



**MINUTES  
FOR  
ORDINARY COUNCIL MEETING OF COUNCIL  
Wednesday 11 December 2024**

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

**Commencement: 4.00 pm**



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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', 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 12 December 2024.



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 Wednesday 11 December 2024, commencing at 4.00 pm

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

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4.06 pm.

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

### APOLOGIES:

Nil

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

Nil

### ABSENT:

Nil

### VISITORS:

Nil

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

Nil

## **4 PUBLIC QUESTION TIME**

Nil

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

### 5.1 Applications Previously Approved - Nil

### 5.2 Leave of Absence

Cr CF Harken, applied for a Leave of Absence for the February Ordinary Meeting of Council.

#### Council Decision

<b>Moved Cr DA Naughton</b>	<b>Seconded Cr CL Marchant</b>
That the following leave of absences be approved:	
Cr CF Harken for the February 2024 Ordinary Meeting.	
<b>Resolution 12-2024.156</b>	<b>Carried 7/0</b>
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	

### 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

<b>Moved Cr ML McHugh</b>	<b>Seconded Cr ME Leslie</b>
That the minutes of the Meeting of Council held 20 November 2024 be confirmed as a true and correct record of the proceedings.	
<b>Resolution 12-2024.157</b>	<b>Carried 7/0</b>
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	

## 7.2 Audit Committee Meeting

### Officer Recommendation/Council Decision

**Moved Cr DA Naughton**

**Seconded Cr CF Harken**

That the minutes of the Audit Committee Meeting held 11 December 2024 be confirmed as a true and correct record of the proceedings.

**Resolution 12-2024.158**

**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

Nil

## 9 REPORTS

### 9.1 REGULATORY SERVICES

#### 9.1.1 LPS No1 Amendment No 3 – Consideration Lot 340 Coronation St

Date of Report:	5 December 2024
Proponent:	John Merrick – Acting CEO
File Ref:	A1068
Officer’s Disclosure of Interest:	Nil
Attachments:	9.1.1 – EPA assessment, 9.1.1B – 9.1.1B Trayning LPS1 Amd 3 - Amendment Report 9.1.1C – Item and resolution of OCM
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

The draft scheme amendment has been referred and advertised for public submissions as required under the Planning and Development (Local Planning Schemes) Regulations 2015.

At the close of the submission period, no submissions have been received and the EPA has determined that no further assessment is required as per attachment A.

Council is now required to resolve to seek final approval from the WA Planning Commission/Minister for Planning for either:

- The amendment without modification
- The amendment with modification
- Not to support the amendment

#### **Background**

The proposed amendment to the Shire of Trayning Local Planning Scheme No 1 effectively rezones Lot 340 Coronation Street from “Public purposes – Civic and Cultural”, to “Residential”.

The subject site contains the former All Saints Anglican Church which is listed on the State Register of Heritage Places under the Heritage Act 2018 but is not subject to either a conservation order or a heritage agreement and has not been used as a church for over a decade.

In 2022, the Shire advertised for expressions of interest in the sale of the property which attracted one submission with the proposal to develop the building for residential purposes while retaining the exterior of the building to preserve its heritage significance.

#### **Officer’s Comment**

The change of the zoning of Lot 340 Coronation Street to “Residential” will allow it to be used for residential purposes and therefore align with the Shire of Trayning Local Planning Strategy.



The subject site is currently surrounded by a residential zoning.

### **Consultation**

Following receipt of the notice of assessment from the EPA the proposed amendment has been advertised as required under the Planning and Development (Local Planning Schemes) 2015, and which included:

- Publishing the proposed amendment in the Ninghan News.
- Notification of the proposed amendment to adjoining landowners.
- Written notification to relevant public authorities on the amendment.
- The proposal being placed on the Shire of Trayning website.
- Hard copies of the Scheme Amendment documentation made available for inspection at the Shire Administration Office.

### **Statutory Environment**

Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 prescribes the process for the preparation of scheme amendments, whereby the Local Government determines whether it will initiate, or not, the amendment.

The Minister for Planning has the final decision-making responsibility for any recommendation from the Local Government to either support the amendment, with or without modification, or to not support the amendment.

### **Policy Implications**

There are no direct policy implications.

### **Financial Implications**

There will be planning fee and rates financial implications.

### **Strategic Implications**

There are no direct strategic implications.

### **Risk Implications**

The risk assessment to this amendment is low as it poses no significant environmental implications to the site or surrounding properties.

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

<b>Moved Cr PM Barnes</b>	<b>Seconded Cr CL Marchant</b>
<p>That Council in accordance with the Planning and Development (local Planning Schemes) Regulations 2015 and the Planning and Development Act 2005 resolves to support Amendment 3 to the Shire of Trayning Local Planning Scheme No 1, as proposed in Attachment B, without modification.</p>	
<b>Resolution 12-2024.159</b>	<b>Carried By Absolute Majority 7/0</b>
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	

## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List November 2024

Date of Report:	4 December 2024
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 November 2024 will be presented prior to the meeting.
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 November 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 ML McHugh**

**Seconded Cr PM Barnes**

That Council receives the list of payments, as presented, for the month of November 2024, totalling \$543,512.22.

**Resolution 12-2024.160**

**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 November 2024

Date of Report:	14 November 2024
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 November 2024 Will be provided prior to the meeting.
Voting Requirements:	Simple Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30 November 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 20 November 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 30 November 2024 be accepted as presented.

**Resolution 12-2024.161**

**Carried 7/0**

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

### 9.2.3 Annual Report 2023-2024

Date of Report:	4 December 2024
Proponent:	Acting Chief Executive Officer
File Ref:	3.2.6.4 Annual Report
Officer's Disclosure of Interest:	Nil
Attachments:	Attachment supplied with Audit Committee Agenda
Voting Requirements:	Absolute Majority

#### **Purpose of Report**

To adopt the Shire of Trayning Annual Report for the year ended 30 June 2024.

#### **Background**

The Shire of Trayning Annual Report that includes the Audited Financial Statements and Auditors Report for the year ending 30 June 2024 will be referred to the Shire of Trayning Audit Committee at its meeting to be held 11 December 2024.

#### **Consultation**

The completion of the annual financial report and audit required staff to undertake extensive consultation with the audit staff and no further consultation is required.

#### **Statutory Environment**

Local Government Act 1995, Section 5.27 requires a general meeting of the electors of the district to be held not more than 56 days after the local government accepts the annual report from the previous financial year.

Local Government Act 1995, Section 7.9 requires the Auditor to examine the accounts and annual financial report by 31 December following the end of the financial year.

Local Government Act 1995, Section 7.12A sets out the requirements for local governments in respect to audits.

#### **Policy Implications**

The Shire's Accounting Policies are included in the notes to the Financial Statements.

#### **Financial Implications**

The Office of the Auditor General has not provided an invoice of costs for performing the audit at this time

#### **Strategic Implications**

There are no strategic implications relevant to the adoption of the Annual Report.

### **Environmental Implications**

There are no significant environmental implications.

### **Social Implications**

There are no social implications.

### **Officer's Comments**

The auditors completed the audit for the financial year ended 30 June 2024 in November 2024.

The Auditor provided an unmodified audit opinion in regard to the financial statements and provided findings and recommendations in a Management Letter which has been referred to the Audit Committee.

### **Officer/Audit Committee Recommendation**

<b>Moved Cr CF Harken</b>	<b>Seconded Cr PM Barnes</b>
That Council:	
1) Accept the Shire of Trayning Annual Report that includes the Audited Financial Statements and Auditors Report for the year ending 30 June 2024.	
2) Hold an Electors' General Meeting at 6 pm on Wednesday 7 February 2024.	
<b>Resolution 12-2024.162</b>	<b>Carried by Absolute Majority 7/0</b>
<b>For Cr Harken, Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Naughton, Cr Leslie</b>	

**9.3 ACTING CHIEF EXECUTIVE OFFICER - Nil**

**9.4 SHIRE PRESIDENT - Nil**

**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 4:15 pm.