



**Minutes  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 16 June 2021**

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

**Commencement: 4:00pm**





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Signed

Leanne Parola  
Chief Executive Officer



## MINUTES

Ordinary Meeting of the Trayning Shire Council,  
Held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 16 June 2021, commencing at 4:00pm.

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## 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 17 June 2021.

Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 21 July 2021.

Signed:

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*



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

The Shire President Cr MA Brown welcomed Councillors and staff before declaring the meeting open at 4:16pm.

## **2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

### MEMBERS:

Cr Melanie Brown (Shire President)  
Cr Geoff Waters (Deputy Shire President)  
Cr Michelle McHugh  
Cr Freda Tarr  
Cr Jim Wilkins  
Cr Clayton Marchant

### STAFF:

Mrs Leanne Parola (Chief Executive Officer)  
Mr Stephen Thomson (Works Supervisor)  
Miss Belinda Taylor (Manager of Corporate Services)

### APOLOGIES:

Nil

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

Nil

### ABSENT:

Nil

### VISITORS:

Ms Renata Cook

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

Nil

## **4 PUBLIC QUESTION TIME**



The following question was taken on notice at the June meeting from Ms Cook during public question time.

Question

The Shire said you have recently written to all landholders with illegal moveable buildings however, I never received a letter?

**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 GF Waters**

**Seconded Cr ML McHugh**

That the minutes of the Ordinary Meeting of Council held on 19 May 2021 be confirmed as a true and correct record of the proceedings.



**Resolution 05-2021.46**

**Carried 6/0**

**8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

Nil

**9 REPORTS OF OFFICERS**

**9.1 REGULATORY SERVICES**

Nil



## 9.2 MANAGER OF FINANCE

### 9.2.1 Monthly Financial Report for May 2021

Date of Report:	11 June 2021
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 Monthly Financial Report for May 2021
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30 May 2021.

#### **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 Councils investments within the Monthly Financial Report.

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### **Financial Implications**

A copy of the Monthly Financial Report for the period ending 30 May 2021, 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 CL Marchant**

**Seconded Cr JJ Wilkins**

That Council accepts the Monthly Financial Report for the period ending 30 May 2021 as presented.

**Resolution 05-2021.47**

**Carried 6/0**



### 9.2.2 Monthly Payment List May 2021

Date of Report:	9 June 2021
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.3 Monthly Payments and Sundry Debtor List
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 2021 and is attached. 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 FA Tarr**

**Seconded Cr GF Waters**

That Council receives the list of payments, as presented, for the month of May 2021, totalling \$156,197.99.

**Resolution 05-2021.48**

**Carried 6/0**



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Removal of Unnecessary Policies from Policy Manual

Date of Report:	10 June 2021
Proponent:	Chief Executive Officer
File Ref:	4.1.5.1 Policy Manual
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Safety Manual
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To remove a number of unnecessary policies from the Shire of Trayning Policy Manual.

#### **Background**

The Chief Executive Officer has adopted a new Safety Manual, which would duplicate or even conflict with a number of policies within the policy Manual. In reviewing these policies, it was noted there are a number of other unnecessary policies which could also be removed.

#### **Officer's Comment**

Senior staff have developed a contemporary Safety Manual with the assistance of the Regional Risk Coordinator and in consultation with the Safety representatives and all staff.

There are a number of related or similar policies within the Policy Manual that are now no longer required and should be removed, i.e.:

- 10.1 Occupational Health and Safety
- 10.2 Harassment and Grievances
- 10.3 Fitness for Work
- 10.5 Contractors Guidelines

There are also a number of Accounting/Audit related policies which are generally reviewed and adopted each year when adopting the budget to ensure they meet current legislative and accounting standard requirements.

2.1 Depreciation Rates
2.2 Valuation of Non-current Assets
2.3 Goods and Services Tax
2.4 Land Under Roads
2.5 Capitalisation of Assets
2.6 Significant Accounting Policies



The policies could be removed and replaced with a reference to the current annual budget.

### **Consultation**

Senior staff  
Regional Risk Coordinator  
All staff

### **Statutory Environment**

Local Government Act 1995, section 2.7 - Role of council

### **Policy Implications**

Policy 3.1 Policy Manual – Changes to be authorised

### **Financial Implications**

There are no financial implications

### **Strategic Implications**

There are no strategic implications

### **Environmental Implications**

There are no known environmental implications

### **Social Implications**

There are no known social implications

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

<b>Moved Cr CL Marchant</b>	<b>Seconded Cr JJ Wilkins</b>
That:	
1) the following policies be removed from the Policy Manual and be replaced with a narration to say “Refer to Safety Manual”:	
10.1 Occupational Health and Safety	
10.2 Harassment and Grievances	
10.3 Fitness for Work	
10.5 Contractors Guidelines	
2) the following policies be removed from the Policy Manual and be replaced with a narration to say “Refer to Adopted Annual Budget”:	

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- 2.1 Depreciation Rates
- 2.2 Valuation of Non-current Assets
- 2.3 Goods and Services Tax
- 2.4 Land Under Roads
- 2.5 Capitalisation of Assets
- 2.6 Significant Accounting Policies

**Resolution 05-2021.49**

**Carried 6/0**



### 9.3.2 Withdrawal from CEACA

Date of Report:	10 June 2021
Proponent:	Chief Executive Officer
File Ref:	8.1.1.3 Aged Care Services
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider formally withdrawing from the Central East Accommodation and Care Alliance Inc. (CEACA) as at 30 June 2021.

#### **Background**

At the Ordinary Meeting of Council held 17 February 2021, Council resolved that:

- 1) *The Central East Aged Care Alliance Inc. rate exemption application for Assessment 1148, Lot 300 Leake Street Kununoppin be approved as the land is deemed to be used exclusively for Charitable purposes in accordance with Local Government Act 1995, Section 6.26,2,(g) as of 1 July 2018, to be reviewed on 30 June 2023.*
- 2) *An opportunity be taken to formally advise the Central East Aged Care Alliance Inc. that the Shire of Trayning does not support the current methodology of determining individual member's subscription/membership fees and that it supports a subscription/membership fee methodology based upon a fee for dwelling in future budgets.*
- 3) *Council will review membership of CEACA once the 2021/22 fees have been set, but are only prepared to pay up to \$2,000 per annum.*

#### **Officer's Comment**

Council's decision was communicated in writing to CEACA and a meeting was held between the Chair and Chief Executive Officer of CEACA and the Shire's Chief Executive Officer where the following explanation for the \$20,000 membership fee was provided:

- *The membership fee is to fund governance costs including the CEO, Chair and consultants.*
- *The governance costs are largely for the pursuit of the agreed strategic priorities.*
- *The membership fee is not to fund the ILU's and its basis is not related to the number of units in each Shire.*
- *The membership fee will be retained at \$20,000 per Member.*



At the CEACA meeting held 25 May 2021, eight of the eleven Shires indicated that they were willing to pay \$20,000 membership for 2021/22.

To compare the impact of a \$20,000 to each Shire, it is clear that a flat fee is not equitable, i.e.:

<b>Shire</b>	<b>Population</b> (2016 Census data)	<b>\$ per person</b>	<b>Rates</b> (2020/21 Budget)	<b>% of rates</b>
Bruce Rock	930	21.51	1,550,092	1.29%
Kellerberrin	1224	16.34	2,251,616	0.89%
Koorda	414	48.31	1,106,404	1.81%
Merredin	3350	5.97	4,392,498	0.46%
Mt Marshall	527	37.95	1,474,508	1.36%
Mukinbudin	555	36.04	1,241,478	1.61%
Nungarin	257	77.82	576,698	3.47%
Trayning	350	57.14	1,150,134	1.74%
Westonia	304	65.79	1,047,650	1.91%
Wyalkatchem	516	38.76	1,318,571	1.52%
Yilgarn	1202	16.64	4,051,369	0.49%
<b>TOTAL</b>	<b>9629</b>	<b>22.85</b>	<b>20,161,018</b>	<b>1.09%</b>

### **Consultation**

CEACA meeting

### **Statutory Environment**

The constitution of the Central East Accommodation and Care Alliance Inc. stipulates that membership lapses two months after fees are raised and not paid.

### **Policy Implications**

There are no direct policy implications.

### **Financial Implications**

The cost to remain a member of the Central East Accommodation and Care Alliance Inc. for 2021/22 would be \$20,000 and it is likely that this fee will be in place for at least the next three years.

### **Strategic Implications**

The current Shire of Trayning Corporate Business Plan includes an annual contribution of \$20,000 to CEACA and the strategic priorities identified by CEACA are consistent with the following priorities in the Community Strategic Plan:

1. *Work with partners to develop infrastructure and services that bring value to our community without significant ratepayer impact*





2. *Continuing to support the provision of a liveable and attractive community to retain our ratepayers and employment opportunities*

Membership of CEACA provides an avenue to support the following strategy from the Community Strategic Plan:

- 2.6 *Advocate for aged care support services in our community*

**Environmental Implications**

There are no known environmental implications.

**Social Implications**

There are no direct social implications.

**Officer Recommendation/Council Decision**

<b>Moved Cr JJ Wilkins</b>	<b>Seconded Cr CL Marchant</b>
That Central East Accommodation and Care Alliance Inc. be advised that the Shire of Trayning will cease its membership at 30 June 2021, as it does not support the flat membership fee of \$20,000 per annum.	
<b>Resolution 05-2021.50</b>	<b>Carried 4/2</b>
<b>Cr Marchant requested that the vote of all members present be recorded.</b>	
<b>Cr Brown, Cr McHugh, Cr Wilkins and Cr Marchant voted For the motion.</b>	
<b>Cr Tarr and Cr Waters voted Against.</b>	



**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 wished Abbie Herrick and her partner all the best with the up and coming birth of their first child before thanking all Councillors and Staff for their attendance and declaring the meeting closed at 4:25pm.