

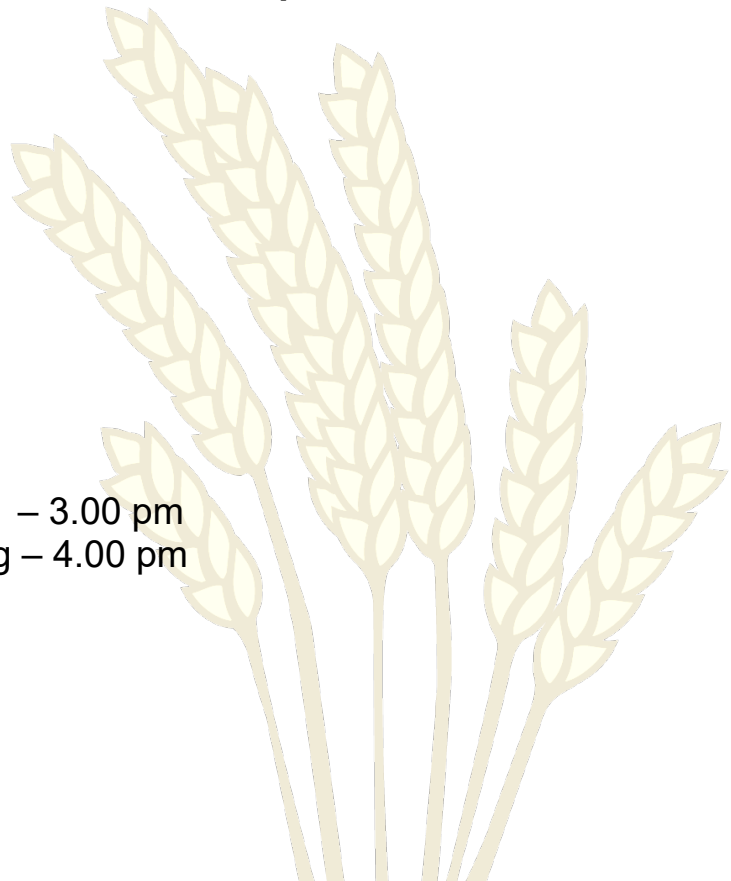


**AGENDA  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 15 June 2022**

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

**Commencement: 4.00 pm**

Forum Meeting – 3.00 pm  
Ordinary Council Meeting – 4.00 pm





**SHIRE OF  
TRAYNING**  
*Rock Solid*

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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

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 15 June 2022, commencing at 4.00 pm

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**SHIRE OF  
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**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)  
Mr Stephen Thomson (Works Supervisor)  
Miss Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:



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

#### **3.1 Kylie Rae Braddon, Lot 9 Railway Street, Trayning – Friends of the Church**

**Question**

Why weren't Local Businesses approached for Repairs and maintenance. KTY Electrical volunteered FREE ELECTRICAL WORKS and MENS SHED.

**Response**

When the Shire advertised for pledges and sponsorship, the only local business or community organisation who indicated they would be willing to volunteer their services were the Trayning Community Shop.

KTY Electrical Services charged the Shire to carry out RCD testing and there have been no other electrical repairs required. Quotes for works to the ceiling and walls were sought from registered building contractors who specialise in heritage buildings.

**Question**

Why was funding not sort as mentioned to help with the major structural repairs for the church?

**Response**

Despite seeking more quotations for the building works, only one quote was received which was well below the threshold for Local Roads and Community Infrastructure Program projects. The Shire proceeded on a dollar for dollar basis in good faith.

**Question**

Can it be explained why the amount of \$3,270.00 is being refunded, when it should be \$4,031.00.

**Response**

Agenda item 9.3.1 Friends of the Church Arrangement clearly explains this figure.

**Question**

Do you think its fair that as community volunteers who have worked and progressed in upholding our end of the project and agreement with the Anglican Church and the Trayning Emporium, that the Shire now changes the direction and the support of friends of the church especially reflecting that it is national volunteer week?



**Response**

The Shire has not changed its direction or support of the Friends of the Church, but merely seeks to resolve the issues raised by the Friends of the Church and to formalise arrangements moving forward to avoid any misunderstandings.

**Question**

Are you happy with the Trayning Emporium closing and the sale of the church?

**Response**

If the Coordinator of the Friends of the Church signs the proposed Memorandum of Understanding, the Trayning Emporium will not need to close and the Church will not be sold.

**Question**

Can there be a discussion on where the funds from the Emporium be better spent. I.e. Local Emergency Services

**Response**

The Friends of the Church were provided the use of the Trayning Hall free of charge for the purpose of raising funds for the maintenance of the Church, not Emergency Services. If members of the community wish to raise funds for other purposes, they should use other means or request to change the agreement to use the building with the Shire.

**Question**

Why was there never a receipt given or a breakdown of sundry materials that friends of the church were charged for \$1,080, an itemised receipt?

**Response**

There were no formal structure or mechanisms in place regarding proof of expenditure, financial reports were provided to each scheduled meeting of the Friends of the Church group and included in the Ninghan News. The arrangement with the Friends of the Church was based on good faith which has proven to be inadequate.

The proposed Memorandum of Understanding will ensure that all future expenditure from funds held by the Shire for the Church is authorised in advance by the Friends of the Church (including the donations/sponsorship funds raised by the Shire).

**Question**

Are the councillors familiar with all the deductions & breakdowns from the funds from friends of the church?

**Response**

Councillors were provided with the same information that was publically available in the Agenda Item.



### **3.2 Louise Masser, 39 Coronation Street, Trayning – Friends of the Church**

#### **Question**

Why were funds taken out of Friends of The Church trust, without consultation with myself being the Coordinator for Friends of the Church?

#### **Response**

There were no formal structure or mechanisms in place regarding proof of expenditure, the arrangement with the Friends of the Church was based on good faith which has proven to be inadequate.

The proposed Memorandum of Understanding will ensure that all future expenditure from funds held by the Shire for the Church is authorised in advance by the Friends of the Church (including the donations/sponsorship funds raised by the Shire).

#### **Question**

Why were the Friends of the Church being charged for other things other than minor repairs, maintenance and upkeep and works prior to the group being formed?

#### **Response**

Council has agreed that the Friends of the Church should not be responsible for contributing to expenditure relating to insurance etc prior to their formation.

#### **Question**

What was the additional \$1,270 spent on that has not been identified as yet

#### **Response**

The \$1,270 that had not been included in the expenditure totals to calculate the draw down in December 2021 was made up of:

<b>Description</b>	<b>Amount</b>
Shire Staff – replace tap	\$146.87
Keith Cream – Builder	909.09
Local Pest Control - Pest Control	137.43
KTY Electrical Services - RCD Testing	50.00
Water Corporation - Water use and service charges January 2022-March 2022	27.29
<b>Total</b>	<b>\$1,270.68</b>

#### **Question**

Why is it that there is a recommendation of support be withdrawn by the Shire in the MOU



**Response**

The draft Memorandum does not include a recommendation that support be withdrawn, it clarifies a limit of support the Shire will provide instead of the previously assumed \$ for \$ basis which the Friends of the Church are unhappy with.

**Question**

Why do you want me to sign a memorandum when we are not a club or have control over funds raised we fall under the umbrella of the Shire and are only Volunteers

**Response**

The purpose of the Memorandum of Understanding is to clearly set out the responsibilities of the Shire and the Friends of the Church and will give the Friends of the Church control over the funds that they raise (and that the Shire had raised) for the purpose of maintaining the Church.

**Question**

How long does the Emporium have to vacate the premises if we don't agree and sign your paper work?

**Response**

If the Friends of the Church cease to use the hall for the purpose of raising funds for the maintenance of the Church, they will be given three months to vacate the property.

**3.3 Taraeta Nicholls, 21 Adam Street, Trayning – Friends of the Church**

**Question**

Have Councillors been provided with all previous Council resolutions prior to this meeting?

**Response**

Agenda Item 9.3.1 Friends of the Church Arrangement included the Council resolution from 17 February 2021 which was the only one relevant to the item. All previous resolutions are available on the Shire's website and could have been provided to Councillors if they requested them.

**4 PUBLIC QUESTION TIME**

**4.1 Taraeta Nicholls, 21 Adam Street, Trayning– Regional Subsidiary**

With the Shire of Trayning considering becoming part of a Regional Subsidiary, excluding the \$11,000 annual cost, will there be any other financial costs to the Shire of Trayning?





Will the meetings attended by the Shire President or other nominated representative be compensated attending? For example meeting fee and travel. How much is this estimated to be per financial year? Will payments also be made for attending NEWROC meetings? How does council plan to report to the residents on the regional subsidiary meetings? Currently there are no reports put before council for NEWROC meetings, will this continue to be the same for a regional subsidiary?

## **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 18 May 2022 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 Financial Report for May 2022

Date of Report:	8 June 2022
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:	9.2.1 May 2022 Monthly Financial Report
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 May 2022.

#### **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 are prescribed.

##### **Local Government (Financial Management) Regulations 1996 -**

##### 34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —  
*committed assets* means 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 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 documents referred to in sub 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 2022, 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 2022 be accepted as presented.



### **9.2.2 Monthly Payment List May 2022**

Date of Report:	9 June 2022
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Wendy Stringer – LG Best Practices
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 May Payments List for Council
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 2022 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 2022, totalling \$672,964.41.



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Adoption of Fees & Charges 2022-2023

Date of Report:	31 May 2022
Proponent:	N/A
File Ref:	Agreements
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Draft Schedule of Fees & Charges 2022/2023
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To adopt the Schedule of Fees & Charges for the Shire for the 2022/2023 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 18 May 2022.

#### **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
- Short Stay accommodation – remove weekly fee, increase nightly fee to \$150
- Increase a number of charges by 5% (rounded) including general refuse removal, property enquiries, maximum rents on community housing, hazardous materials and private works

### **Officer's Recommendation**

That the attached Schedule of Fees & Charges for the 2022/2023 financial year be adopted and advertised to commence on 1 July 2022.

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

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

**12 CLOSURE**