



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 19 March 2025**

**Shire of Trayning Council Chambers  
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

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 March 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 Wednesday 19 March 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 .....	5
	5.2 Leave of Absence.....	5
	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 Other Committee Meetings.....	6
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	7
9	REPORTS .....	8
	9.1 REGULATORY SERVICES.....	8
	9.1.1 Application for Planning Approval - 40 Lamond St. ....	8
	9.2 FINANCE REPORTS .....	10
	9.2.1 Monthly Payment List February 2025 .....	10
	9.2.2 Monthly Financial Report for February 2025 .....	11
	9.3 ACTING CHIEF EXECUTIVE OFFICER.....	14
	9.4 SHIRE PRESIDENT .....	14
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	14
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	14
	11.1. Tender – Aquatic Centre Management.....	15
	11.2. Appointment of Manager of Works.....	16
12	CLOSURE .....	<b>Error! Bookmark not defined.</b>

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

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4:00pm.

## **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)  
Mr Paul Healy (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 ME Leslie, applied for a Leave of Absence for the April 2025 Ordinary Meeting of Council.

## Council Decision

**Moved Cr CL Marchant**

**Seconded Cr DA Naughton**

That the following leave of absence be approved:

Cr ME Leslie for the 16 April 2025 Ordinary Meeting of Council.

**Resolution 03-2025.16**

**Carried 7/0**

### **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 ME Leslie**

That the minutes of the Meeting of Council held 20 February 2025 be confirmed as a true and correct record of the proceedings.

**Resolution 03.2025.17**

**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 CL Marchant**

**Seconded Cr CF Harken**

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

7.3a Great Eastern Country Zone Minutes - 13 February 2025

7.3b LEMC Minutes 25 Feb 2025

**Resolution 03.2025.18**

**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 Application for Planning Approval - 40 Lamond St.

Date of Report:	11 February 2025
Proponent:	John Merrick - ACEO
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. This matter was submitted to the February meeting of Council where it was revealed that a sea container was already in-situ on the property and that this item be re-presented following confirmation.

Consultation with the applicant resulted in his acknowledgement that there was a sea container placed on the property prior to the requirement for planning approval under the Town Planning Scheme.

This application is seeking approval for a second sea container on the property.

Councils draft Local Planning Policy- Sea-containers, provides for Councils discretion in approving a sea-container of up to 6 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**

An inspection of the site was conducted, and which presents as a former Church to the street frontage with both sides and the rear fencing being of solid construction at 1.8 meters in height.

The site is used as storage for a significant number of miscellaneous materials, and which is not visible from the street.

The applicant has indicated that his intention is to use the current sea container as a workshop and is willing to construct a roof over the top.

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/Council Decision**

**Moved Cr CL Marchant**

**Seconded Cr DA Naughton**

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 1 metre from the boundary and not located over septic tanks, leach drains or utilities.
- The container is to be used for storage purposes only.
- The existing sea container is to be screened to the extent that it presents as a shed/workshop and is to meet Building Code of Australia regulations.

**Resolution 03.2025.19**

**Carried 7/0**

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

## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List February 2025

Date of Report:	14 March 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 February 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 February 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 DA Naughton**

**Seconded Cr PM Barnes**

That Council receives the list of payments, as presented, for the month of February 2025, totalling \$296,390.82.

**Resolution 03.2025.20**

**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 February 2025

Date of Report:	13 March 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 February 2025
Voting Requirements:	Simply Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 28 February 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 28 February 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 PM Barnes**

**Seconded Cr ME Leslie**

That the Monthly Financial Report for the period ending 28 February 2025 be accepted as presented.

**Resolution 03.2025.21**

**Carried 7/0**

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

### 9.3 ACTING CHIEF EXECUTIVE OFFICER

Items presented at 11. Matters for which a meeting may be closed.

### 9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Monday 24 Feb	Zoom meeting with CEO and Rural Health West.
Tuesday 25 Feb	LEMC followed by NEWROC Presidents dinner.
Monday 10 March	Meeting at Rural Health West Nedlands with CEO and potential Medical service providers for Kununoppin Medical Practice.

Continue to meet with Acting CEO weekly to discuss current and upcoming projects. Applications for Manager of Works closed on 10.3.25 and CEO applications close on 13.3.25.

There have been a few teething problems with the tip gates being locked, but most feedback has been positive around this initiative.

### 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,*

#### **New Motion**

**Moved Cr CL Marchant**

**Seconded Cr CF Harken**

That Council close the meeting to members of the public at 4:10pm.

**Resolution 03.2025.22**

**Carried 7/0**

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

### 11.1. Tender – Aquatic Centre Management

Date of Report:	13 March 2025
Proponent:	John Merrick – Acting CEO
File Ref:	N/A
Officer:	
Senior Officer:	John Merrick – Acting CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.1.1 Tender Aquatic Centre Management
Voting Requirements:	<b>Absolute Majority</b>

### Officer Recommendation/Council Decision

**Moved Cr DA Naughton**

**Seconded Cr PM Barnes**

That Council award the management contract for the Trayning Aquatic Centre to Contract Management for a period of three years, with an option for a further three years, by mutual agreement, and authorise the Shire President and the Acting CEO to sign and seal the contract.

**Resolution 03.2025.23**

**Carried by Absolute Majority 7/0**

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

## 11.2. Appointment of Manager of Works

Date of Report:	13 March 2025
File Ref:	N/A
Officer:	
Senior Officer:	John Merrick – A/ Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	11.2
Voting Requirements:	Absolute Majority

### Officer Recommendation/Council Decision

**Moved Cr CF Harken**

**Seconded Cr DA Naughton**

That Council endorse the appointment of Paul Healy to the position of Manager of Works for the Shire of Trayning.

**Resolution 03.2025.24**

**Carried by Absolute Majority 7/0**

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

### New Motion

**Moved Cr PM Barnes**

**Seconded Cr DA Naughton**

That Council re-open the meeting to members of the public at 4:17pm.

**Resolution 03.2025.25**

**Carried 7/0**

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

## 12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:17pm.