



**AGENDA  
FOR  
ORDINARY COUNCIL MEETING OF COUNCIL  
Wednesday 28 June 2023**

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

**Commencement: 4.00 pm**





## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Trayning for any act, omission or statement, or intimation occurring during Council or committee meetings.

The Shire of Trayning disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement, or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act, or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

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

Leanne Parola  
Chief Executive Officer



## **AGENDA**

Ordinary Meeting of the Trayning Shire Council,  
To be held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 28 June 2023, commencing at 4.00 pm

## **CONTENTS**

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	4
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	4
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 .....	5
5.2	Leave of Absence.....	5
5.3	Disclosure of Interest.....	5
6	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	5
6.1	Petitions .....	5
6.2	Deputations .....	5
6.3	Presentations .....	5
7	CONFIRMATION OF MINUTES.....	5
7.1	Ordinary Meeting of Council.....	5
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	5
9	REPORTS OF OFFICERS .....	5
9.1	REGULATORY SERVICES.....	5
9.2	FINANCE REPORTS.....	6
9.2.1	Monthly Payment List May 2023.....	6
9.2.2	Monthly Financial Report for May 2023 .....	7
9.2.3	Adoption of Fees & Charges 2023-2024.....	10
9.2.4	CEACA Rates Exemption.....	12
9.2.5	Write Off Rates.....	15
9.3	CHIEF EXECUTIVE OFFICER.....	17
9.3.1	WALGA Local Government Convention 2023.....	17
9.3.2	Provision of GROH Housing – Lot 119 Glass Street Trayning .....	19
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	23
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	23
12	CLOSURE.....	23



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

**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)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:



- 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 Ordinary Meeting of Council held on 24 May 2023 be confirmed as a true and correct record of the proceedings.
- 8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**
- 9 REPORTS OF OFFICERS**
  - 9.1 REGULATORY SERVICES**



## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List May 2023

Date of Report:	20 June 2023
Proponent:	N/A
File Ref:	9.2.1 – 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 May 2023
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 May 2023 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's Recommendation**

That Council receives the list of payments and credit card statement, as presented, for the month of May 2023, totalling \$484,301.11.



### 9.2.2 Monthly Financial Report for May 2023

Date of Report:	20 June 2023
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 Report May 2023
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 May 2023.

#### **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 31 May 2023, 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's Recommendation**

That the Monthly Financial Report for the period ending 31 May 2023 be accepted as presented.



### **9.2.3 Adoption of Fees & Charges 2023-2024**

Date of Report:	15 May 2023
Proponent:	Chief Executive Officer
File Ref:	3.2.7.1 Annual Budget
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.3 Draft Fees and Charges 2023-24
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To adopt the Schedule of Fees & Charges for the Shire for the 2023/2024 financial year.

#### **Background**

Each year Council is required to adopt fees and charges as part of the Budget process.

Adopting the fees and charges at the June Council meeting allows staff to provide relevant notice to affected parties of any proposed changes and allows the fees and charges to be implemented from 1 July.

#### **Consultation**

Councillors were briefed on the proposed changes to the Schedule of Fees and Charges for 2022/2023 at the Councillors Forum held 10 May 2023.

#### **Statutory Environment**

Local Government Act 1995, section 6.16 Imposition of fees and charges and section 6.17 Setting level of fees and charges

#### **Policy Implications**

Policy 11.3 Shire Accommodation – Rental charges  
Policy 13.3 Private Works

#### **Financial Implications**

The fees and charges adopted by Council have an impact on the operating revenue of the Shire.

#### **Strategic Implications**

Nil



### **Officer's Comment**

Staff have reviewed the schedule of fees and charges and are recommending the following changes:

- Increase recyclable refuse charge by \$20
- Increase a number of charges by 3.5% (rounded) including general refuse removal, property enquiries, maximum rents on community housing, hazardous materials and private works
- Including KTY promotional materials
- Removing charges for local residents to hire community facilities

### **Officer's Recommendation**

That the attached Schedule of Fees & Charges for the 2023/2024 financial year be adopted and advertised to commence on 1 June 2023.



### 9.2.4 Non-Rateable Land

Date of Report:	20 June 2023
Proponent:	Chief Executive Officer
File Ref:	3.1.1.3 Rate Exemptions
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.4 CEACA Charitable Status
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider whether a number of assessments should be exempt from municipal rates.

#### **Background**

A decision was made at the Ordinary Meeting of Council held February 2021, that the Central East Aged Care Alliance Inc (CEACA) was exempt from municipal rates for their property in Kununoppin, to be reviewed in June 2023.

This represents an opportunity to review other properties within the Shire that could be non-rateable.

#### **Consultation**

There has been no consultation.

#### **Statutory Environment**

Local Government Act 1995, section 6.26 – Rateable land, stipulates the land that is not rateable land.

#### **Policy Implications**

There are no direct policy implications.

#### **Financial Implications**

The draft 2023/24 budget includes the following rates assessments:

Ref	Owner	Address	2023/24 Rates
A235	S L Norrish (Trayning Op Shop)	Lot 27 Coronation St, Trayning	0
-	Uniting Church in Australia Property Trust (Uniting Church)	Lot 28 Coronation St, Trayning	0
-	State of Western Australia (Catholic Church)	Lot 93 Railway St, Trayning	0



A293	State of Western Australia (levy Trayning & Districts Sporting Club)	Lot 88 Sutherland St, Trayning	2,159
A1148	Central East Aged Care Alliance (Social Housing)	Lot 300 Lamond St, Kununoppin	0
A1088	Kununoppin Sports & Progress Association (not used)	Lot 60 Hughes St, Kununoppin	0

### **Strategic Implications**

The impact of the exemptions on the Long Term Financial Plan is minimal.

### **Officer's Comment**

Over the past few years, the Shire has classed the following properties as being exempt from Municipal Rates:

<b>Ref</b>	<b>Owner</b>	<b>Address</b>
A235	S L Norrish (Trayning Op Shop)	Lot 27 Coronation Street, Trayning
-	Uniting Church in Australia Property Trust (Uniting Church)	Lot 28 Coronation Street, Trayning
-	State of Western Australia (Catholic Church)	Lot 93 Railway Street, Trayning
A1148	Central East Aged Care Alliance (Social Housing)	Lot 300 Lamond Street, Kununoppin
A1088	Kununoppin Sports & Progress Association (not used)	Lot 60 Hughes Street, Kununoppin

Assessment A293 Lot 88 Sutherland Street, Trayning is a Reserve that the Shire of Trayning holds a Management Order over. A portion of the lot was leased to the Trayning & Districts Sporting Club, but the lease was replaced by a Memorandum of Understanding in 2018.

The Memorandum of Understanding with the Trayning & Districts Sporting Club essentially provides them with use of a portion of the property rent-free. There is no agreement in place that they should be levied rates for the property.

Other properties within the Shire that community organisations that own or rent within the Shire have been exempted from paying rates, staff believe this property should also be exempt from rates.

Staff have carried out a search of the Australian Charities and Not-for-profits Commission Charity Register and confirmed that the Central East Accommodation and Care Alliance Inc is still a registered charity (see attached).



### **Officer's Recommendation**

That the following properties be deemed as non-rateable in accordance with Local Government Act 1995, Section 6.26:

- Lot 27 Coronation Street, Trayning
- Lot 28 Coronation Street, Trayning
- Lot 93 Railway Street, Trayning
- Lot 88 Sutherland Street, Trayning
- Lot 300 Lamond Street, Kununoppin
- Lot 60 Hughes Street, Kununoppin



### 9.2.5 Write Off Rates

Date of Report:	8 June 2023
Proponent:	Chief Executive Officer
File Ref:	
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider writing off rates left on Assessment A103 (Lot 194 Jeffries Road, Kununoppin) after settlement to new owners.

#### **Background**

The Shire took possession of a property in 2020 for non-payment of rates and sold it at public auction. There was a long delay in settlement which resulted in additional interest and legal fees.

#### **Consultation**

There has been no consultation.

#### **Statutory Environment**

Local Government Act 1995, section 6.12 Power to defer, grant discounts or write off debts allows a local government to write off any amount of money owed to the Local Government.

The Chief Executive Officer has only been authorised to write off amounts of up to \$30, so a Council decision is required in this instance.

#### **Policy Implications**

There are no direct policy implications.

#### **Financial Implications**

The current balance on Assessment A103, Lot 194 Jeffries Road relates to legal fees, interest and rates that were not cleared by the sale of the property by the Shire for non-payment of rates.

#### **Strategic Implications**

There are no strategic implications.



### **Officer's Comment**

The Shire took possession of Lot 194 Jeffries Road Kununoppin on 17 February 2021 for non payment of rates and sold it at a public auction held 17 April 2021. At the time the amount owing on the assessment was \$9,896.31, with some legal fees and interest to be applied before settlement.

The sale price of \$14,000 would have adequately covered the outstanding rates and all associated costs of the sale and settlement.

Unfortunately the settlement agent engaged by the Shire of Trayning and the purchasers of the property, Prompt Settlements, did not carry out the settlement in a timely manner.

Interest continued to accrue on the property, and legal advice had to be sought to deal with the ability to transfer the property when the settlement agent said the full auction process had to be redone after twelve months.

The following transactions were levied/receipted on the assessment between the date of auction and writing this report:

Balance at 17/4/2021		9,896.31
Auction Costs	285.32	
Interest	1,320.68	
Rates Levied	981.00	
Deposit Received	(2,000.00)	
Settlement Amount including purchaser's portion of rates	(10,431.71)	
Balance Owing 20/6/2023		2,721.01

### **Officer's Recommendation**

That the balance owing on Assessment A103, Lot 124 Jeffries Road, Kununoppin be written off.





## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 WALGA Local Government Convention 2023

Date of Report:	6 June 2023
Proponent:	Chief Executive Officer
File Ref:	4.3.5.8 WALGA - Local Government Convention
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 WALGA-Local-Government-Convention- 2023-Program
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To determine attendance by Councillors and Staff at the 2023 Western Australian Local Government Association Local Government Convention.

#### **Background**

The Western Australian Local Government Association (WALGA) Local Government Convention will be held 17-20 September 2023 at the Crown Convention Centre.

The theme of the convention is "Local Futures", a copy of the program is attached.

#### **Consultation**

There has been no consultation in this regard.

#### **Statutory Environment**

There is no statutory requirement to attend the WALGA Local Government Convention.

#### **Policy Implications**

Policy 1.9 Continuing Professional Development of Elected Members specifies that the President and WALGA Great Eastern Country Zone delegates and the Chief Executive Officer and their partners are entitled to attend Local Government Week (now known as the WALGA Local Government Convention).

Councillors other than the aforementioned may attend with a maximum of four attending each year. Apart from the Shire President and GECZ delegates, Councillors will be selected based on recent attendance at the convention.

The Shire President and Deputy Shire President are the Shire of Trayning's current Great Eastern Country Zone delegates. They attended the 2022 convention along with Councillor Leslie and the Chief Executive Officer.



Policy 3.2 Conferences, Meetings & Training – Attendance & Expenses encourages elected members to participate in training and attend the annual WALGA State Convention and details the expenses the Shire will pay.

The policy requires approval for attendance at a conference to be obtained from Council prior to the event.

### **Financial Implications**

The draft 2023/24 Annual Budget includes the following provision for the 2023 WALGA State Convention:

Registrations (4 x \$1,296)	\$5,184
Accommodation (4 x 3 x \$250)	3,000
Meals (4 x \$300)	1,200
Gala Cocktail Evening (7 x \$135)	<u>945</u>
	\$10,329

WALGA have not provided any details regarding potential discounts on accommodation at the Crown, the price used for budget purposes is based on current online prices.

If the maximum of four Councillors wish to attend the event, the draft budget will be increased accordingly, ie or \$2,481 or \$2,616.

### **Strategic Implications**

The Shire of Trayning Strategic Community & Corporate Business Plan includes the following strategic action:

*Provide opportunities and appropriate resources for staff and elected member professional development.*

### **Officer's Comment**

The Agenda for the Western Australian Local Government Association Annual General Meeting has yet to be received.

### **Officer's Recommendation**

That:

- 1) Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ and the Chief Executive Officer be registered to attend the 2023 Western Australian Local Government Association Local Government Convention.
- 2) Councillors \_\_\_\_\_ and \_\_\_\_\_ be registered as delegates and the Chief Executive the proxy for the Western Australian Local Government Association Annual General Meeting.



### 9.3.2 Provision of GROH Housing – Lot 119 Glass Street Trayning

Date of Report:	15 June 2023
Proponent:	Chief Executive Officer
File Ref:	
Officer's Disclosure of Interest:	Nil
Attachments:	Confidential – 9.3.2 Tender Quality Price Assessment Confidential – 9.3.2 Revised Quotation 9.3.2 Drawings
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To consider a proposal to purchase and install a transportable four bedroom, two bathroom residence on Lot 119 Glass Street Trayning to lease to the Department of Communities for the purpose of government employee housing.

#### **Background**

A request for tender quality prices for the design of a three bedroom, two bathroom residence to be located at Lot 120 Glass Street Trayning, and the option of a four bedroom, two bathroom residence to be located at Lot 122 Glass Street Trayning was sought using the Western Australian Local Government Association's Vendor Panel.

The intent of the second, optional, property is to build it to lease to the Department of Communities as a GROH house, i.e. to house a State government employee, on a cost recovery basis.

At the time of assessing tender submissions, the Department asked that consideration of the proposed property for them be put on hold.

#### **Consultation**

Department of Communities staff have been involved in the development and assessment of the tender for the procurement of the proposed dwelling. A number of requests for amendments to the submitted plan were made and have been accommodated in the revised quotation.

#### **Statutory Environment**

Section 3.57 of the Local Government Act 1995 requires local governments to invite tenders for certain contracts. The Local Government (Functions and General) Regulations 1996 require tenders or the use of the WALGA Procurement Service for contracts over \$250,000.

A Request for Quotation was issued through the WALGA eQuotes in accordance with the Regulations.



### **Policy Implications**

Policy 7.4 Purchasing and Tenders and Policy and Policy 7.3 Regional Price Preference also apply.

### **Financial Implications**

Given the delayed consideration of the proposed house for the Department of Communities, there will be no financial implications in the 2022/2023 budget.

If the Shire proceeds with the construction of a house to lease to the Department of Communities, it will need to include the capital costs, loan funding and lease income in the 2023/2024 Annual Budget.

The Department of Communities have indicated they would be willing to sign a lease agreement for 10 years based on their cost recovery calculator which based on a capital cost of \$650,000 would be \$1,140 per week, plus a CPI adjustment each year.

### **Strategic Implications**

The Shire of Trayning Strategic Community & Corporate Business Plan includes strategic actions and projects to construction of new staff housing and rental housing and the following measure of success:

“Housing and rental stock assist in the attracting and retention of the local workforce”

A community survey carried out in February 2023 indicated that education was the second highest priority for survey respondents and that the biggest issues they saw in the next 5-10 years as maintaining numbers at the local Primary School.

The proposed house would be used to accommodate a Trayning Primary School employee.

### **Officer's Comment**

The confidential tender quality price assessment referred to the Ordinary Meeting of Council is attached for information.

Also attached is the revised quotation taking into account the requests made by the Department of Communities.

### **Officer's Recommendation**

That:

- 1) A WALGA Member Contract for Goods and Services Supply be entered into with Quality Builders Pty Ltd for the design and construction of a 4-bedroom, 2-bathroom transportable dwelling on Lot 122 Glass Street, Trayning as per their revised quotation.



- 2) The Chief Executive Officer be authorised to enter into a lease agreement with the Department of Communities to rent Lot 122 Glass Street, Trayning for 10 years using their cost recovery calculator to determine rental amount.

### 9.3.3 Appointment of Fire Control Officers

Date of Report:	21 June 2023
File Ref:	5.1.4.1
Officer:	Leanne Parola – Chief Executive Officer
Senior Officer:	Not Applicable
Officer's Disclosure of Interest:	Impartiality interest - the author is the Secretary/Treasurer of the Trayning VFES
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

Council is requested to amend the appointment of Fire Control Officers.

#### **Background**

At the Ordinary Meeting of Council held October 2020, the following Fire Control Officers were appointed.

- Chief Bush Fire Control Officer Dylan Tarr
- Deputy Chief Bush Fire Control Officer Peter Barnes
- Bush Fire Control Officer Peter Barnes
- Bush Fire Control Officer Murray Leahy
- Bush Fire Control Officer Dylan Tarr
- Bush Fire Control Officer (permits only) Leanne Parola
- Bush Fire Control Officer (permits only) Belinda Taylor

Following advice from the Department of Fire and Emergency Services that Dylan Tarr was taking personal leave from his duties with the Trayning Volunteer Fire and Emergency Services, the Chief Executive Officer appointed Peter Barnes as acting Chief Bush Fire Control Officer until the Unit could hold an Annual General Meeting.

#### **Consultation**

As the Trayning VFES Unit Annual General Meeting held 21 June 2023, the following Office Bearers were elected:

- Captain Peter Barnes
- Lieutenant Murray Leahy
- Appliances Officer Andrew Woodfield



- Training Officer
- Secretary/Treasurer

Andrew Woodfield  
Leanne Parola

### **Statutory Environment**

Bush Fire Act, Section 38 (1) states, in part:

*A Local Government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purpose of this Act and of those officers shall appoint 2 as Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.*

### **Policy Implications**

Policy 8.1 Notification of Harvest Bans etc. provides authorisations based on position instead of nominating individuals so does not need to be updated as a result of a change in appointments.

Policy 8.2 Fire Control Officer also refers to position holders instead of individuals.

### **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 Comments**

The Officer Recommendation will ensure that the Shire's appointed Fire Control Officers reflect those of the Trayning VFES Unit and allow staff members to sign fire permits.



### **Officer Recommendation**

That in accordance with the Bush Fire Act 1954, the following appointments be made for the Shire of Trayning:

- |  |                |
|--|----------------|
| • Chief Bush Fire Control Officer          | Peter Barnes   |
| • Deputy Chief Bush Fire Control Officer   | Murray Leahy   |
| • Bush Fire Control Officer (permits only) | Leanne Parola  |
| • Bush Fire Control Officer (permits only) | Belinda Taylor |

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

### **11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

### **12 CLOSURE**