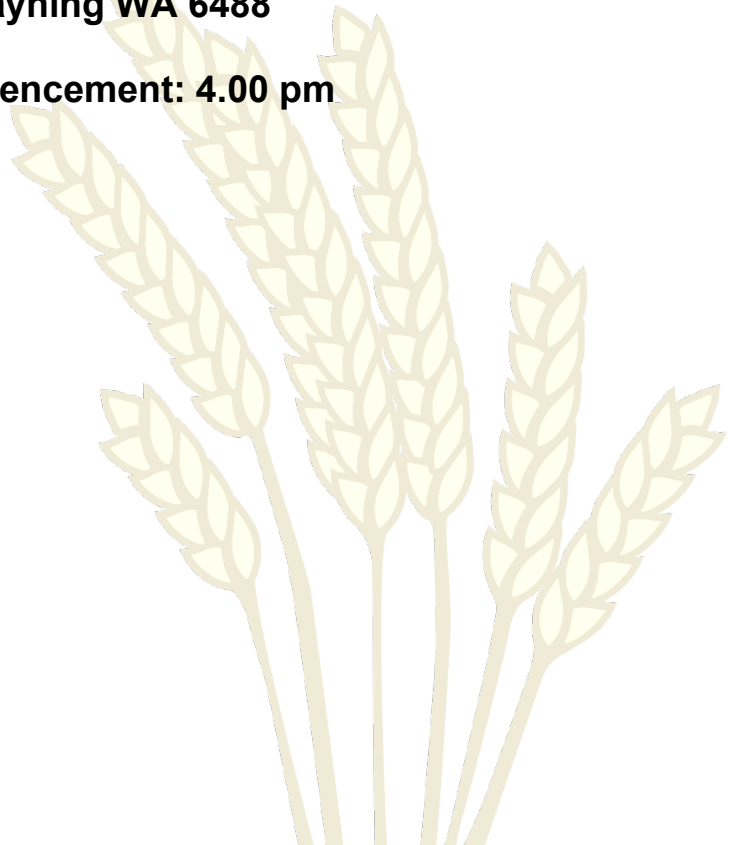




**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 21 May 2025**

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

Commencement: 4.00 pm



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Signed

A handwritten signature in black ink, appearing to read 'Peter Naylor', written in a cursive style.

Peter Naylor
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 22 May 2025.



Peter Naylor
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 18 June 2025.

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 Wednesday 21 May 2025, commencing at 4.00 pm

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors, staff and Visitors, declaring the meeting open at 4:10pm.

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:

Nil

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Mr John Merrick
Miss Jessi Shannon (Finance Officer)
Mrs Abbie Harken (Senior Finance Officer)

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Public Question Time opened at 4:11pm
There were no members of the public present.
Public Question Time closed at 4:11pm

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

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation/Council Decision

Moved Cr PM Barnes

Seconded Cr CL Marchant

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

Resolution 06.2025.40

Carried 7/0

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

7.2 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 NEWROC Minutes Tuesday 1 April 2025

7.3b GECZ Minutes 10 April 2025

Resolution 06.2025.41

Carried 7/0

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

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Madam President thanked Acting CEO John Merrick for tenure over the past 6 months and welcomed the Shire's newly appointed CEO, Peter Naylor.

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 Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr PM Barnes

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

Resolution 06.2025.42

Carried 7/0

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

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 Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr ME Leslie

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

Resolution 06-2025.43

Carried 7/0

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

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 Recommendation/Council Decision

Moved Cr PM Barnes	Seconded Cr CF Harken
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.	
Resolution 06-2025.44	Carried 7/0
For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie	

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Thursday 24 th April	Community BBQ to welcome Dr Livingston – Cr Brown, Cr Barnes, Cr Leslie
Friday 25 th April	ANZAC Service - Cr Brown, Cr Marchant, Cr Barnes, Cr Leslie
Friday 2 nd 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 th 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

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.*
- (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

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:16pm.