



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 19 October 2022**

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

**Commencement: 4.00 pm**





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Signed

Leanne Parola  
Chief Executive Officer



## PREFACE

When the Chief Executive Officer approves these Minutes for distribution, they are in essence “Unconfirmed” until the following Council Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

## UNCONFIRMED MINUTES

These minutes were approved for distribution on 31 October 2022.

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.*



## MINUTES

Ordinary Meeting of the Trayning Shire Council,  
held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 19 October 2022, commencing at 4.00 pm

## CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	5
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	5
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	6
4	PUBLIC QUESTION TIME .....	6
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST .....	6
5.1	Applications Previously Approved .....	6
5.2	Leave of Absence.....	6
5.3	Disclosure of Interest.....	6
6	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	6
6.1	Petitions .....	6
6.2	Deputations .....	6
6.3	Presentations .....	6
7	CONFIRMATION OF MINUTES .....	7
7.1	Ordinary Meeting of Council .....	7
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	7
9	REPORTS OF OFFICERS .....	7
9.1	REGULATORY SERVICES.....	7
9.2	FINANCE REPORTS.....	8
9.2.1	Monthly Payment List September 2022 .....	8
9.2.2	Monthly Financial Report for September 2022.....	9
9.3	CHIEF EXECUTIVE OFFICER .....	12
9.3.1	Christmas/New Year Administration Office Hours.....	12
9.3.2	Joint Local Emergency Management Committee.....	14
9.3.3	Review of Delegations.....	16
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	17
10.1	CEO External Appointment .....	17
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	19
12	CLOSURE.....	19



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

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4:15 pm.

## **2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

### MEMBERS:

Cr Melanie Brown - Shire President  
Cr Geoff Waters - Deputy Shire President  
Cr Michelle McHugh  
Cr Clayton Marchant  
Cr Peter Barnes  
Cr Mark Leslie

### STAFF:

Mrs. Leanne Parola - Chief Executive Officer  
Ms. Belinda Taylor - Manager of Corporate Services  
Mr. Stephen Thomson - Works Supervisor  
Mr. Brett Mason – Project 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**

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**

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of interest were made at the Council meeting.

<i>Councillor / Officer</i>	<i>Item No</i>	<i>Nature of Interest</i>	<i>Extent of Interest</i>
Mrs. L Parola	10.1.	Financial	CEO would be reumerated by another Local Government while on Annual Leave.

### **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 GF Waters**

**Seconded Cr PM Barnes**

That the minutes of the Ordinary Meeting of Council held on 21 September 2022 be confirmed as a true and correct record of the proceedings.

**Resolution 10-2022.067**

**Carried 6/0**

## **8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

### **New Motion**

**Moved Cr PM Barnes**

**Seconded Cr CL Marchant**

That Council accepts the following late items 10.1 - CEO External Appointment for discussion.

**Resolution 10-2022.068**

**Carried 6/0**

## **9 REPORTS OF OFFICERS**

### **9.1 REGULATORY SERVICES**

Nil



## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List September 2022

Date of Report:	13 October 2022
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Wendy Stringer – LG Best Practices
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List September 2022
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 September 2022 and is attached. These payments have already occurred and Council are not making a decision as to whether payments are to be made.

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

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

**Moved Cr CL Marchant**

**Seconded Cr ML McHugh**

That Council receives the list of payments and credit card statement, as presented, for the month of September 2022, totalling \$372,424.62.

**Resolution 10-2022.069**

**Carried 6/0**





## 9.2.2 Monthly Financial Report for September 2022

Date of Report:	13 October 2022
Proponent:	N/A
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Statement September 2022
Voting Requirements:	Simple Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30 September 2022.

### **Background**

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

### **Consultation**

There has been consultation with the Chief Executive Officer.

### **Statutory Environment**

#### Local Government Act 1995 -

##### 6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as 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 30 September 2022, including the report on significant variances, Investment of Councils reserve and, surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

### **Strategic Implications**

There are no strategic implications.

### **Environmental Implications**

There are no environmental implications.

### **Social Implications**

There are no social implications.

### **Officer’s Comment**

Nil

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

<b>Moved Cr GF Waters</b>	<b>Seconded Cr PM Barnes</b>
That the Monthly Financial Report for the period ending 30 September 2022 be accepted as presented.	
<b>Resolution 10-2022.070</b>	<b>Carried 6/0</b>



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Christmas/New Year Administration Office Hours

Date of Report:	11 October 2022
Proponent:	N/A
File Ref:	4.2.15.1
Officer's Disclosure of Interest:	The author will be required to use annual leave for the proposed office closure Nil
Attachments:	
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider Christmas/New Year Administration Office hours.

#### **Background**

Christmas Day 2022 and New Year's Day 2023 fall on Sundays.

The Shire usually closes the Shire administration office during the Christmas/New Year period. With Christmas falling on a Sunday this year it is recommended that the administration office be closed from close of business Friday 23 December 2022, reopening on Tuesday 3 January 2023.

#### **Consultation**

Preferred closing dates have been discussed with the administrative staff and they have not requested a longer break.

#### **Statutory Environment**

There are no statutory implications.

#### **Policy Implications**

There are no policy implications.

#### **Financial Implications**

There are no financial implications.

#### **Strategic Implications**

There are no strategic implications.

#### **Environmental Implications**

There are no environmental implications.



### **Social Implications**

There are no social implications.

### **Officer's Comment**

Traditionally the administration office has been closed between Christmas and New Year

Staff are recommending that this year the office be closed for that week and the public holiday on Monday 2 January 2023. During this time there will be three public holidays, so administration staff will be required three days' leave.

Appropriate call out/on call arrangements will be put in place regardless of how long the administration office is closed.

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

**Moved Cr CL Marchant**

**Seconded Cr ML McHugh**

That the Shire Administration Office be closed from 4 pm Friday 23 December 2022 to Monday 2 January 2023, reopening on Tuesday 3 January 2023.

**Resolution 10-2022.071**

**Carried 6/0**



### 9.3.2 Joint Local Emergency Management Committee

Date of Report:	11 October 2022
Proponent:	N/A
File Ref:	5.1.1.11 LEMC
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider creating a joint Local Emergency Management Committee between the Shires of Nungarin and Trayning to improve efficiencies and emergency planning, response and recovery.

#### **Background**

The Shire President and Chief Executive Officer of the Shire of Nungarin attended the last Shire of Trayning Local Emergency Management Committee.

At its Ordinary Meeting of Council held 21 September 2022, the Shire of Nungarin resolved to request the Shire of Trayning consider creating a joint Local Emergency Management Committee instead of having two separate Committees.

#### **Consultation**

Shire of Trayning Local Emergency Management Committee Meeting held 30 August 2022.

#### **Statutory Environment**

The Emergency Management Act 2005 requires local governments to establish a Local Emergency Management Committee, however multiple local governments are able to work together to form one committee instead.

#### **Policy Implications**

There are no policy implications.

#### **Financial Implications**

There are no direct financial implications.

#### **Strategic Implications**

The Shire of Trayning Council Plan includes the following indicators of success:

- *We collaboratively plan and respond with the LEMC to emergency situations*



- *We are recognized for our collaborative planning by key stakeholders and regional groups*

### **Environmental Implications**

There are no direct environmental implications.

### **Social Implications**

There are no direct social implications.

### **Officer's Comment**

The membership of the two current local emergency management committees have some of the same representatives, e.g St John Ambulance – Kununoppin Sub Centre, DFES Area Officer and Department of Communities.

There are other representatives that come from different parts of the same agency, e.g. the Officer in Charge of the Bencubbin Police Station attends the Shire of Trayning LEMC and the Officer in Charge of Mukinbudin attends the Shire of Nungarin LEMC.

Staff believe having a larger and more comprehensive meeting of representatives will improve the region's ability to plan for, respond to and recover from emergencies. It will also provide an opportunity for networking and sharing experiences between the two districts.

It is proposed that the joint Local Emergency Management Committee alternate the venue for its meetings between Trayning and Nungarin and the Chairperson role be rotated between the Shire Presidents following Ordinary Council Elections every two years.

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

**Moved Cr PM Barnes**

**Seconded Cr ME Leslie**

That an application be made to the State Emergency Management Committee to allow the Shires of Nungarin and Trayning to create a Joint Local Emergency Management Committee instead of having individual Local Emergency Management Committees.

**Resolution 10-2022.072**

**Carried 6/0**



### **9.3.3 Review of Delegations**

Date of Report:	12 October 2022
Proponent:	Chief Executive Officer
File Ref:	4.1.5.5 Delegations Register
Officer's Disclosure of Interest:	Delegated Authority to CEO
Attachments:	9.3.3 Review of Delegated Authority 2022
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To review current Delegations.

#### **Background**

The delegations were last reviewed at the Ordinary Meeting of Council held 20 October 2021.

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1995 sections:

- 5.16 Delegation of some powers and duties to certain committees
- 5.43 Limits on delegations to CEO

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

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

There are no proposed amendments to delegations.





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

**Moved Cr CL Marchant****Seconded Cr GF Waters**

That Council, having reviewed the Register of Delegations, agree that no changes are required.

**Resolution 10-2022.073****Carried by Absolute Majority 6/0**

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

Prior to any consideration of this Item;

Mrs. Leanne Parola declared a Financial Interest in Item 10.1

### **10.1 CEO External Appointment**

Date of Report:	17 October 2022
Proponent:	N/A
File Ref:	Personnel File
Officer's Disclosure of Interest:	Author has a Direct Financial Interest
Attachments:	Nil
Voting Requirements:	Simple Majority

### **Purpose of Report**

To consider a request by the Chief Executive Officer to allow her to work for the Shire of Nungarin several hours per week over a five week period in December/January.

### **Background**

The Shire of Nungarin Chief Executive Officer will be on annual leave and overseas from 12 December 2022 to 13 January 2023. Their Manager Corporate Services would usually be appointed Acting Chief Executive Officer, however the position is currently being advertised and is likely to be vacant for this period.

### **Consultation**

Shire President  
Shire of Nungarin Chief Executive Officer

### **Statutory Environment**

The Chief Executive Officer's contract specifies that she is not able to be employed or engaged in any business or activity for profit or reward without the prior written approval of Council.



The contract states that Council's approval must not be unreasonably withheld, and if it is withheld, written reasons must be provided.

### **Policy Implications**

There are no policy implications.

### **Financial Implications**

There are no direct financial implications. If Council agrees to allow the Chief Executive Officer to provide relief services part time to the Shire of Nungarin, she will take annual leave for the hours she is working for them, reducing the Shire's leave liability.

### **Strategic Implications**

The Shire of Trayning Council Plan 2022-2032 includes actions to review a Resource Sharing Agreement and the future sustainability of the Shire.

The Chief Executive Officer is keen to work closely with other NEWROC Shires and explore options for sharing resources to create efficiencies and improve service levels.

### **Environmental Implications**

There are no environmental implications.

### **Social Implications**

There are no social implications.

### **Officer's Comment**

It is proposed that the Chief Executive Officer attend the Shire of Nungarin Office at least one half day per week and be available to Shire of Nungarin staff and ratepayers by telephone and or email as required.

The Chief Executive Officer proposes to take annual leave for the time spent working for the Shire of Nungarin. Both Shire Offices will be closed between Christmas and New Year and it is traditionally a quiet time of year so it is expected that the impact will be minimal.

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

**Moved Cr CL Marchant**

**Seconded Cr GF Waters**

That approval be granted for the Chief Executive Officer to work part-time for the Shire of Nungarin in the capacity of Acting Chief Executive Officer from 12 December 2022 to 13 January 2023 with annual leave to be taken for the hours worked for the Shire of Nungarin.

**Resolution 10-2022.074**

**Carried 6/0**



## **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: 27 pm.