



**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Thursday 20 February 2025**

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

Commencement: 4.00 pm



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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

A handwritten signature in black ink, appearing to be 'J. Merrick', written over a horizontal line.

John Merrick
Acting Chief Executive Officer

PREFACE

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

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

UNCONFIRMED MINUTES

These minutes were approved for distribution on 24 February 2025.



John Merrick
ACTING CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on

Signed:

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

MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in Council Chambers,
66 Railway Street, Trayning,
on Thursday 20 February 2025, 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 | 5 |
| 4 | PUBLIC QUESTION TIME | 5 |
| 5 | APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST | 5 |
| | 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 | 6 |
| | 7.1 Ordinary Meeting of Council | 6 |
| | 7.2 Annual Electors Meeting..... | 6 |
| | 7.3 Other Committee Meetings..... | 7 |
| 8 | ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS..... | 7 |
| 9 | REPORTS | 7 |
| | 9.1 REGULATORY SERVICES..... | 7 |
| | 9.1.1 Application for Planning Approval - 40 Lamond St. | 7 |
| | 9.2 FINANCE REPORTS | 9 |
| | 9.2.1 Monthly Payment List December 2024 | 9 |
| | 9.2.2 Monthly Payment List January 2025 | 10 |
| | 9.2.3 Monthly Financial Report for December 2024 | 11 |
| | 9.2.4 Monthly Financial Report for January 2025..... | 14 |
| | 9.2.5 Budget Review 2024/2025..... | 17 |
| | 9.2.6 Payment of Caveat Fee 12 Riley Street..... | 23 |
| | 9.3 ACTING CHIEF EXECUTIVE OFFICER..... | 26 |
| | 9.3.1 Process for Recruitment of Chief Executive Officer | 26 |
| | 9.3.2 Wheatbelt Rail Trail Committee | 28 |
| | 9.3.3 Superannuation for Councillors..... | 30 |
| | 9.3.4 WALGA Sector Feedback – Amendment ACT 2024..... | 32 |
| | 9.3.5 Policy 7.5 – Corporate Credit Card | 34 |
| | 9.4 SHIRE PRESIDENT | 36 |
| 10 | NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING | 36 |
| 11 | MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... | 36 |
| 12 | CLOSURE..... | 36 |

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4.03pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Clayton Marchant (Deputy Shire President)
Cr Michelle McHugh
Cr Peter Barnes
Cr Mark Leslie
Cr Dale Naughton

STAFF:

Mr John Merrick (Acting Chief Executive Officer)
Mr Paul Healy (Manager of Works)
Ms Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Cr Corey Harken

VISITORS:

Mr Laurie O'Meara

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

Cr Corey Harken

5.3 Disclosure of Interest

Nil

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation/ Council Decision

| | |
|--|--------------------------------|
| Moved Cr ME Leslie | Seconded Cr DA Naughton |
| That the minutes of the Meeting of Council held 11 December 2024 be confirmed as a true and correct record of the proceedings. | |
| Resolution 02-2025.01 | Carried 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

7.2 Annual Electors Meeting

Officer Recommendation/ Council Decision

| | |
|--|------------------------------|
| Moved Cr CL Marchant | Seconded Cr PM Barnes |
| That the minutes of the Annual Electors Meeting held 5 February 2025 be confirmed as a true and correct record of the proceedings. | |
| Resolution 02-2025.02 | Carried 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

7.3 Other Committee Meetings

Officer Recommendation/ Council Decision

| | |
|--|------------------------------|
| Moved Cr DA Naughton | Seconded Cr ME Leslie |
| That the minutes of the following Committee meetings be confirmed as a true and correct record of the proceedings. | |
| 7.3a GECZ Minutes - 14 November 2024 7.3b NEWROC Council Minutes November 2024 | |
| Resolution 02-2025.03 | Carried En-Bloc 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS

9.1 REGULATORY SERVICES

9.1.1 Application for Planning Approval - 40 Lamond St.

| | |
|-----------------------------------|------------------|
| Date of Report: | 11 February 2025 |
| Proponent: | John Merrick |
| File Ref: | PDA1 |
| Officer's Disclosure of Interest: | NIL |
| Attachments: | Nil |
| Voting Requirements: | Simple Majority |

Purpose of Report

Councils' consideration of an application for planning approval for the placement of a sea-container on Lot 30 (40) Lamond Street Kununoppin.

Background

An application for planning approval has been received for the placement of a 6-metre sea-container within the residential townsite in Kununoppin for the purpose of storage. Councils draft Local Planning Policy- Sea-containers, provides for Councils discretion in approving a sea-container of up to six metres in length within a residential area. A conversation with the applicant, Mr Rodney Sing, it has been determined that the sea-container will be located at the rear of the property and will be for storage only.

Officer's Comment

Given the undertakings provided by the applicant, officers recommend approval with conditions.

Consultation

With the applicant

Statutory Environment

Town Planning and Development Act, Shire of Trayning Town Planning Scheme 1, Draft Local planning Policy – Sea-containers.

Policy Implications

As above

Financial Implications

An application fee is applicable.

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation

That Council approve the application with the following conditions.

- The container will not be permitted for habitable use or converted to habitable use unless it meets the provisions of the Building Code of Australia.
- The container will be suitably screened and/or fenced from the road frontage and located at the rear of the property.
- The container cannot be located closer than one metre from the boundary and not located over septic tanks, leach drains or utilities.
- The container is to be used for storage purposes only.

New Motion

Moved Cr CL Marchant

Seconded Cr ML McHugh

That Item 9.1.1 Application for Planning Approval 40 Lamond Street Kununoppin be laid on the table until the March Ordinary Meeting of Council.

Resolution 02-2025.04

Carried 6/0

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

Reason for New Motion

In light of new information presented during the meeting, Council did not wish to adopt the recommendation until clarification is sort by the Acting CEO as to whether this is a new application or for an existing Container.

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List December 2024

| | |
|-----------------------------------|--|
| Date of Report: | 11 February 2025 |
| File Ref: | 9.2.1 – Accounts Payable (Creditors) |
| Officer: | Jessi Shannon - Finance Officer |
| Senior Officer: | Abbie Harken – Senior Finance Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.2.1 Monthly Payment List December 2024 |
| 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 December 2024 will be provided prior to the meeting. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

Officer Recommendation/ Council Decision

Moved Cr DA Naughton

Seconded Cr CL Marchant

That Council receives the list of payments, as presented, for the month of December 2024, totalling \$377,994.14.

Resolution 02-2025.05

Carried 6/0

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

9.2.2 Monthly Payment List January 2025

| | |
|-----------------------------------|---|
| Date of Report: | 11 February 2025 |
| File Ref: | 9.2.1 – Accounts Payable (Creditors) |
| Officer: | Jessi Shannon - Finance Officer |
| Senior Officer: | Abbie Harken – Senior Finance Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.2.1 Monthly Payment List January 2025 |
| Voting Requirements: | Simple Majority |

Purpose of Report

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

Background

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

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Officer's Comment

The list of payments has been compiled for the month of January 2025 will be provided prior to the meeting. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

Officer Recommendation/ Council Decision

Moved Cr PM Barnes

Seconded Cr ME Leslie

That Council receives the list of payments, as presented, for the month of January 2025, totalling \$407,384.91.

Resolution 02-2025.06

Carried 6/0

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

9.2.3 Monthly Financial Report for December 2024

| | |
|-----------------------------------|--|
| Date of Report: | 11 February 2025 |
| File Ref: | N/A |
| Officer: | Wendy Stringer – LG Best Practices |
| Senior Officer: | John Merrick – A/ Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.2.2 Monthly Financial Report December 2024 |
| Voting Requirements: | Simply Majority |

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 December 2024.

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 Acting Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

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

Local Government (Financial Management) Regulations 1996 -

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

- (1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and

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

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

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

Financial Implications

A copy of the Monthly Financial Report for the period ending 31 December 2024, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

The Monthly Financial Report will be presented prior to the meeting.

Officer Recommendation/ Council Decision

Moved Cr ML McHugh

Seconded Cr PM Barnes

That the Monthly Financial Report for the period ending 31 December 2024 be accepted as presented.

Resolution 02-2025.07

Carried 6/0

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

9.2.4 Monthly Financial Report for January 2025

| | |
|-----------------------------------|---|
| Date of Report: | 11 February 2025 |
| File Ref: | N/A |
| Officer: | Wendy Stringer – LG Best Practices |
| Senior Officer: | John Merrick – A/ Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.2.2 Monthly Financial Report January 2025 |
| Voting Requirements: | Simply Majority |

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 January 2025.

Background

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

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

Consultation

There has been consultation with the Acting Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

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

Local Government (Financial Management) Regulations 1996 -

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

- (1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and

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

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

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

Financial Implications

A copy of the Monthly Financial Report for the period ending 31 December 2024, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

The Monthly Financial Report will be presented prior to the meeting.

Officer Recommendation/ Council Decision

| | |
|---|--------------------------------|
| Moved Cr ME Leslie | Seconded Cr DA Naughton |
| That the Monthly Financial Report for the period ending 31 January 2025 be accepted as presented. | |
| Resolution 02-2025.08 | Carried 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

9.2.5 Budget Review 2024/2025

| | |
|-----------------------------------|-------------------------|
| Date of Report: | 7 February 2025 |
| Proponent: | Rhona Hawkins, LGBP |
| File Ref: | 3.2.7.6 – Budget Review |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 2024/2025 Budget Review |
| Voting Requirements: | Absolute Majority |

Purpose of Report

To consider a review of the 2024/2025 Budget and approve budget variations.

Background

A review of actual expenditure to budgeted expenditure to 31 January 2025 has been undertaken by staff.

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Council when adopting its 2023/24 budget endorsed a variance of 10% and a minimum of \$10,000 to be used in the statements of financial activity and annual budget review, which is the basis of reporting for the Mid-Year Budget Review.

Consultation

Senior Finance Officer, Manager of Works

Statutory Environment

Local Government (Financial Management) Regulations, 33A. Review of budget

Policy Implications

There are no direct policy implications.

Financial Implications

Opening Surplus

Council budgeted for an opening surplus of \$2,877,640 at 1 July 2024. The actual opening surplus, as per the adopted financial statements is \$2,678,056 which meant that the opening surplus was \$199,584 less than budgeted. This figure was largely the result of the timing of grant funding recognition.

Budgeted Income and Expenditure

Staff have reviewed the budget operating and capital income and expenditure for the year to 31 January 2025 and the following accounts are estimated to vary by \$10,000 or more from budget:

| GL | Description | IE | Current Budget | Estimated Actual | Estimated Variance | Comment |
|---------|---|------------|----------------|------------------|--------------------|---|
| 3032306 | Grants Commission – Untied Grant | 110 | 146,036 | 266,998 | (120,962) | More grant funding received than budgeted |
| 3042350 | Reimbursements – Other Governance | 130 | 536 | 13,094 | (12,558) | Reimbursement of CEO LSL entitlement from other Shires |
| 3092300 | Non-Employee Housing Rent | 173 | 57,200 | 43,760 | 13,440 | GROH House only rented from October, budgeted for full year |
| 3092330 | Rent – Kununoppin ILUs | 173 | 17,760 | 32,760 | (15,000) | More units rented than budgeted |
| 3102324 | Black Water Disposal Fee | 174 | 518 | 38,334 | (38,000) | Large amount of waste deposited some fees from prior year |
| 3121300 | Grants Commission – Road Grant | 110 | 16,549 | 56,233 | (39,684) | More grant funding received than budgeted |
| 3121310 | Roads to Recovery Grants | 122 | 292,096 | 592,812 | (300,716) | Claimed grant funding for Doodlakine-Kununoppin Road |
| 3121320 | Footpath Grant | 124 | 70,082 | 184,205 | (114,123) | Grant funding from prior year recognised |
| 3143301 | Fuel Tax Credit | 192 | 8,578 | 33,578 | (25,000) | Largely use of dry hire vehicles instead of contractors increased amount of fuel used |
| 3145300 | Reimbursements – Workers Comp | 130 | 0 | 40,000 | (40,000) | Workers' compensation not budgeted for, some reimbursement from prior year |
| 2042001 | Salaries – Other Governance | 001 | 549,229 | 634,229 | 85,000 | Payout CEO |
| 2042002 | Superannuation – Governance | 002 | 66,606 | 76,606 | 10,000 | Payout CEO |
| 2092010 | Aged Persons Bldg Mtce | 028 | 19,433 | 39,433 | 20,000 | Forensic clean, replace floor coverings etc following death of tenant |
| 2101002 | Refuse Site Maintenance | 001 | 10,619 | 30,619 | 15,000 | Used staff and dry hired equipment instead of using contractors, increased servicing |
| 2101002 | Refuse Site Maintenance | 028 | 45,000 | 15,000 | (30,000) | Used staff and dry hired equipment instead of using contractors |
| 2101002 | Refuse Site Maintenance | 910 920 | 35,463 | 55,463 | 20,000 | Used staff and dry hired equipment instead of using contractors, increased servicing |
| 2113010 | Recreation Facilities Grounds Maintenance | 001 | 64,186 | 104,186 | 40,000 | More works carried out on Parks & Gardens than budgeted |
| 2113010 | Recreation Facilities Grounds Maintenance | 910 920 | 108,310 | 138,310 | 30,000 | More works carried out on Parks & Gardens than budgeted |

| | | | | | | |
|---------|-----------------------------------|------------|---------|---------|-----------|---|
| 2122035 | Depot Building Maintenance | 001 | 1,514 | 11,514 | 10,000 | More works carried out on Depot Maintenance than budgeted |
| 2122035 | Depot Building Maintenance | 028 | 11,813 | 21,813 | 10,000 | More works carried out on Depot Maintenance than budgeted |
| 2122035 | Depot Building Maintenance | 910 920 | 2,556 | 12,556 | 10,000 | More works carried out on Depot Maintenance than budgeted |
| 2132002 | Caravan Park Maintenance | 028 | 8,170 | 23,170 | 15,000 | More maintenance required than budgeted |
| 2132032 | Short Stay Accommodation Expense | 001 | 26,314 | 14,314 | (12,000) | One cottage being used by Acting CEO, reducing cleaning needs |
| 2132032 | Short Stay Accommodation Expense | 910 | 41,292 | 21,292 | (20,000) | One cottage being used by Acting CEO, reducing cleaning needs |
| 2142003 | Works Supervisor – Administration | 001 | 115,300 | 145,300 | 30,000 | Payout MWS |
| 2142016 | Works Team – Allowances | 005 | 18,027 | 28,024 | 10,000 | More allowances paid than budgeted |
| 2143002 | Parts, repairs & hire external | 028 | 205,302 | 325,302 | 120,000 | Dry hired more equipment than budgeted |
| 2143005 | Fuels and Oils | 033 | 139,439 | 189,439 | 50,000 | Dry hired more equipment than budgeted |
| 2145002 | Workers Compensation | 001 | 0 | 30,000 | 30,000 | Workers' compensation not budgeted for |
| BC01 | Administration Building Capital | 028 | 209,000 | 221,000 | 12,000 | More expenditure than budgeted |
| BC02 | Works Crew House Construction | 500 | 133,000 | 143,000 | 10,000 | More expenditure than budgeted |
| BC97 | Tennis Club Shelter | 500 | 19,000 | 29,000 | 10,000 | Additional concreting works not budgeted |
| RRG007 | Leake Street Kununoppin Capital | 500 | 54,986 | 0 | (54,986) | Remove reseal project |
| RTR020 | Kununoppin Doodlakine Road | 001 | 62,396 | 198,901 | 136,505 | Project took longer than budgeted due to poor quality gravel requiring sections to be resheeted |
| RTR020 | Kununoppin Doodlakine Road | 028 | 103,500 | 39,096 | (64,404) | Project took longer than budgeted due to poor quality gravel requiring sections to be resheeted |
| RTR020 | Kununoppin Doodlakine Road | 910 920 | 232,411 | 496,705 | 264,294 | Project took longer than budgeted due to poor quality gravel requiring sections to be resheeted |
| RTR017 | Sherzinger Road | 001 | 83,881 | 106,255 | 22,374 | Recalculated project budget |
| RTR017 | Sherzinger Road | 028 | 146,610 | 186,840 | 40,230 | Recalculated project budget |
| RTR017 | Sherzinger Road | 910 | 294,725 | 122,000 | (172,725) | Recalculated project budget |

| | | | | | | |
|---------|-----------------------------|------------|---------|---------|-----------|-----------------------------|
| | | 920 | | | | |
| RRG002 | Harrod Road Capex | 001 | 75,876 | 113,454 | 37,578 | Recalculated project budget |
| RRG002 | Harrod Road Capex | 028 | 418,097 | 317,410 | (101,585) | Recalculated project budget |
| RRG002 | Harrod Road Capex | 910 920 | 242,863 | 144,600 | (98,263) | Recalculated project budget |
| 5042800 | Transfer from Leave Reserve | 240 | 0 | 30,000 | 30,000 | Payout leave for CEO |

Strategic Implications

There are no direct strategic implications.

Risk Implications

In consideration of the Risk Matrix below it is assessed that this request constitutes a 'low' risk based on the rationale detailed in the Comment Section of this report.

| Consequence Likelihood | Insignificant | Minor | Moderate | Major | Extreme |
|---------------------------|---------------|--------|----------|--------|---------|
| Almost Certain | Medium | High | High | Severe | Severe |
| Likely | Low | Medium | High | High | Severe |
| Possible | Low | Medium | Medium | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

| Risk Rating | Action |
|-------------|---|
| LOW | Monitor for continuous improvement. |
| MEDIUM | Comply with risk reduction measures to keep risk as low as reasonably practical. |
| HIGH | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| SEVERE | Unacceptable. Risk reduction measures must be implemented before proceeding. |

Officer Recommendation/ Council Decision

Moved Cr PM Barnes

Seconded Cr CL Marchant

That the 2024/2025 Budget Review be received as presented and the following budget amendments be made:

| GL | Description | IE | Current Budget \$ | Amended Budget \$ |
|---------|-----------------------------------|-----|----------------------|----------------------|
| | Opening Surplus/(Deficit) | | 2,877,640 | 2,678,056 |
| 3032306 | Grants Commission – Untied Grant | 110 | 146,036 | 266,998 |
| 3042350 | Reimbursements – Other Governance | 130 | 536 | 13,094 |
| 3092300 | Non-Employee Housing Rent | 173 | 57,200 | 43,760 |
| 3092330 | Rent – Kununoppin ILUs | 173 | 17,760 | 32,760 |
| 3102324 | Black Water Disposal Fee | 174 | 518 | 38,334 |
| 3121300 | Grants Commission – Road Grant | 110 | 16,549 | 56,233 |
| 3121310 | Roads to Recovery Grants | 122 | 292,096 | 592,812 |
| 3121320 | Footpath Grant | 124 | 70,082 | 184,205 |
| 3143301 | Fuel Tax Credit | 192 | 8,578 | 33,578 |
| 3145300 | Reimbursements – Workers Comp | 130 | 0 | 40,000 |
| 2042001 | Salaries – Other Governance | 001 | 549,229 | 634,229 |
| 2042002 | Superannuation – Governance | 002 | 66,606 | 76,606 |
| 2092010 | Aged Persons Bldg Mtce | 028 | 19,433 | 39,433 |
| 2101002 | Refuse Site Maintenance | 001 | 10,619 | 30,619 |

| | | | | |
|---------|---|------------|---------|---------|
| 2101002 | Refuse Site Maintenance | 028 | 45,000 | 15,000 |
| 2101002 | Refuse Site Maintenance | 910 920 | 35,463 | 55,463 |
| 2113010 | Recreation Facilities Grounds Maintenance | 001 | 64,186 | 104,186 |
| 2113010 | Recreation Facilities Grounds Maintenance | 910 920 | 108,310 | 138,310 |
| 2122035 | Depot Building Maintenance | 001 | 1,514 | 11,514 |
| 2122035 | Depot Building Maintenance | 028 | 11,813 | 21,813 |
| 2122035 | Depot Building Maintenance | 910 920 | 2,556 | 12,556 |
| 2132002 | Caravan Park Maintenance | 028 | 8,170 | 23,170 |
| 2132032 | Short Stay Accommodation Expense | 001 | 26,314 | 14,314 |
| 2132032 | Short Stay Accommodation Expense | 910 | 41,292 | 21,292 |
| 2142003 | Works Supervisor – Administration | 001 | 115,300 | 145,300 |
| 2142016 | Works Team – Allowances | 005 | 18,027 | 28,024 |
| 2143002 | Parts, repairs & hire external | 028 | 205,302 | 325,302 |
| 2143005 | Fuels and Oils | 033 | 139,439 | 189,439 |
| 2145002 | Workers Compensation | 001 | 0 | 30,000 |
| BC01 | Administration Building Capital | 028 | 209,000 | 221,000 |
| BC02 | Works Crew House Construction | 500 | 133,000 | 143,000 |
| BC97 | Tennis Club Shelter | 500 | 19,000 | 29,000 |
| RRG007 | Leake Street Kununoppin Capital | 500 | 54,986 | 0 |
| RTR020 | Kununoppin Doodlakine Road | 001 | 62,396 | 198,901 |
| RTR020 | Kununoppin Doodlakine Road | 028 | 103,500 | 39,096 |
| RTR020 | Kununoppin Doodlakine Road | 910 920 | 232,411 | 496,705 |
| RTR017 | Sherzinger Road | 001 | 83,881 | 106,255 |
| RTR017 | Sherzinger Road | 028 | 146,610 | 186,840 |
| RTR017 | Sherzinger Road | 910 920 | 294,725 | 122,000 |
| RRG002 | Harrod Road Capex | 001 | 75,876 | 113,454 |
| RRG002 | Harrod Road Capex | 028 | 418,097 | 317,410 |
| RRG002 | Harrod Road Capex | 910 920 | 242,863 | 144,600 |
| 5042800 | Transfer from Leave Reserve | 240 | 0 | 30,000 |

Resolution 02-2025.09

Carried by Absolute Majority 6/0

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

9.2.6 Payment of Caveat Fee 12 Riley Street

| | |
|-----------------------------------|---|
| Date of Report: | 12 th February 2025 |
| Proponent: | N/A |
| File Ref: | 3.1.1.7 |
| Officer: | Abbie Harken – Senior Finance Officer |
| Senior Officer: | John Merrick – Acting Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Voting Requirements: | Absolute Majority |

Purpose of Report

This report seeks Council's authority to remove the caveat and meet the cost to remove the caveat on 12 Riley Street, Trayning.

The rates have been paid in full each year since August 2020 and are currently up to date.

Background

12th January 2017

The rate payer was recommended to Austral Mercantile Debt Collectors for outstanding rates totalling \$7,291.28.

20th January 2017

The ratepayer entered into a special payment arrangement to pay off the arrears which commenced on the 27th of January 2017.

12th September 2017

The Shire requested Austral Mercantile Debt Collectors to lodge a caveat on the property for outstanding rates. It is noted that the rate payer was still meeting their obligations of the signed payment arrangement.

6th November 2018

The current rates and all arrears were paid in full. Payments continued to 14th December 2018 which put the ratepayer in credit. Since then, the rates have been paid off in full each financial year either via instalments or one-off payment.

January 2025

The ratepayer contacted the Shire requesting the caveat to be removed since the rates have been paid in full for the last 6 years.

Consultation

There has been consultation with the Acting Chief Executive Officer.

Statutory Environment

Local Government Act 1995 section 6.12(1)(b)

6.12 Power to defer, grant discounts, waive or write off debts

(b) Waive or grant concessions in relation to any amount of money

Local Government Act 1995 section 6.64(3)

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

** Absolute majority required.*

The recommendation that follows is consistent with these statutory requirements.

Policy Implications

7.6 Debt Recovery – Outstanding Rates and Sundry Debtors

Alternative payment arrangements

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination.

Financial Implications

If the recommendation that follows is accepted there is an amount of \$1,000 in the 2024/2025 budget for Debt Recovery Expenses - Schedule 04 Governance - Account 2042062.

Strategic Implications

There are no strategic implications.

Risk Implications

There are no risk implications.

Environmental Implications

There are no environmental implications.

Social Implications

Leaving the caveat on the property 12 Riley Street, Trayning when the ratepayer has maintained their obligation to pay the rates in full when due for the last 6 years could create a negative relationship between Council and the ratepayer. Agreeing to remove and pay the costs for removal, should assist in maintaining Council's positive image with the ratepayer.

Officer's Comment

The lodging of caveats on properties when council rates are not being paid by the landowner has been a practice of past administration and complies with council's policy 7.6 where rates or service charges remain unpaid.

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests. However, given that the ratepayer has now paid the rates in full.

It is therefore recommended that Council agree to remove the caveat and meet the cost of removing the caveat from the property.

Officer Recommendation/ Council Decision

Moved Cr DA Naughton

Seconded Cr PM Barnes

That:

- 1) Council agrees to remove the caveat imposed on the property 12 Riley Street, Trayning. Given the ratepayer is now meeting their obligations to pay the rates when due.
- 2) Council agrees to meet the cost of \$260.20 being to withdraw the caveat on 12 Riley Street, Trayning. This includes the cost of lodgement and ID verification

Resolution 02-2025.10

Carried by Absolute Majority 6/0

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

9.3 ACTING CHIEF EXECUTIVE OFFICER

9.3.1 Process for Recruitment of Chief Executive Officer

| | |
|-----------------------------------|--|
| Date of Report: | 11 February 2025 |
| Proponent: | John Merrick – Acting CEO |
| File Ref: | |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.1.1 Policy 1.15 – CEO recruitment Position Description and Selection Criteria. Applicant information. |
| Voting Requirements: | Absolute Majority |

Purpose of Report

Councils' determination of the process of recruiting a new CEO, together with the adoption of the Position Description, Selection Criteria, and Selection Panel.

Background

Council Policy 1.15 – Model standards for CEO Recruitment, Performance and Termination, sets out the standards to be observed by the Council in relation to the recruitment of a CEO. The policy is provided in Attachment 9.1.1A

The requirement exists where Council is to appoint a selection panel consisting of elected members and at least one independent member who is not an employee or a consultant engaged by the Council.

Officer's Comment

A Model Contract of Employment for a Chief Executive Officer has been developed by the industry and includes generic performance criteria which relate to the key duties and responsibilities described within the Position Description.

Council is required to negotiate specific performance goals with the newly appointed CEO within three months of the starting date of employment.

Council should also consider whether it intends to conduct the recruitment "in house" or to appoint a consultant to undertake the recruitment.

Consultation

Informal discussion has occurred between the ACEO and the Shire President.

Statutory Environment

Council is required by Section 5 of the Local government Act (1995) to employ a CEO to carry out those responsibilities described within the Position Description. Shire of Trayning Policy 1.15 provides the process for the recruitment.

Policy Implications

Shire of Trayning Policy 1.15 applies.

Financial Implications

The salaries and Allowances Tribunal have determined that the total remuneration package for a CEO of a Band 4 Local Government is up to approximately \$240,000.00. The current budget provides for the CEO salary.

Strategic Implications

There are no direct strategic implications

Risk Implications

Moderate.

Officer Recommendation

That Council.

1. Endorse the Position Description for the position of Chief Executive Officer, as presented in attachment 9.3.1, which includes the duties and responsibilities of the position along with the selection criteria.
2. Determines that it will conduct the recruitment process "in house", with the Acting Chief Executive Officer providing the administrative support by advertising the position and collating applications for Council determination.
3. Nominates its selection panel, inclusive of one independent member.

Council Decision

Moved Cr ME Leslie

Seconded Cr PM Barnes

That Council.

1. Endorse the Position Description for the position of Chief Executive Officer, as presented in attachment 9.3.1, which includes the duties and responsibilities of the position along with the selection criteria.
2. Determines that it will conduct the recruitment process "in house", with the Acting Chief Executive Officer providing the administrative support by advertising the position and collating applications for Council determination.
3. The selection panel will be Cr Brown, Cr Marchant, and Cr McHugh. The ACEO to approach Caroline Robinson to be our independent member. If Caroline is unavailable, then we will approach Raymond Griffiths.

Resolution 02-2025.11

Carried 6/0

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

9.3.2 Wheatbelt Rail Trail Committee

| | |
|-----------------------------------|--------------------|
| Date of Report: | 11 February 2025 |
| Proponent: | John Merrick -ACEO |
| File Ref: | WRT 1 |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Voting Requirements: | Simple Majority |

Purpose of Report

Nomination of an elected member to a proposed new Committee for the development of the Wheatbelt Rail Trail.

Background

The Shire's of Trayning, Wyalkatchem and Nungarin have been successful in attracting a grant of \$213,570 for the creation of a dual use trail along the railway line between Wyalkatchem and Nungarin.

The CEO from the Shire of Merredin will be seeking a response from his Council as to whether they would support the inclusion of Merredin in the project which would result in an approach for additional funding for the Merredin component.

The inclusion of Merredin would open up the possibility of attracting cyclists on the Prospector to cycle (or walk) the trail between Merredin and Wyalkatchem.

It is suggested that the presence of elected members as part of the committee would strengthen the case for increased funding.

Officer's Comment

The Nungarin CEO is to approach the traditional owners for their consideration for supporting the project in view of the leaseholder of the railway reserve, ARC, being reluctant to approve the project because of heritage concerns.

It is intended that the project will be managed by the respective Works Managers in each Shire, and which will reflect our "in kind" contribution.

Consultation

The Department of Transport grant team and the four Shire CEO's.

Statutory Environment

There are no direct statutory implications.

Policy Implications

There are no direct policy implications.

Financial Implications

In Kind commitment equivalent to the grant funding of \$217,570, and annual maintenance of the trail.

Strategic Implications

The project will deliver a valuable tourism opportunity.

Risk Implications

The on-going maintenance of the trail will have an impact on future budgets as weather events have the potential to erode the gravel surface.

Officer Recommendation

That Council nominate Cr _____ as representative to the Wheatbelt Rail trail Committee for the Shire of Trayning.

Council Decision

| | |
|---|--------------------------------|
| Moved Cr PM Barnes | Seconded Cr DA Naughton |
| That item 9.3.2 be laid on the table until the April Ordinary Meeting of Council. | |
| Resolution 02-2025.12 | Carried 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

Reason

Council wishes to wait for the results of the State election to obtain a better understanding of where they stand with approaching ARC as the Premier has stated that he is potentially looking at purchasing the Rail from ARC.

9.3.3 Superannuation for Councillors

| | |
|-----------------------------------|---------------------|
| Date of Report: | 11 February 2025 |
| Proponent: | John Merrick - ACEO |
| File Ref: | LGA A 1 |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Voting Requirements: | Simple Majority |

Purpose of Report

Councils' consideration for the payment of Superannuation benefits to elected members as included in the provisions of the Local Government Amendment Act 2024.

Background

The Amendment Act provides for Council to resolve by absolute majority to contribute to a council member's retirement benefits into a superannuation fund nominated by the member, and to which applies to the Superannuation Guarantee Administration Act 1992. A council member may, by written notice to the CEO, "opt out" of superannuation contribution payments. This "opt out" notice remains in effect until the member revokes the notice, in writing to the CEO.

The payment of superannuation contributions to elected members is not considered to be salary under any other law.

Officer's Comment

Nil

Consultation

Nil

Statutory Environment

Local Government Amendment Act 2024, Section 5.99 A, B, C, D, E.

Policy Implications

Nil

Financial Implications

An additional 12% of the total annual fee paid to elected members will be a budgetary line item in annual budgets.

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation

For Council determination.

Council Decision

Moved Cr CL Marchant

Seconded Cr DA Naughton

That present Council do not wish to be paid Superannuation.

Resolution 02-2025.13

Carried 6/0

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

9.3.4 WALGA Sector Feedback – Amendment ACT 2024

| | |
|-----------------------------------|----------------------|
| Date of Report: | 12 February 2025 |
| Proponent: | John Merrick |
| File Ref: | Walga1 |
| Officer's Disclosure of Interest: | NIL |
| Attachments: | 9.3.4 WALGA INFOPAGE |
| Voting Requirements: | Simple Majority |

Purpose of Report

WALGA is seeking sector feedback in regard to Council's position on each of the amendments contained in the Local Government Amendment Act 2024.

Background

Attachment 9.1.5A provides the position of WALGA on the amendments along with a request for feedback from Councils likely to be affected by them. Council has discussed the amendments prior to this meeting, however, in the event that Council wished to formally respond to WALGA's request for feedback, it may be advantageous to respond through a resolution of Council.

Officer's Comment

Council will recall that a "minor" amendment introduced a few years ago required the Auditor General to conduct Local Government audits resulting in annual audit fees increasing from \$10 - \$15,000 to \$30 - \$35,000 overnight. Amendment 18FAB, for instance, provides for the Department to establish a panel of independent persons for a selection panel for the recruitment of a CEO. This author queries whether these persons would have knowledge of local issues sufficient to make sound judgement, and how much would this cost. Local Governments, smaller rural ones in particular, will be adversely affected financially through yet further compliance regulations.

Consultation

Nil

Statutory Environment

Local Government Act 1995(as amended), and the Local Government Amendment Act 2024.

Policy Implications

Minor amendment required to some policy.

Financial Implications

Increased budgetary provisions are likely to impact the bottom line, particularly with the costs associated with increased compliance requirements.

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation/ Council Decision

| | |
|---|------------------------------|
| Moved Cr DA Naughton | Seconded Cr ME Leslie |
| That Council advise WALGA that it objects to a continuation of the erosion of the “general competency powers” bestowed on Local Government within the 1995 Act through the introduction of yet more regulation and compliance requirements. | |
| Resolution 02-2025.14 | Carried 6/0 |
| For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie | |

9.3.5 Policy 7.5 – Corporate Credit Card

| | |
|-----------------------------------|------------------------|
| Date of Report: | 12 February 2025 |
| Proponent: | John Merrick |
| File Ref: | Fin1 |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Policy 7.5 Credit Card |
| Voting Requirements: | Simple Majority |

Purpose of Report

Council approval for a minor amendment to is Corporate Credit Card policy statement to reflect a clear understanding of how the \$20,000 limit across the two cards is administered.

Background

During the 2023/24 Audit process, the auditors indicated that the current policy was thought to be ambiguous as to the perceived limits on each card. Council has two credit cards, one for the CEO with a limit of \$15,000, and one for the Manager Corporate Services with a limit of \$5,000. Total = \$20,000. The card for the CEO has been cancelled and will be re-instated on the appointment of the new CEO.

Officer's Comment

Without changing the limit applicable to the two cards, it is suggested that the policy statement point 1 be amended to reflect a clear understanding.

Consultation

Internal staff and auditors.

Statutory Environment

Local Government Act 1995 and Financial Regulations.

Policy Implications

Minor amendment required to policy 7.5.

Financial Implications

Nil

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation/ Council Decision

Moved Cr PM Barnes

Seconded Cr ML McHugh

That Council amend Point 1 of the policy statement attached to Policy 7.5 by having the statement read – “That the following staff are authorised to hold a corporate credit card with a monthly maximum combined total of \$20,000 as follows;”

Resolution 02-2025.15

Carried 6/0

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

9.4 SHIRE PRESIDENT

| Date | Calendar Meeting and Events |
|------------------|--|
| 26 January 2025 | Australia Day – Lunch time BBQ at the swimming pool. Well attended event considering it was a long weekend and still school holidays. Many thanks to all the Shire staff that attended and helped with the organising of the event. Special mention to our Acting CEO John, a fabulous effort to drive up for the day with his wife. This was very much appreciated by Council, staff and residents. |
| 5 February 2025 | <ul style="list-style-type: none">• GECZ Executive Meeting via zoom• Annual Electors Meeting. A good turn out from residents with some constructive feedback. Thanks to John for taking the minutes and Paul for attending. |
| 6 February 2025 | Kununoppin Medical Practice Meeting (KMPC) |
| 13 February 2025 | Great Eastern Country Zone Meeting (GECZ) at Kellerberrin |

I have continued to catch up with John over the January period. February is always a busy month of meetings. LEMC will meet later in the month, and I will be attending an informal dinner with the NEWROC Shire Presidents.

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

Nil

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:45 pm.