



**MINUTES
FOR
ORDINARY COUNCIL MEETING OF COUNCIL
Wednesday 20 November 2024**

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

Commencement: 4.00 pm





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Signed

Belinda Taylor
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 28 November 2024.

Belinda Taylor
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 20 November 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 4:01pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Clayton Marchant (Deputy Shire President)
Cr Michelle McHugh
Cr Mark Leslie
Cr Dale Naughton
Cr Corey Harken

STAFF:

Ms Belinda Taylor (Acting Chief Executive Officer)
Paul Healy (Acting Manager of Works)
Mrs Jessica Bell (Administration Officer)

APOLOGIES:

Cr Peter Barnes

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

Nil

5.3 Disclosure of Interest

Nil

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of interest were made at the Council meeting.

<i>Councillor / Officer</i>	<i>Item No</i>	<i>Nature of Interest</i>	<i>Extent of Interest</i>
Cr CF Harken	9.3.1	Impartiality	Wife is a member of the Ninghan Fitness Centre.
Cr ML McHugh	9.3.1	Impartiality	Gym Member for 2024
Cr CF Harken	9.2.3	Financial	Company, I work for is quoting this item.

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

Moved Cr CL Marchant

Seconded Cr DA Naughton

That the minutes of the Meeting of Council held 23 October 2024 be confirmed as a true and correct record of the proceedings.

Resolution 11-2024.138

Carried 6/0

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

7.2 Special Council Meeting 23 October

Officer Recommendation

Moved Cr ME Leslie

Seconded Cr ML McHugh

That the minutes of the Special Meeting of Council held 28 October 2024 be confirmed as a true and correct record of the proceedings.

Resolution 11-2024.139

Carried 6/0

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

7.3 Special Council Meeting 2 November

Moved Cr CF Harken

Seconded Cr ME Leslie

That the minutes of the Special Meeting of Council held 2 November 2024 be confirmed as a true and correct record of the proceedings.

Resolution 11-2024.140

Carried 6/0

For Cr Harken, Cr McHugh, Cr Brown, Cr Marchant, Cr ME Leslie, Cr DA Naughton

7.4 Other Meetings

Officer Recommendation

Moved Cr DA Naughton

Seconded Cr CL Marchant

That the minutes of the following meetings be received.

7.2.1 Newtravel GM Minutes – 31 October 2024

7.2.2 Newtravel AGM Minutes – 31 October 2024

7.2.3 LHAG Meeting Friday 26 July 2024

Resolution 11-2024.141

Carried by En-Bloc 6/0

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



8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List October 2024

Date of Report:	8 October 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 October 2024
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 October 2024 and is attached. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.



Officer's Recommendation

Moved Cr ML McHugh

Seconded Cr CF Harken

That Council receives the list of payments, as presented, for the month of October 2024, totalling \$684,487.65.

Resolution 11-2024.142

Carried 6/0

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



9.2.2 Monthly Financial Report for October 2024

Date of Report:	14 November 2024
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Belinda Taylor – A/ Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report October 2024
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 October 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 31 October 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

Nil

Officer's Recommendation

Moved Cr DA Naughton

Seconded Cr ME Leslie

That the Monthly Financial Report for the period ending 31 October 2024 be accepted as presented.

Resolution 11-2024.143

Carried 6/0

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

*Prior to any consideration of Item 9.2.3
Cr CF Harken left the meeting at 4.07pm*

New Motion

Moved Cr ML McHugh

Seconded Cr DA Naughton

That Standing Order 7.5 Addressing the Meeting be suspended at 4:08pm. To further discuss Item 9.2.3.

Resolution 11-2024.144

Carried 5/0

Cr McHugh, Cr Naughton, Cr Brown, Cr Marchant, Cr Leslie

New Motion

Moved Cr CL Marchant

Seconded Cr DA Naughton

That Standing Order 7.5 Addressing the Meeting be re-instated at 4:20pm.

Resolution 11-2024.145

Carried 5/0

Cr Marchant, Cr Naughton, Cr McHugh, Cr Brown, Cr Leslie



9.2.3 Budget Variation - Purchase of Skid Steer Tracked Loader

Date of Report:	23 August 2024
Proponent:	Acting Chief Executive Officer
File Ref:	3.2.7.8 Finance – Budget Amendments
Officer’s Disclosure of Interest:	Nil
Attachments:	9.2.3 Confidential – Quotations for new equipment
Voting Requirements:	Absolute Majority

Purpose of Report

To consider amending the 2024/25 Annual Budget to allow the purchase of a new skid steer tracked loader with attachments and disposal of the Shire’s current skid steer, tractor and flail mower.

Background

The Long-Term Financial Plan and original 2024/25 Draft Budget presented to the Ordinary Meeting of Council held July 2024 included the purchase of a new tracked loader and sale of a number of other items of plant.

The adopted budget did not include the purchase of any major items of plant and transferred funds into the Plant Reserve instead.

This item was included on the Agenda for the Ordinary Meeting of Council to be held 18 September 2024 where it was deferred to wait until Councillor Brown was in attendance.

Officer’s Comment

The Shire currently owns the following plant and equipment:

- 2015 Mustang 2044 Skid Steer Loader which is used predominantly for reserve maintenance and some road maintenance
- 2022 New Holland TD5.110 Tractor which is used predominantly for slashing the airstrip, Kununoppin Sports Ground and Yelbeni Golf Course (69%) and roadside slashing (31%)
- 2023 Kubota SE2230P Flail Mower which is used predominantly for slashing the airstrip, Kununoppin Sports Ground and Yelbeni Golf Course (69%) and roadside slashing (31%)

A summary of costs (excluding GST and labour) and hours used for each is below:

	Purchase Price	Costs 23/24	Hrs Used 23/24	Effective hourly rate
Skid Steer	\$48,500	\$3,415	121.5	\$20
Tractor/Mower	\$128,318	\$12,016	138.5	\$86



Many of the Shire's current rural road verges require heavy duty slashing/mulching as the regrowth is too substantial for the flail mower to be used.

Staff have investigated the following options:

1) Retain current equipment and hire contract roadside mulcher

The Shire hired a contractor to slash/mulch a 1.5 km section of the Kununoppin-Mukinbudin Road verge in 2023 at a cost of \$260/hour which totalled \$10,660 + GST (plus traffic management costs of \$3,054).

If similar rates were charged this year, it would cost the Shire approximately \$55,800 to clear 5 km of road verge (one mobilisation fee only), assuming the Shire provides in house traffic management.

2) Retain current equipment and dry hire bobcat/mulcher

Staff have received a quotation of \$95/hour to dry hire a bobcat/mulcher. Based on the distance covered by the contractor last year, using a casual staff operator and allowing for fuel etc, the Shire could clear approximately 12 km for \$55,800.

3) Trade in or dispose of current equipment and purchase tracked loader, attachments and plant trailer

Staff have received quotations from a number of suppliers as per confidential attachments. The proposed budget variation would enable the following purchase/disposals:

- New skid steer track loader with attachments \$150,000
- Dispose of skid steer \$10,000
- Dispose of tractor and flail mower \$60,000

The budgeted transfer of funds to the Plant Reserve would need to be reduced by \$80,000.

If \$55,800 was used to fund casual staff and operate the skid steer track loader and assuming wages and operating costs of \$100/hour, the Shire could clear approximately 20 km of road verges.

4) Trade in skid steer and purchase skid steer tracked loader, attachments and plant trailer

Staff have received quotations from a number of suppliers as per confidential attachments. The proposed budget variation would enable the following purchase/disposals:

- New skid steer track loader with attachments \$150,000
- Dispose of skid steer \$10,000

The budgeted transfer of funds to the Plant Reserve would need to be reduced by \$140,000.



If \$55,800 was used to fund casual staff and operate the skid steer track loader and assuming operating costs of \$100/hour, the Shire could clear approximately 20 km of road verges.

The tractor and flail mower could be retained to determine whether there is still a use for them and disposed of at a later date if there isn't.

A confidential copy of the quotations and specifications for various machines received by staff is attached.

Consultation

Senior staff, plant operators, suppliers and contractors.

A bus tour for Councillors was conducted on 19 June 2024 where it was noted that a large number of verges needed to be cleared due to overgrowth.

Statutory Environment

Section 6.8 of the Local Government Act 1995 requires authorisation in advance by absolute majority to incur any expenditure not in the annual budget.

Policy Implications

Policy 7.4 Purchasing and Tenders requires at least three written quotations to be obtained for purchases over \$50,000.

Financial Implications

The current operating budget includes \$191,689 for materials and contracts within General Ledger 2122001 Road Maintenance. As of 31 October 2024, the Shire had spent \$31,948 on contract grading and a contract roller operator for three weeks in July.

Materials and contracts for Road Maintenance totalled \$147,620 in 2023/24 so there is the potential for additional contractors to be used this year. Assuming the additional funds were all used for a contract slasher/mulcher for a single stretch of road, 4 km of road verge could be cleared.

The recommended budget variation will reduce the budgeted transfer to the Plant Reserve by \$80,000.

Strategic Implications

The Shire recently adopted a Long-Term Financial Plan which included the purchase of a new tracked loader and disposal of the current skid steer as well as the tractor and flail mower.

The agenda item to present the Long-Term Financial Plan to Council for consideration noted that the Shire is unable to maintain its roads in good condition as there is a structural deficit between what asset renewals are required and what can be funded.



Instead of a business-as-usual approach, Staff are exploring opportunities to better use the Shire's scarce resources including the use of casual staff and equipment or dry hiring equipment instead of using contractors where savings and/or more outputs can be achieved.

Risk Implications

Uncleared rural verges pose a risk to the safety of road users, as well as having a negative impact on roadside drainage which in turn impacts on overall road condition.

The proposed budget variation will enable the Shire to carry out more roadside clearing within its annual budget allocations.

Officer Recommendation

That the following variations be approved to the 2024/2025 annual budget to allow the purchase of a skid steer tracked loader including attachments and a plant trailer and the disposal of the skid steer, tractor and flail mower:

GL	Description	Current Budget	Proposed Budget
4123500	Transfer to Plant Reserve	(270,000)	(170,000)
4123615	Purchase of Plant	(20,000)	(190,000)
5123730	Proceeds on Disposal of Assets	0	70,000
2123291	Loss on Sale of Asset – Road Plant	0	(48,362)
3123491	Profit on Disposal of Assets – Road Plant	0	1,533

New Motion

Moved Cr CL Marchant

Seconded Cr ME Leslie

That the purchase of the Skid Steer Loader be deferred until the 2025/2026 budget.

Resolution 11-2024.146

Carried BY Absolute Majority 6/0

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



Cr CF Harken returned the meeting at 4.21pm

New Motion

Moved Cr CL Marchant

Seconded Cr DA Naughton

That Standing Order 7.5 Addressing the Meeting be suspended at 4:25pm. To further discuss Item 9.2.3.

Resolution 11-2024.147

Carried 6/0

Cr Marchant, Cr Naughton, Cr McHugh, Cr Brown, Cr Leslie

New Motion

Moved Cr CL Marchant

Seconded Cr CF Harken

That Standing Order 7.5 Addressing the Meeting be re-instated at 4:45pm.

Resolution 11-2024.148

Carried 6/0

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

9.3 ACTING CHIEF EXECUTIVE OFFICER

9.3.1 Proposed Relocation of Ninghan Fitness Centre

Date of Report:	21 August 2024
File Ref:	11.3.4 Ninghan Fitness Centre
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Trayning Tourism & Recreation Precinct Plan 9.3.1a Draft Policy 5.12 Ninghan Fitness Centre
Voting Requirements:	Simple Majority

Purpose of Report

To consider relocating the Ninghan Fitness Centre to the Don Mason Community Centre.

Background

Council endorsed the Trayning Tourism & Recreation Precinct Plan at its Ordinary Meeting held 15 May 2024.

One of the projects within the Plan is the relocation of the Ninghan Fitness Centre to the Don Mason Community Centre.



This item was included on the Agenda for the Ordinary Meeting of Council to be held 18 September 2024 where it was deferred to wait until Councillor Brown was in attendance.

Officer's Comment

The Ninghan Fitness Centre is currently located in a small room adjacent to the Trayning Caravan Park. Staff have received informal feedback from users that there wasn't enough room for the number of people using it and wanting to use it for exercise classes.

The gym was used 779 times in 2023, with 39% of users accessing the facility after 4 pm.

Staff are recommending that the equipment be moved to the Don Mason Community Centre. Moving to the Hall had been considered, but it is in poor condition and would require significant repairs and upgrades to make it suitable.

The Don Mason Community Centre is not well utilised, having only been used 17 times in 2023.

Renovations to the Administration Centre required administration staff to relocate to the Don Mason Community Centre for several months. During that time there was one booking from a non-for-profit organisation wanting to use it for 1hr a month.

There has been little negative impact to the community in not being able to use the Don Mason Community Centre during that time with people able to use the Trayning & Districts Sporting Club or other facilities for meetings and functions instead.





Consultation

Public submissions were called on the draft Trayning Tourism & Recreation Precinct Plan. The majority of comments received supported moving the gym to a larger facility.

A survey of Gym Members was carried out in May 2024 with a total of 15 responses. 80% of respondents supported relocating the facility to the Don Mason Community Centre and there were a lot of comments about the need for additional space and equipment.

Statutory Environment

There are no direct statutory implications.

Policy Implications

Policy 5.12 Ninghan Fitness Centre regulates the use of the Gym, including hours of access.

A number of changes to the policy are recommended to make the gym accessible at all hours except the hour for cleaning once a week and to remove the requirement for a key bond. The Don Mason Community Centre will not require a key to access the building, instead an individualised code can be provided.

Financial Implications

There would be minimal financial cost of moving the gym equipment to the Don Mason Community Centre, the majority of costs would be to have professional carry out the move, with minor expenditure for signage etc.

The materials and contracts budget for the Ninghan Fitness Centre was increased by \$700 this year to cover one off additional costs. There is no provision within the current budget for additional equipment.

Strategic Implications

The proposed relocation of the Ninghan Fitness Centre is one of the projects in the Trayning Tourism & Recreation Precinct Plan and is in keeping with the following Priority Area in the Shire of Trayning Public Health Plan:

Deliver and promote activities and programs that contribute to increased physical activity including local sports and fitness activities.

Risk Implications

Moving the Ninghan Fitness Centre to another building will allow equipment to be more spread out, reducing the risk of injury currently experienced by patrons and staff in the crowded facility.



Officer Recommendation

That:

- 1) The Ninghan Fitness Centre be relocated to the Don Mason Community Centre.
- 2) Policy 5.12 Ninghan Fitness Centre be amended as attached.

Council Decision

Moved Cr CL Marchant

Seconded Cr CF Harken

That:

- 1) Council considers the Ninghan Fitness Centre be temporarily relocated to the Don Mason Community Centre following community consultation and budget consideration for 2025/2026 financial year.
- 2) Policy 5.12 Ninghan Fitness Centre be amended as attached.

Resolution 11-2024.149

Carried 6/0

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



9.3.2 Policy Manual Review

Date of Report:	24 October 2024
Proponent:	Acting Chief Executive Officer
File Ref:	4.1.5.1 Policy Manual
Officer's Disclosure of Interest:	Nil
Attachments:	Draft Policy Manual 2024
Voting Requirements:	Simple Majority

Purpose of Report

To accept the review of the Policy Manual by the Acting Chief Executive Officer and to consider recommended changes.

Background

The Shire has a large number of policies which have been reviewed by the Acting Chief Executive Officer. Two deletions and a number of minor changes are recommended.

Officer's Comment

There are currently policies in the policy manual. The below table lists each policy and the recommended treatment as a result of review by the Acting Chief Executive Officer:

Council/Governance	History	Recommendation
1.1 Code of Conduct for Council Members, Committee Members and Candidates	Adopted 17/2/2021	No change
1.2 Honorary Freeman	Amended 27/07/2011	No change
1.3 Acting Chief Executive Officer	Adopted 19/5/2021	No change
1.4 Elected Member Records – Capture and Management	Amended 13/12/2023	No change
1.5 External Organisations – Council Representatives and Expenses	Amended 21/09/2022	Delete reference to Wheatbelt North Regional Road Group
1.7 Recognition of Service – Elected Members	Amended 21/09/2022	No change
1.9 Continuing Professional Development of Elected Members	Amended 13/12/2023	No change
1.10 Council Forum/Briefing Sessions	Amended 21/09/2022	Amend to hold Forum following each Ordinary Meeting of Council instead of prior to
1.11 Communications	Amended 18/8/2021	Delete reference to 2017 documents
1.12 Community Consultation	Adopted 19/9/2018	No change



1.13 Managing Unreasonable Complainant Conduct	Adopted 29/7/2020	No change
1.14 Attendance of Council Members and CEO at Events	Adopted 17/2/2021	No change
1.15 Standards for the Recruitment, Selection, Performance Review and Termination of CEOs	Adopted 17/2/2021	No change
1.16 Meeting Dress Standards	Adopted 18/10/2023	No change
Accounting/Audit	Refer to Adopted Annual Budget	
Administration/Organisation		
3.1 Policy Manual – Changes to be authorised	Replaced 27/7/2011	No change
3.2 Conferences, Meetings & Training – Attendance & Expenses	Amended 18/8/2021	No change
3.3 Organisational Records	Replaced 27/7/2011	No change
3.4 Complaints – Administrative	Replaced 27/7/2011	No change
3.5 Legal Representation Costs Indemnification	Amended 27/7/2011	No change
3.6 Information Technology – Access and Use	Amended 18/8/2021	No change
3.7 Staff Uniforms	Adopted 16/11/2016	No change
Building/Development		
4.1 Demolitions	Amended 27/7/2011	No change
Public Facilities		
5.1 Council Facilities – Alcohol consumption	Amended 27/7/2011	No change
5.2 Council Chamber Usage	Replaced 27/7/2011	No change
5.3 Playground Equipment and Street Furniture	Amended 27/7/2011	No change
5.6 Swimming Pool – Management Guidelines	Amended 21/10/2015	No change
5.7 War Memorial – Private Plaques	Amended 22/6/2011	No change
5.10 Waste Oil Facility	Adopted 27/7/2011	No change
5.12 Ninghan Fitness Centre	Adopted 21/10/2015	Amend to change hours of use, to use a code instead of a key and remove Membership Form
5.13 Insurance Requirements for Usage of Council Owned Facilities Policy	Adopted 21/6/2017	No change
Environmental Health		
6.1 Landfill Sites – Management	Amended 27/07/2011	No change
Financial Management		
7.1 Creditors – Preparation for Payment	Adopted 21/06/2000	No change



7.2 Petty Cash and Till Float	Replaced 27/07/2011	No change
7.3 Regional Price Preference	Amended 27/07/2011	No change
7.4 Purchasing and Tenders	Amended 19/07/2023	No change
7.5 Credit Card and Store Card Facilities	Amended 17/11/2021	No change
7.6 Debt Recovery – Outstanding Rates and Sundry Debtors	Adopted 15/02/2017	No change
7.7 Donations and Sponsorship	Replaced 27/07/2011	No change
7.8 Purchase Orders – Issuing	Amended 18/10/2017	No change
7.11 Investment of Surplus Funds	Adopted 21/10/2015	No change
Fire Control		
8.1 Notification of Harvest Bans etc	Amended 13/12/2023	No change
8.2 Fire Control Order	Amended 13/12/2023	No change
Natural Resource Management		
9.1 Deep Drainage Works	Amended 27/07/2011	No change
9.2 Tree Planter Hire	Amended 27/07/2011	No change
9.3 Collection of Native Flora and Fauna	Amended 13/12/2023	No change
Occupational Health and Safety		
Personnel and Staff Housing		
11.1 Removal Expenses	Amended 21/10/2015	No change
11.3 Shire Accommodation – Rental charges	Amended 19/03/2014	No change
11.4 Superannuation	Amended 21/09/2022	No change
11.6 Employees – Housing Allowances	Amended 13/12/2023	No change
11.8 Leave Accruals – Annual and Long Service	Amended 21/10/2015	Delete as no longer on the Local Government Industry Award
11.9 Administration Staff – Rostered Days Off	Amended 27/07/2011	No change
11.10 Gratuitous Payments to Employees	Amended 27/07/2011	No change
11.11 Emergency Services – Call Outs Affecting Work Hours	Amended 27/07/2011	No change
11.12 Staff – Secondary employment	Adopted 19/12/2007	Delete reference to old Award
11.13 Designated staff	Adopted 20/04/2011	No change
11.15 Property Purchased by Staff	Adopted 14/12/2016	No change
Plant and Equipment		
12.1 Shire Plant, Vehicles and Equipment	Replaced 27/07/2011	No change
12.2 Plant – Security during Roadworks	Amended 13/12/2023	No change
12.3 Works Depot – Security	Amended 13/12/2023	No change
Works and Services		



13.1 Road Making Materials	Amended 21/09/2022	No change
13.2 Provision of Crossovers	Amended 27/07/2011	No change
13.3 Private Works	Amended 27/07/2011	No change
13.4 Intersections – Clearing requirements	Amended 13/12/2023	No change
13.5 Intersections – Design improvements	Amended 27/07/2011	No change
13.6 Permit Vehicles – Routes and Conditions	Amended 15/10/2014	No change
13.8 Kununoppin Streetscape Development	Amended 19/03/2014	No change
Planning		
14.1 Relocated buildings	Amended 21/10/2015	No change
Unclassified		
15.1 Flag – Flying for Funerals	Amended 27/07/2011	No change
15.2 Acquisition and Disposal of Land	Adopted 27/07/2011	No change
15.3 Mobile Still Surveillance Cameras	Adopted 15/02/2012	Delete as the Shire no long has Mobile Still Surveillance Cameras

Consultation

Senior staff

Statutory Environment

There is no statutory requirement for local governments to have such a large number of policies, however they can play an important role in the governance framework and reduce the number of matters which need to be referred to Council for decision.

A number of policies are made in compliance with requirements of the Local Government Act 1995, i.e. Sections:

- 5.39C. Policy for temporary employment or appointment of CEO
- 5.50. Payments to employees in addition to contract or award
- 5.90A. Policy for attendance at events
- 5.128. Policy for continuing professional development
- 5.129. Fees and expenses

Policy Implications

Policy 3.1 – Policy Manual – Changes to be authorised applies

Financial Implications

There are no direct financial implications.



Strategic Implications

There are no direct strategic implications.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Recommendation

Moved Cr CF Harken

Seconded Cr DA Naughton

That:

- 1) The following Policies be deleted from the Policy Manual:
 - a) 11.8 Leave Accruals – Annual and Long Service
 - b) 15.3 Mobile Still Surveillance Cameras

- 2) The following policies be amended as attached:
 - a) 1.5 External Organisations – Council Representatives and Expenses
 - b) 1.10 Council Forum/Briefing Sessions
 - c) 1.11 Communications
 - d) 5.12 Ninghan Fitness Centre
 - e) 11.12 Staff – Secondary employment

Resolution 11-2024.150

Carried 6/0

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

Adjournment

Moved Cr CL Marchant

Seconded Cr CF Harken

That the meeting be adjourned for 10 minutes from 4:50pm.

Resolution 11-2024.151

Carried 6/0

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

4:50pm - Ms B Taylor left the room.

5.00pm - Ms B Taylor returned to the room.

5.00pm – the meeting reconvened with all those being present before the adjournment returning to the meeting.



9.4 SHIRE PRESIDENT

9.4.1 Shire President Report

To be presented at the Forum Meeting.

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,*

New Motion

Moved Cr CF Harken

Seconded Cr DA Naughton

That the meeting be closed to the public at 4:48 pm for discussion of Item 11.1.

Resolution 11-2024.152

Carried 6/0

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



CONFIDENTIAL ITEM

11.1 Appointment of Acting Chief Executive Officer

Date of Report:	11 November 2024
Proponent:	N/A
File Ref:	Personnel
Officer:	Belinda Taylor - Acting CEO
Senior Officer:	Not Applicable
Officer's Disclosure of Interest:	Nil
Attachments:	CV J Merrick and Draft Contract of Employment
Voting Requirements:	Absolute Majority

Introduction

The incumbent Acting Chief Executive Officer is only available to 25th November 2024. Council is therefore required to appoint an Acting Chief Executive Officer beyond this date.

Background

This report recommends an appointment of an Acting Chief Executive Officer from 25 November 2024.

Consultation

The Acting Chief Executive Officer has consulted with the Shire President who has recommended an individual to fill the Acting Chief Executive Officer position.

Statutory Environment

Section 5.39C of the Local Government Act 1995 requires local governments to have a policy setting out the process to be followed by the local government in relation to appointing an employee to act in the position of acting Chief Executive Officer for a term not exceeding one year.

Policy Implications

Policy 1.3 Acting Chief Executive Officer provides for the Manager of Corporate Services to automatically assume the role and cash component of the salary of the Chief Executive Officer when the Chief Executive Officer is absent for up to 30 days.

Seeing that the recruitment of a Chief Executive Officer is a lengthy process and will exceed 30 days, the Shire President has requested that an Acting Chief Executive Officer be appointed until a Chief Executive Officer is contracted.



Financial Implications

The 2024/25 Annual Budget included the salary for a Chief Executive Officer, with additional funds for Acting Senior Staff. There is likely to be a reduction in the budgeted income for the Short Stay Accommodation while the Acting Chief Executive Officer resides there.

Strategic Implications

There are no strategic implications.

Environmental Implications

Nil

Social Implications

Nil

Officers Comment

Nil

Officers Recommendation

Moved Cr CL Marchant

Seconded Cr DA Naughton

That Council.

1. Appoint Mr John Merrick as Acting Chief Executive Officer of the Shire of Trayning from 25 November 2024 until a Chief Executive Officer commences in the role.
2. Is satisfied Mr John Merrick is suitably qualified for the position of Acting Chief Executive Officer and is satisfied with the contract of employment; and
3. Adopt the confidential schedule detailing the remuneration arrangements negotiated for the position of Acting Chief Executive Officer that are in accordance with the Salaries and Allowances Tribunal's Band 4 determination for 2024/2025.

Resolution 11-2024.153

Carried by Absolute Majority 5/1

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

New Motion

Moved Cr CL Marchant

Seconded Cr CF Harken

That Council re-open the meeting to members of the public at 5:05pm.

Resolution 11-2024.154

Carried 6/0

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



12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 5:05pm.