfarmers Kleenheat Gas         | Container service charges 2019/20                      | \$ 475.20            |
| EFT7867                   | 30/08/2019   | Wheatbelt Liquid Waste           | Trayning Aged Units septic tanks pumped out            | \$ 880.00            |
| EFT7868                   | 30/08/2019   | WOBM                             | Photocopying costs 17/6/19 - 2/8/19                    | \$ 1,096.73          |
| EFT7869                   | 30/08/2019   | Wheatbelt Uniforms & Signs       | Polo shirts for staff                                  | \$ 242.55            |
| EFT7870                   | 30/08/2019   | Yelbeni Store                    | Yelbeni Store account July 2019                        | \$ 3,787.57          |
| <b>TOTAL EFT PAYMENTS</b> |              |                                  |                                                        | <b>\$ 352,460.99</b> |

**SHIRE OF TRAYNING**

Payments made from the Municipal Account for the Period 1st August 2019 to 31st August 2019  
Presented to Council, 18th September 2019

| <i>Chq/EFT</i>                                               | <i>Payment Date</i> | <i>Payee</i>                      | <i>Description</i>                      | <i>Amount</i>        |
|--------------------------------------------------------------|---------------------|-----------------------------------|-----------------------------------------|----------------------|
| <b>Direct Debit</b>                                          |                     |                                   |                                         |                      |
| DD7082.1                                                     | 1/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 250.95            |
| DD7082.2                                                     | 2/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 27.70             |
| DD7082.3                                                     | 5/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 38.95             |
| DD7086.1                                                     | 7/08/2019           | WA Super                          | Payroll Deductions                      | \$ 2,930.46          |
| DD7086.2                                                     | 7/08/2019           | Shire of Trayning                 | Payroll Deductions                      | \$ 115.00            |
| DD7086.3                                                     | 7/08/2019           | Prime Super Pty Ltd               | Superannuation Contributions            | \$ 981.37            |
| DD7086.4                                                     | 7/08/2019           | Australian Super                  | Superannuation Contributions            | \$ 352.68            |
| DD7086.5                                                     | 7/08/2019           | Beebynburra SMSF                  | Superannuation Contributions            | \$ 1,834.13          |
| DD7086.6                                                     | 7/08/2019           | BT Super for Life                 | Superannuation Contributions            | \$ 213.62            |
| DD7086.7                                                     | 7/08/2019           | TWU Super                         | Superannuation Contributions            | \$ 262.50            |
| DD7086.8                                                     | 7/08/2019           | First Choice Employer Super       | Superannuation Contributions            | \$ 229.41            |
| DD7093.1                                                     | 2/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 1,977.30          |
| DD7095.1                                                     | 7/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 443.05            |
| DD7097.1                                                     | 8/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 933.65            |
| DD7099.1                                                     | 9/08/2019           | Department of Transport           | Department of Transport Refund          | \$ 658.80            |
| DD7101.1                                                     | 14/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 974.80            |
| DD7103.1                                                     | 16/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 1,039.15          |
| DD7106.1                                                     | 21/08/2019          | WA Super                          | Payroll Deductions                      | \$ 2,996.26          |
| DD7106.2                                                     | 21/08/2019          | Shire of Trayning                 | Payroll Deductions                      | \$ 775.00            |
| DD7106.3                                                     | 21/08/2019          | Prime Super Pty Ltd               | Superannuation Contributions            | \$ 984.47            |
| DD7106.4                                                     | 21/08/2019          | Beebynburra SMSF                  | Superannuation Contributions            | \$ 673.07            |
| DD7106.5                                                     | 21/08/2019          | BT Super for Life                 | Superannuation Contributions            | \$ 213.62            |
| DD7106.6                                                     | 21/08/2019          | TWU Super                         | Superannuation Contributions            | \$ 263.99            |
| DD7106.7                                                     | 21/08/2019          | First Choice Employer Super       | Superannuation Contributions            | \$ 258.50            |
| DD7108.1                                                     | 15/08/2019          | Fuji Xerox Australia Pty Limited  | Photocopier Lease August 2019           | \$ 195.48            |
| DD7112.1                                                     | 22/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 320.25            |
| DD7114.1                                                     | 22/08/2019          | Wright Express Australia Pty Ltd  | Motorpass Charges                       | \$ 49.50             |
| DD7120.1                                                     | 26/08/2019          | Australia Pacific Valuers Pty Ltd | Postage Charges to 31/7/19              | \$ 52.47             |
| DD7122.1                                                     | 27/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 1,062.60          |
| DD7124.1                                                     | 28/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 173.50            |
| DD7132.1                                                     | 29/08/2019          | Department of Transport           | Department of Transport Refund          | \$ 1,066.10          |
| <b>TOTAL DIRECT DEBITS</b>                                   |                     |                                   |                                         | <b>\$ 22,348.33</b>  |
| <b>Bank Fees</b>                                             |                     |                                   |                                         |                      |
| 795                                                          | 1/08/2019           | Bank Fees                         | Bank Fees                               | \$ 10.00             |
| 795                                                          | 1/08/2019           | Bank Fees                         | Bank Fees                               | \$ 20.00             |
| 795                                                          | 1/08/2019           | Merchant Fees                     | Fees                                    | \$ 88.23             |
| 795                                                          | 9/08/2019           | Motorpass Charges                 | Bank Fees                               | \$ 2.12              |
| 795                                                          | 16/08/2019          | Motorpass Charges                 | Bank Fees                               | \$ 1.15              |
| 795                                                          | 23/08/2019          | Motorpass Charges                 | Bank Fees                               | \$ 2.98              |
| <b>TOTAL BANK FEES</b>                                       |                     |                                   |                                         | <b>\$ 124.48</b>     |
| <b>Corporate Credit Card</b>                                 |                     |                                   |                                         |                      |
| DD7110.1                                                     | 16/07/2019          | Open Colleges                     | Accounting & bookkeeping course         | \$ 2,925.00          |
| DD7110.2                                                     | 17/07/2019          | Trayning Hotel                    | Dinner for councillors and staff        | \$ 370.00            |
| DD7110.3                                                     | 22/07/2019          | Harvey Norman                     | Kelvinator airconditioner for WS office | \$ 629.00            |
| DD7110.4                                                     | 28/07/2019          | Rendevous Hotel Perth             | Accommodation for rates course          | \$ 298.70            |
| <b>TOTAL CORPORATE CREDIT CARD PURCHASES</b>                 |                     |                                   |                                         | <b>\$ 4,222.70</b>   |
| <b>Payroll</b>                                               |                     |                                   |                                         |                      |
| Week 6                                                       | 8/08/2019           | Payroll Wages                     | Week Ending 07/08/2019                  | \$ 34,614.00         |
| Week 8                                                       | 22/08/2019          | Payroll Wages                     | Week Ending 21/08/2019                  | \$ 28,275.00         |
| <b>TOTAL PAYROLL</b>                                         |                     |                                   |                                         | <b>\$ 62,889.00</b>  |
| <b>TOTAL PAYMENTS FROM MUNICIPAL ACCOUNT FOR AUGUST 2019</b> |                     |                                   |                                         | <b>\$ 462,662.71</b> |





**New Motion**

**Moved Cr FA Tarr**

**Seconded Cr ML McHugh**

That Standing Orders be suspended at 4:14pm to enable Council to discuss item 11.1.1.

**Resolution: 09-2019.98**

**Carried 6/0**

**New Motion**

**Moved Cr ML McHugh**

**Seconded Cr MS Hudson**

That Standing Orders be reinstated at 4:19pm.

**Resolution: 09-2019.99**

**Carried 6/0**



## 11.1 CHIEF EXECUTIVE OFFICER

### 11.1.1 Lot 144 Adams Street Trayning

|                                   |                                                                 |
|-----------------------------------|-----------------------------------------------------------------|
| Date of Report:                   | 3 <sup>rd</sup> September 2019                                  |
| Proponent:                        | Chief Executive Officer                                         |
| File Ref:                         | A313                                                            |
| Officer:                          | Brian Jones – Chief Executive Officer                           |
| Officer's Disclosure of Interest: | Nil                                                             |
| Attachments:                      | 11.1.1. Lot 144 Adam St Quote<br>11.1.1a Photo<br>11.1.1b Photo |
| Voting Requirements:              | Simple Majority                                                 |

#### **Purpose of Report**

To consider the future of the house located at Lot 144 Adam Street.

#### **Background**

The house at Lot 144 Adam St was erected in 1985 for the Westpac Banking Corporation.

The house is 181m<sup>2</sup>, 14.4m x 12.6m, four bedrooms, concrete floor, steel wall frame, colour bond roof and is a 3 piece transportable structure.

The house was purchased by the Shire in December 1993 for use as the CEO's house. In approximately 2013 the CEO relocated to 44 Coronation St and the residence has been used for Staff housing since.

There have been issues with the maintenance and septic systems with this house for a long period of time due to issues with the sub base and the high water table.

In 2012 a report was presented to Council advising that "This house is not in an acceptable condition as a CEO's house, it is suggested to sell the house and use the money towards a new house" and "the building maintenance requirements were noted to be extensive and ongoing". Council subsequently agreed to sell the house by public tender however no tenders were received.

In 2016/17 Council spent approximately \$125,000 dealing with the outstanding maintenance issues.

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act*

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### 3.58. *Disposing of property*

*(1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to*

*—*  
*(a) the highest bidder at public auction; or*

*(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include*

*—*  
*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

*(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

*(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

### **Policy Implications**

Nil

### **Financial Implications**

The quotation received to remedy the footings is \$57,000 and \$79,000 (two options provided).

The quotation to fix the cracking is \$8,550

The estimated cost to install a new septic system is \$15,000

### **Strategic Implications**

Nil



### **Officer's Comment**

The septic system has been removed from the property and is scheduled to be replaced. The previous septic system (leach drains) were approximately one metre below the ground and sitting within the water table. This has required the septic to be pumped out on a regular basis.

A structural assessment was conducted in August 2019 (copy attached). The report includes the comment "the building has moved / sunk considerably, due to very wet ground conditions" and "the wet ground conditions have resulted in sloping floors, cracking in the hall ceiling and walls, uneven cornices and joints between building modules".

From the available evidence, it appears that due to groundwater issues this location is unsuitable for a house. It is noted that the house next door (owned by the State Government) has been vacated for many years due to similar issues. Accordingly it is recommended that the house be offered for sale by public tender. This will allow for the house to be removed. The Shire can then remove all other structures and retain the lot as vacant land.

### **Officer Recommendation**

That Council agrees to offer for sale by public tender the house situated on lot 144 Adams Street, Trayning.

### **New Motion**

**Moved Cr ML McHugh**

**Seconded Cr MS Hudson**

That Item 11.1.1 be laid on the table until the October 2019 Ordinary Council Meeting pending further site inspections.

**Resolution 09-2019.100**

**Carried 6/0**

4:19pm – Cr FA Tarr left the meeting.

4:19pm – Cr ML McHugh left the meeting.



### 11.1.2 Plant Replacement 2019-20

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Date of Report:                   | 3 <sup>rd</sup> September 2019        |
| Proponent:                        | Chief Executive Officer               |
| File Ref:                         | Tender 01/2019 - 11.2.5               |
| Officer:                          | Brian Jones – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil                                   |
| Attachments:                      |                                       |
| Voting Requirements:              | Simple Majority                       |

#### **Purpose of Report**

To review Plant purchases for 2019-20.

#### **Background**

The 2019-20 adopted Budget includes the following road plant purchases:

|                  | Gross   | Trade  | Net     |
|------------------|---------|--------|---------|
| Backhoe          | 145,000 | nil    | 145,000 |
| Volvo Loader     | 275,000 | 27,500 | 247,500 |
| Vibrating Roller | 157,500 | 27,500 | 130,000 |
| Total            | 577,500 | 55,000 | 522,500 |

#### **Statutory Environment**

Local government (functions and general) regulations.

#### **Policy Implications**

Purchasing Policy.

#### **Financial Implications**

The estimated cost of the recommended road plant purchases (as below) is:

|                          | Gross   | Trade  | Net     |
|--------------------------|---------|--------|---------|
| 3.5 to 5 tonne Excavator | 93,000  | 15,000 | 78,000  |
| Loader                   | 315,000 | 25,000 | 290,000 |
| Multi Tyre Roller        | 170,000 | 25,000 | 145,000 |
| New 5 x 8 HD Trailer     | 6,500   |        | 6,500   |
| Total                    | 584,500 | 65,000 | 519,500 |

#### **Strategic Implications**

Nil



### **Officer's Comment**

Council approval is sought to amend the road plant purchases from what was adopted in the Budget, as detailed below:

#### **Backhoe**

Instead of purchasing a new Backhoe to replace the current Backhoe it is recommended that we purchase a 3.5 to 5 tonne Excavator. The reasons for this recommendation include:

- More versatile when digging graves/leach-drains etc.(Backhoe bulky/cumbersome)
- Zero Tail Swing and therefore no overhang on the smallest/tightest jobs.
- Excavator can be loaded onto Tag Trailer that is towed behind the Mitsubishi Truck and operator can travel the whole Shire and can dig culverts/drains and load spoil onto the Mitsubishi Truck if required and cart away.
- Able to be utilised when putting in new culverts/headwalls as these items can also be carted on Mitsubishi Truck when heading to work site. (all in one package)
- Excavator also is able to do a neater job when doing drains etc. due to less soil/vegetation disturbance due to unit not as large as Backhoe.
- As we are going with larger Loader (IT) we will not need Backhoe for tree clearing due to the loader will have a 4 in 1 bucket and can do the same job but more efficiently due to size.
- Ability to change buckets quickly for different applications. (comes with GP/Batter and Trenching Bucket)
- Excavator also comes with Grader blade should it be required for levelling areas/grading out spoon drains.
- Less maintenance costs than a Backhoe (due to less mechanical parts on machine) as well as more fuel efficient as units come with Automatic Deceleration when operating. (Backhoe does not)

It is recommended the old Backhoe be offered for sale as a trade and for outright purchase as is where is.

#### **Volvo Loader**

It is recommended we purchase a L110 or 120 Volvo loader or similar with a 4 in 1 bucket, jib, forks, GP bucket (unit will be an IT integrated tool carrier). This loader is a couple of sizes up from what we currently have, if we get the 4 in 1 bucket we can do verge clearing a lot quicker and the finished product will be a vast improvement on what is done today as we are only able to push it in a pile against a tree and try and get as much as we can in the bucket. With the jib and forks we will be able to transport and install culverts and headwalls on site safely.

#### **Vibrating Roller**

It is recommended that Council purchase a new multi-tyre roller, and trade the current multi tyre roller. The reasons being that the Vibrating Roller is in much better condition than the multi-tyre roller and the multi-tyre roller is used more frequently. The multi tyre

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roller was purchased in 2003 and has done approximately 8,500 hours and the Vibrating Roller was purchased in 2005 and has completed approximately 2,690 hours.

#### Minor Plant

It is recommended that the Shire offer for sale the following items as they are not required by the Shire:

- Husquavana Mower and deck
- Broom attachment for Bobcat
- Two x small 6 x 4 trailers

It is recommended the Shire purchase an 8 x 5, dual axle, heavy duty, tipper trailer for approximately \$6,500.

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

| <b>Moved Cr MS Hudson</b>                                                                                                                                                                                                                                                                                                  | <b>Seconded Cr JJ Wilkins</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <p>1. That Council agree to purchase / sell the following road plant in 2019/20:</p> <ul style="list-style-type: none"><li>• 3.5 to 5 tonne Excavator less trade/sale of Backhoe</li><li>• Loader less trade/sale of Loader</li><li>• Multi Tyre Roller less trade/sale of Roller</li><li>• New 5 x 8 HD Trailer</li></ul> |                               |
| <p>2. That Council offer for sale the following minor plant items that are surplus to our requirements:</p> <ul style="list-style-type: none"><li>• Husquavana Mower and deck</li><li>• Broom attachment for Bobcat</li><li>• Two x small 6 x 4 trailers</li></ul>                                                         |                               |
| <b>Resolution 09-2019.101</b>                                                                                                                                                                                                                                                                                              | <b>Carried 4/0</b>            |

4:21pm – Cr FA Tarr returned to the meeting.

4:21pm – Cr ML McHugh returned to the meeting.



### 11.1.3 Asbestos Removal

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Date of Report:                   | 12 <sup>th</sup> September 2019       |
| Proponent:                        | Chief Executive Officer               |
| File Ref:                         |                                       |
| Officer:                          | Brian Jones – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil                                   |
| Attachments:                      | Nil                                   |
| Voting Requirements:              | Simple Majority                       |

#### **Purpose of Report**

To consider approving unbudgeted expenditure to remove two dilapidated Shire owned buildings that contain asbestos sheeting.

#### **Background**

The buildings known as the "Riding Club Building" located behind the Trayning Fuel Depot and the "Old Golf Club" building situated opposite the Trayning Aquatic Centre, are both dilapidated and contain asbestos sheeting.

A quotation has been received from Cooper & Oxley (see attached) to remove both buildings.

#### **Consultation**

Nil

#### **Statutory Environment**

##### Local Government Act

*6.8. Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

*(a) is incurred in a financial year before the adoption of the annual budget by the local government; or*

*(b) is authorised in advance by resolution\*; or*

*(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

#### **Policy Implications**

Nil

#### **Financial Implications**

Quotation attached, total cost \$23,969.





### **Environmental Implications**

Removes asbestos and derelict buildings from the Trayning townsite

### **Officer's Comment**

This expenditure has not been included in the Budget, however the removal of these buildings must be done at some stage and Council has the opportunity to take advantage of utilising Cooper & Oxley while they are in Trayning undertaking construction works at the Aquatic Centre.

The quotation provided represents good value for money due to the quantity of asbestos that needs to be removed in accordance with legislative requirements.

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

**Moved Cr GI Yates**

**Seconded Cr ML McHugh**

That Council:

1. accept the quotation received from Cooper & Oxley for the removal of the Old Riding Club building and the old Golf Club building
2. agree to determine whether this unbudgeted expenditure be funded through savings in the adopted Budget or by transfer from Reserve Funds when undertaking the annual Budget review in early 2020.

**Resolution 09-2019.102**

**Carried 4/2**



## 12 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

### 12.1.1 Date of the October 2019 Council Meeting

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Date of Report:                   | 18 <sup>th</sup> September 2019       |
| Proponent:                        | Chief Executive Officer               |
| File Ref:                         |                                       |
| Officer:                          | Brian Jones – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil                                   |
| Attachments:                      | Nil                                   |
| Voting Requirements:              | Simple Majority                       |

#### **Purpose of Report**

To consider changing the date for the October ordinary Council meeting.

#### **Background**

In accordance with Standing Order 3.9, the Shire President has requested that changing the date for the October ordinary Council meeting be considered by Council at this meeting.

The reason for requesting Council consider changing the date of the October Council meeting is because the local government election day falls on Saturday 19 October 2019, being the Saturday after the scheduled Council meeting day (16 October).

Moving the Council meeting to Wednesday 23 October 2019 will allow for the election of President, Deputy President and Council delegates to be conducted at this meeting which will alleviate the need to hold a Special Council meeting for this purpose.

#### **Consultation**

The Shire President has consulted all Councillors

#### **Statutory Environment**

Local government (constitution) regulations

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

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Nil

**Officer's Comment**

Nil

**Officer Recommendation/ Council Decision:**

**Moved Cr MS Hudson**

**Seconded Cr JJ Wilkins**

That the October 2019 Ordinary Council Meeting be held on Wednesday 23<sup>rd</sup> October 2019.

**Resolution 09-2019.103**

**Carried 6/0**

**13 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**14 CLOSURE**

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:20pm.