



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

**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



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 16 June 2022.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 20 July 2022.

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 the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 15 June 2022, 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	6
3.1	Kylie Rae Braddon, Lot 9 Railway Street, Trayning – Friends of the Church	6
3.2	Louise Masser, 39 Coronation Street, Trayning – Friends of the Church ...	8
3.3	Taraeta Nicholls, 21 Adam Street, Trayning – Friends of the Church	9
4	PUBLIC QUESTION TIME	9
4.1	Taraeta Nicholls, 21 Adam Street, Trayning– Regional Subsidiary.....	10
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	10
5.1	Applications Previously Approved	10
5.2	Leave of Absence.....	11
5.3	Disclosure of Interest.....	11
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	11
6.1	Petitions	11
6.2	Deputations	11
6.3	Presentations	11
7	CONFIRMATION OF MINUTES	11
7.1	Ordinary Meeting of Council	11
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	11
9	REPORTS OF OFFICERS	11
9.1	REGULATORY SERVICES.....	11
9.2	FINANCE REPORTS.....	12
9.2.1	Monthly Financial Report for May 2022	12
9.2.2	Monthly Payment List May 2022	15
9.3	CHIEF EXECUTIVE OFFICER.....	16
9.3.1	Adoption of Fees & Charges 2022-2023.....	16
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING	17
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	17
12	CLOSURE.....	17



1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors and staff declaring the meeting open at 4:11pm.

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Geoff Waters (Deputy Shire President)
Cr Michelle McHugh
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:

Cr Clayton Marchant

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Ms Taraeta Nicholls



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:

Description	Amount
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
Total	\$1,270.68

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

4:11 pm - Public question time began

The following questions were received in writing prior to the Ordinary June Council Meeting.



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?

Response

The proposed membership cost of \$13,000 per annum would be the only fixed contribution the Shire of Trayning makes to the Regional Subsidiary. The Shire currently pay this as part of its membership of NEWROC. Other costs would be on a project or activity basis and subject to the Shire of Trayning agreeing to participate in that project.

The Shire President or proxy member representing the Shire at NEWROC currently receives a meeting fee for each NEWROC meeting they attend. If they take their own car they are paid a per kilometre allowance, however they are usually driven by the Chief Executive Officer in a Shire vehicle. This would not change under the proposed Regional Subsidiary model.

The intention is for the regional subsidiary to replace NEWROC and to continue the current model of six meetings per annum. Based on the Shire of Trayning's current committee meeting fee of \$118 per meeting, meeting fees for attendance at the regional subsidiary Board meetings would continue to cost the Shire of Trayning a maximum of \$708 per annum.

Currently decisions required as part of the Shire of Trayning's participation in NEWROC are publically available through the Shire's agendas and minutes at the time of those report and decisions. This practice will continue if NEWROC is replaced by a regional subsidiary.

4:16pm - Public question time concluded.

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

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 ME Leslie

Seconded Cr PM Barnes

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.

Resolution 06-2022.41

Carried 5/0

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

Nil



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 Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr PM Barnes

That the Monthly Financial Report for the period ending 31 May 2022 be accepted as presented.

Resolution 06-2022.42

Carried 5/0



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 Recommendation/Council Decision

Moved Cr GF Waters

Seconded Cr ME Leslie

That Council receives the list of payments and credit card statement, as presented, for the month of May 2022, totalling \$672,964.41.

Resolution 06-2022.43

Carried 5/0



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:	Absolute Majority

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 Recommendation/Council Decision

Moved Cr PM Barnes

Seconded Cr GF Waters

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

Resolution 06-2022.44

Carried by Absolute Majority 5/0

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, Staff, and Visitors for their attendance and declared the meeting closed at 4:20 pm.