



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 20 April 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 21 April 2022.

Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 18 May 2022.

Signed:

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



## MINUTES

Ordinary Meeting of the Trayning Shire Council,  
held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 20 April 2022, commencing at 4.00 pm

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

The Shire President Cr MA Brown welcomed Councillors and staff before declaring the meeting open at 4:05pm.

## **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)  
Mr Stephen Thomson (Works Supervisor)  
Miss Belinda Taylor (Manager of Corporate Services)

### APOLOGIES:

Nil

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

Nil

### ABSENT:

Nil

### VISITORS:

Nil



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

Nil

### **4 PUBLIC QUESTION TIME**

Nil

### **5 APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST**

#### **5.1 Applications Previously Approved**

Nil

#### **5.2 Leave of Absence**

Nil

#### **5.3 Disclosure of Interest**

Nil

### **6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

#### **6.1 Petitions**

Nil

#### **6.2 Deputations**

Nil

#### **6.3 Presentations**

### **7 CONFIRMATION OF MINUTES**

#### **7.1 Ordinary Meeting of Council**

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

**Moved Cr CL Marchant**

**Seconded Cr GF Waters**

That the minutes of the Ordinary Meeting of Council held on 16 March 2022 be confirmed as a true and correct record of the proceedings.

**Resolution 04-2022.22**

**Carried 6/0**



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

Nil

## **9 REPORTS OF OFFICERS**

### **9.1 REGULATORY SERVICES**

Nil

### **9.2 FINANCE REPORTS**

#### **9.2.1 Monthly Financial Report for March 2022**

Date of Report:	15 April 2022
Proponent:	N/A
File Ref:	N/A
Officer	Wendy Stringer – LG Best Practices
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 March 2022 Monthly Financial Report
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 March 2022.

#### **Background**

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

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

#### **Consultation**

There has been consultation with the Chief Executive Officer.

#### **Statutory Environment**

##### **Local Government Act 1995 -**

##### **6.4. Financial report**

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.



Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

*committed assets* means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.





The recommendation that follows is consistent with the legislative requirements.

**Policy Implications**

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Council’s investments within the Monthly Financial Report.

**Financial Implications**

A copy of the Monthly Financial Report for the period ending 31 March 2022, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

**Strategic Implications**

There are no strategic implications.

**Environmental Implications**

There are no environmental implications.

**Social Implications**

There are no social implications.

**Officer’s Comment**

Nil

**Officer Recommendation/Council Decision**

**Moved Cr ME Leslie**

**Seconded Cr ML McHugh**

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

**Resolution 04-2022.23**

**Carried 6/0**



### **9.2.2 Monthly Payment List March 2022**

Date of Report:	15 April 2022
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Wendy Stringer – LG Best Practices
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 March Payments List for Council
Voting Requirements:	Simple Majority

#### **Purpose of Report**

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

#### **Background**

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of Payments each month.

#### **Consultation**

There has been consultation with the Chief Executive Officer.

#### **Statutory Environment**

Local Government (Financial Management) Regulations 1996.

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

The list of payments has been compiled for the month of March 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 PM Barnes**

That Council receives the list of payments and credit card statement, as presented, for the month of March 2022, totalling \$630,381.68.

**Resolution 04-2022.24**

**Carried 6/0**



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Elected Member Vacancy

Date of Report:	17 March 2022
Proponent:	N/A
File Ref:	4.1.3.1 Electoral Correspondence
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To consider applying to the Electoral Commissioner to allow the vacancy created by the resignation of Councillor Freda Tarr to remain unfilled.

#### **Background**

A letter of resignation from Councillor Freda Tarr was received by the Chief Executive Officer following the Ordinary Meeting of Council held 16 March 2022.

#### **Consultation**

Shire President and Councillors

#### **Statutory Environment**

The Department of Local Government, Sport and Cultural Industries (DLGSC) is proposing reforms to the Local Government Act 1995 and associated Regulations, including limiting the number of councillors based on the population of the entire local government and references the Local Government Panel Report which proposed five councillors (including the President) for local governments with a population of less than 5,000.

Under the current Local Government Act 1995, Council is able to apply to the Electoral Commission to leave a position vacant under section 4.17 Cases in which vacant offices can remain unfilled.

If an application to leave the position is not made/approved, an extraordinary election will need to be held within four months of 16 March 2022 to fill the vacancy, i.e. by 16 July 2022.

#### **Policy Implications**

There are no direct policy implications in this regard.



### **Financial Implications**

There are some funds left in the 2021/22 elections budget to conduct an extraordinary election and there would need to be some additional funding included in the 2022/23 budget should an election be held. There will be minor savings achieved in having a reduced number of elected members (meeting, allowances and training costs).

### **Strategic Implications**

The Shire of Trayning Corporate Business Plan included an action to review the number of Councillors in 2020/21. The review was carried out and Council resolved to retain the existing number of Councillors, i.e. seven.

### **Environmental Implications**

There are no direct environmental implications.

### **Social Implications**

There are no direct social implications.

### **Officer's Comment**

Given the uncertainty around the potential reduction of Councillors through the review of the Local Government Act, it would be prudent to leave Councillor Tarr's position vacant.

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

**Moved Cr PM Barnes**

**Seconded Cr ML McHugh**

That an application be made to the Electoral Commissioner under Section 4.17 of the Local Government Act 1995 to allow the vacancy of the position of elected member to remain unfilled until the next Ordinary or Extraordinary Election.

**Resolution 04-2022.25**

**Carried by Absolute Majority 5/1**

### **New Motion**

**Moved Cr GF Waters**

**Seconded Cr ML McHugh**

Council express our thanks to Mrs Tarr for her service over her 11-year tenure with the Shire of Trayning.

**Resolution 04-2022.26**

**Carried 5/1**



### 9.3.2 Adoption of Council Plan and Services and Facilities Plan

Date of Report:	8 April 2022
Proponent:	N/A
File Ref:	4.1.5.3 Plan for the Future
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.3.2 Attachment Draft Council Plan 9.3.2 Attachment Draft Services and Facilities Plan
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To adopt a Council Plan and Services and Facilities Plan to replace the current Strategic Community Plan and Corporate Business Plan.

#### **Background**

The current Strategic Community Plan and Corporate Business Plan have been reviewed, taking into account the results of a number of community meetings and surveys over the past twelve months.

The draft Council Plan and Services and Facilities Plan have been advertised for community submissions, with no submissions received.

#### **Consultation**

Kununoppin Community Meeting 23 June 2021  
Needs and Satisfaction Survey 2021  
LRCIP Phase 3 Priority Survey 2021  
Community Engagement Forum 24 February 2022

The draft plans were presented to Councillors at the Councillors Forum held on 16 March 2022 before advertising for community submissions. Submissions closed on 8 April 2022 with no submissions received.

#### **Statutory Environment**

- Local Government Act 1995, Section 5.56 – Planning for the future
- Local Government (Administration) Regulations 1996, Regulation 19C - Strategic community plans, requirements for
- Local Government (Administration) Regulations 1996, Regulation 19D – Corporate business plans, requirements for

The draft Council Plan has been prepared to comply with the requirements for a Strategic Plan and replaces the Shire of Trayning Strategic Community Plan 2019-2029.



The draft Services and Facilities Plan has been prepared to comply with the requirements for a Strategic Plan and replaces the Shire of Trayning Corporate Business Plan 2020-2025.

### **Policy Implications**

There are no direct policy implications in this regard.

### **Financial Implications**

The Long Term Financial Plan will need to be amended to reflect a new Council Plan and Services and Facilities Plan.

### **Strategic Implications**

The Council Plan and Services and Facilities Plan set out the long-term direction and strategies of the organisation.

### **Environmental Implications**

There are no direct environmental implications.

### **Social Implications**

There are no direct social implications.

### **Officer's Comment**

There are no additional comments.

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

**Moved Cr PM Barnes**

**Seconded Cr CL Marchant**

That the attached Shire of Trayning Council Plan 2022-2032 and Shire of Trayning Services and Facilities Plan be adopted.

**Resolution 04-2022.27**

**Carried by Absolute Majority 6/0**



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

Nil

## 11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

*In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:*

*(b) the personal affairs of any person;*

### **New Motion**

**Moved Cr CL Marchant**

**Seconded Cr PM Barnes**

That the meeting be closed to the public at 4:15 pm for discussion of Item 11.1.1.

**Resolution 04-2022.28**

**Carried 6/0**

### **New Motion**

**Moved Cr MA Brown**

**Seconded Cr ML McHugh**

That Standing Order number 7.5 - Addressing the Meeting be suspended at 4:15pm in order to discuss item 11.1 - Complaint GC22-004 .

**Resolution 04-2022.29**

**Carried 6/0**

### **New Motion**

**Moved Cr GF Waters**

**Seconded: Cr PM Barnes**

That Standing Orders be reinstated at 4:34pm.

**Resolution 04-2022.30**

**Carried 6/0**



### 11.1 Complaint GC22-004

Date of Report:	22 March 2022
Proponent:	N/A
File:	4.2.11.1
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	11.1 General Complaint GC22-004 11.1 Draft Complaint About Alleged Breach Form
Voting Requirements:	Simple Majority

### New Motion

### Council Decision

**Moved Cr PM Barnes**

**Seconded Cr CL Marchant**

- 1) That having considered the complaint received and response from the person whom the complaint relates, the Shire of Trayning has resolved it is more likely that the alleged breach did not occur.
- 2) That the Chief Executive Officer advise the complainant of the Shire's decision.
- 3) That the Shire of Trayning Code of Conduct Complaint Form be replaced as attached.

**Resolution 04-2022.31**

**Carried 6/0**

### New Motion

**Moved Cr GF Waters**

**Seconded Cr PM Barnes**

That the meeting be reopened to the public at 4:35pm.

**Resolution 04-2022.32**

**Carried 6/0**

## 12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:35pm.