



**AGENDA  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 21 May 2025**

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

**Commencement: 4.00 pm  
Forum meeting to follow**

**Rhona Hawkins - LG Best Practices  
Budget Workshop 1 Presentation 2:00pm**

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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', with a large loop and a small mark at the end.

John Merrick  
Acting Chief Executive Officer

## AGENDA

Ordinary Meeting of the Trayning Shire Council,  
To be held in Council Chambers,  
66 Railway Street, Trayning,  
on Wednesday 21 May 2025, commencing at 4.00 pm

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

**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  
Cr Corey Harken

STAFF:

Mr Peter Naylor (Chief Executive Officer)  
Ms Belinda Taylor (Manager of Corporate Services)  
Mr Paul Healy (Manager of Works)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

Mr John Merrick

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

**4 PUBLIC QUESTION TIME**

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

**5.1 Applications Previously Approved**

**5.2 Leave of Absence**

**5.3 Disclosure of Interest**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **6.1 Petitions**

### **6.2 Deputations**

### **6.3 Presentations**

## **7 CONFIRMATION OF MINUTES**

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

#### **Officer Recommendation**

That the minutes of the Meeting of Council held 16 April 2025 be confirmed as a true and correct record of the proceedings.

### **7.2 Other Committee Meetings**

#### **Officer Recommendation**

That the minutes of the following Committee meetings be confirmed as a true and correct record of the proceedings.

7.3a NEWROC Minutes Tuesday 1 April 2025

7.3b GECZ Minutes 10 April 2025

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

## 9 REPORTS

### 9.1 REGULATORY SERVICES

### 9.2 FINANCE REPORTS

#### 9.2.1 Monthly Payment List May 2025

Date of Report:	15 May 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 April 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 April 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's Recommendation**

That Council receives the list of payments, as presented, for the month of April 2025, totalling \$212,879.19.

## 9.2.2 Monthly Financial Report for April 2025

Date of Report:	15 May 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 May 2025
Voting Requirements:	Simply Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30 April 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 March 2025, 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's Recommendation**

That the Monthly Financial Report for the period ending 30 April 2025 be accepted as presented.

## 9.3 ACTING CHIEF EXECUTIVE OFFICER

### 9.3.1 ALGA 2025 National General Assembly - NEWROC Voting Delegate

Date of Report:	15 May 2025
File Ref:	4.1.1.10
Officer:	
Senior Officer:	John Merrick- ACEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

Council is asked to endorse Cr Melanie Brown as the Voting Delegate at the 2025 National General Assembly on behalf of NEWROC and the Shire of Trayning.

#### **Background**

Cr Brown has been registered and will be representing NEWROC at the 2025 National General Assembly being held in Canberra.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

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

The 2025 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – is being held in Canberra from 24-27 June with registrations being made through NEWROC.

This year's NGA theme is 'National Priorities Need Local Solutions'.

#### **Officer's Recommendation**

That Cr Melanie Brown be confirmed as the NEWROC / Shire of Trayning voting delegate for the 2025 National General Assembly of Local Government in Canberra.

## 9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Thursday 24 <sup>th</sup> April	Community BBQ to welcome Dr Livingston – Cr Brown, Cr Barnes, Cr Leslie
Friday 25 <sup>th</sup> April	ANZAC Service - Cr Brown, Cr Marchant, Cr Barnes, Cr Leslie
Friday 2 <sup>nd</sup> May	Wheatbelt Futures Forum – Presented and participated in a panel discussion on behalf of NEWROC – Theme for NEWROC was Sustaining the Present, Building for the Future”.
Wednesday 14 <sup>th</sup> May	KMPC meeting

Continued discussions weekly to address the status of current and future projects with the Acting CEO.

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

## 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.*
- (e) a matter that if disclosed, would reveal —*
  - (i) a trade secret; or*
  - (ii) information that has a commercial value to a person; or*
  - (iii) information about the business, professional, commercial or financial affairs of a person,*

## 12 CLOSURE