

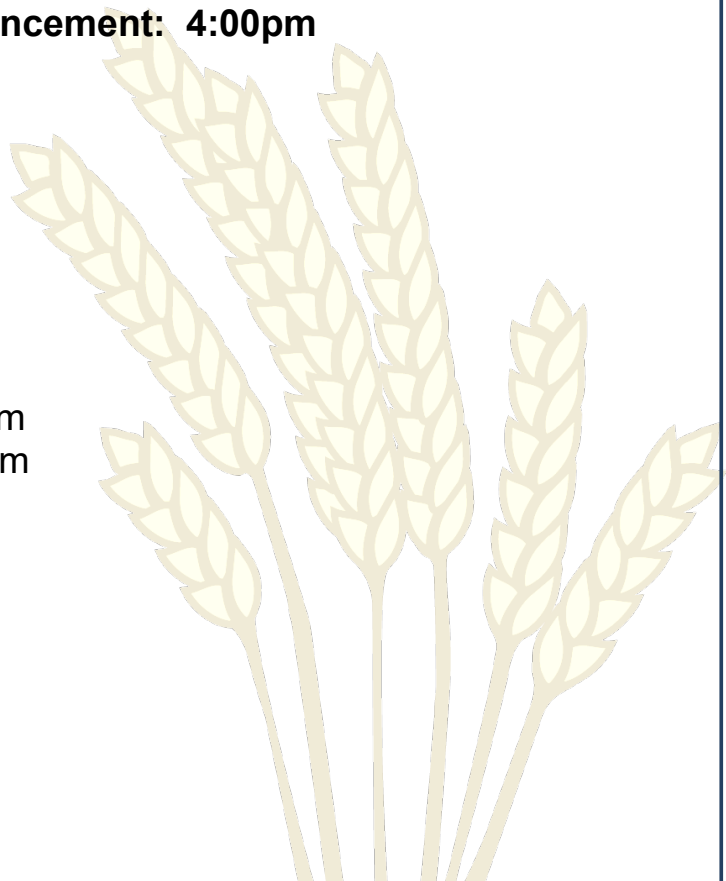


**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 16 June 2021**

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

Commencement: 4:00pm

Forum Meeting – 3:30pm
Ordinary Meeting – 4:00pm





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



AGENDA

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.

CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	4
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	4
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	4
4	PUBLIC QUESTION TIME	4
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST	4
5.1	Applications Previously Approved	4
5.2	Leave of Absence.....	4
5.3	Disclosure of Interest.....	4
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
6.1	Petitions	4
6.2	Deputations	4
6.3	Presentations	5
7	CONFIRMATION OF MINUTES	5
7.1	Ordinary Meeting of Council	5
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	5
9	REPORTS OF OFFICERS	5
9.1	REGULATORY SERVICES.....	5
9.2	MANAGER OF FINANCE.....	6
9.2.1	Monthly Financial Report for May 2021	6
9.2.2	Monthly Payment List May 2021	9
9.3	CHIEF EXECUTIVE OFFICER.....	10
9.3.1	Removal of Unnecessary Policies from Policy Manual	10
9.3.2	Withdrawal from CEACA	13
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING	16
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	16
12	CLOSURE.....	16



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 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:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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 19 May 2021 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 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.

Agenda: Ordinary Meeting of Shire of Trayning Council to be held on Wednesday 16 June 2021 7



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's Recommendation

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



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:	Belinda Taylor - ACEO
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's Recommendation

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



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's Recommendation

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":

- 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

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.:

Shire	Population (2016 Census data)	\$ per person	Rates (2020/21 Budget)	% of rates
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%
TOTAL	9629	22.85	20,161,018	1.09%

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's Recommendation

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.



10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE