



**MINUTES  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 18 August 2021**

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

**Commencement: 4:00 pm**





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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



## MINUTES

Ordinary Meeting of the Trayning Shire Council,  
Held in the Council Chambers, Lot 66 Railway Street, Trayning,  
on Wednesday 18 August 2021, 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 .....	5
4	PUBLIC QUESTION TIME .....	5
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST .....	6
5.1	Applications Previously Approved .....	6
5.2	Leave of Absence.....	6
5.3	Disclosure of Interest.....	6
6	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	6
6.1	Petitions .....	6
6.2	Deputations .....	6
6.3	Presentations .....	6
7	CONFIRMATION OF MINUTES .....	6
7.1	Ordinary Meeting of Council .....	6
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	6
9	REPORTS OF OFFICERS .....	7
9.1	REGULATORY SERVICES.....	7
9.1.1	Application South Trayning Mobile Phone Tower.....	7
9.2	FINANCIAL SERVICES.....	17
9.2.1	Monthly Financial Report for July 2021 .....	17
9.2.2	Monthly Payment List July 2021 .....	20
9.3	CHIEF EXECUTIVE OFFICER.....	21
9.3.1	Policy Manual Review .....	21
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	27
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	27
12	CLOSURE.....	27



## 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 26 August 2021.

Leanne Parola  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 15 September 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 M A Brown welcomed Councillors and staff before declaring the meeting open at 4:05pm .

## **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:

Sergent David Tapscott, Officer in Charge, Bencubbin Police Station

## **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**

Nil

**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 CL Marchant**

**Seconded Cr JJ Wilkins**

That the minutes of the Ordinary Meeting of Council held on 21 July 2021 be confirmed as a true and correct record of the proceedings.

**Resolution 08-2021.64**

**Carried 5/1**

**8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

Nil



## 9 REPORTS OF OFFICERS

### 9.1 REGULATORY SERVICES

#### 9.1.1 Application South Trayning Mobile Phone Tower

Date of Report:	13 August 2021
Proponent:	CPS Global
Author:	Planning Consultant - Paul Bashall (Planwest)
File Ref:	10.1.4.7 Planning Approval Applications
Officer's Disclosure of Interest:	Nil
Attachments:	9.1.1 Application for Planning Approval
Voting Requirements:	Simple Majority

#### **Summary of Report**

CPS Global has applied for Development Approval (DA) to develop Lot 20032 Bencubbin-Kellerberrin Rd, South Trayning, for an Optus mobile phone tower. The Telecommunications (Low-Impact Facilities) Determination 2018 allows for the installation of a new mobile phone network infrastructure without the consent of a relevant statutory authority. In this instance, the proposed development is not a "Low Impact facility" under the definitions contained in the Commonwealth legislation, resulting in the need for a DA.

The development includes a 50m high lattice tower and an equipment shelter at the base of the tower. The tower will include three panel antennas, a microwave dish and other ancillary equipment and works.

#### **Background**

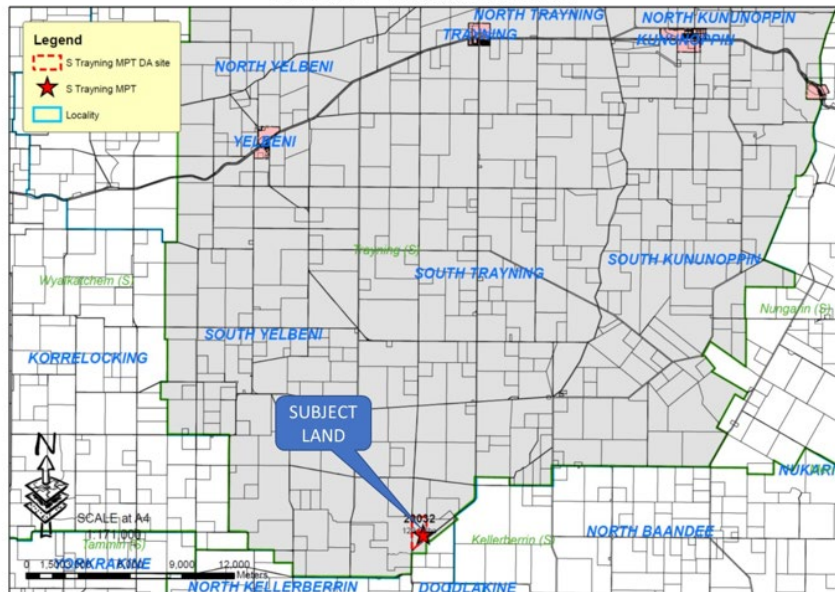
The property Singtel Optus Propriety Limited (Optus) is a licensed carrier under the Commonwealth Telecommunications Act 1997. Optus is proposing to install a new mobile phone base station being a part of the Mobile Black Spot Program which is a Federal Government initiative to improve and extend mobile phone coverage in regional and remote Australia.

The Federal Government has committed \$380 million to this Program, which has been co-invested by State Governments, local governments, businesses, community organisations and telecommunications providers. As part of this round of the Program, Optus has secured funds to build 36 new sites in Western Australia.

The subject land is about 123 hectares in area and is located 28 kilometres south of Trayning and virtually on the Shire's southern boundary. Figure 1 provides a location plan showing the subject land in relation to the Trayning Townsite, and Figure 2 shows an enlarged aerial photograph of the subject land and the proposed siting of the mobile phone tower (MPT).



**FIGURE 1 – LOCATION PLAN**



Source: Landgate, Planwest

**FIGURE 2 – AERIAL PHOTOGRAPH OF DEVELOPMENT SITE**



Source: Landgate, Planwest

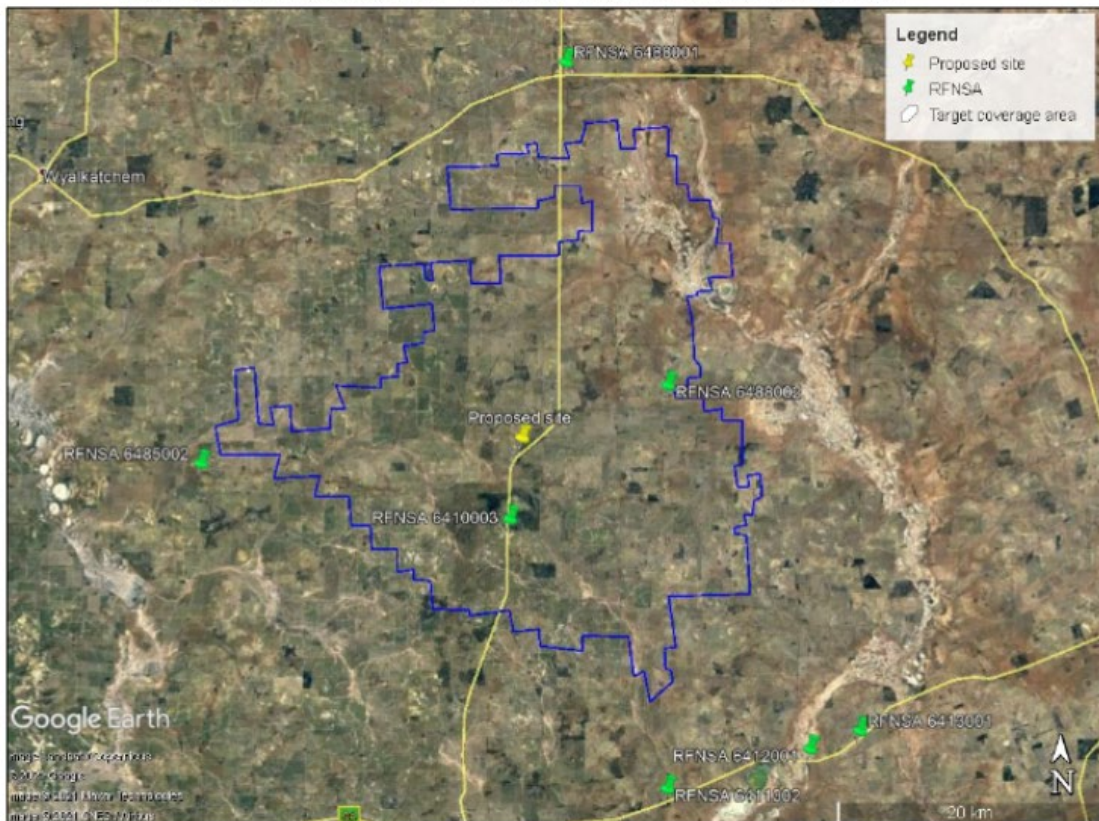
Mobile telephone networks operate through base stations, which incorporate a radio transmitter, a receiver and an antenna. Base stations provide coverage to a geographic area known as a 'cell', which may vary in size but generally have a radius of up to 10 kilometres. Each cell has its own transceiver which sends and receives radio signals throughout its specified zone.





The location selected for this facility is central to a cell that has been identified as having poor reception. **Figure 3** is an extract from the DA that shows this cell and the surrounding communication sites (shown as RFNA).

**FIGURE 3 - LOCATION OF NEARBY COMMUNICATION SITES**



Source: DA, Planwest

### **Development Approval (DA) Application**

The following development works have been included within the DA application:

- Installation of a 50m high lattice tower;
- Installation of a triangular headframe atop of the tower;
- Installation of three (3) Optus panel antennas on the headframe;
- Installation of nine (9) Radio Remote Units (RRUs) mounted on the headframe and provisions for twelve (12) future RRUs;
- Installation of a parabolic antenna mounted on the tower;
- Installation of 4-bay outdoor equipment unit (ODU) in standard colour “pale eucalypt”;
- Ancillary equipment associated with the safe operation of the facility

The DA includes a covering letter, DA form, plans and elevations, a certificate of title, and an assessment in response to the State Planning Policy 5.2 – Communications Infrastructure (SPP 5.2) requirements.



Ordinarily a mobile phone tower would be exempt from requiring a DA, however, because this proposal is not considered to be a 'low impact facility', a DA is required.

SPP 5.2 specifies the information that is required to be submitted with a DA. The details of the assessment carried out by the applicant on behalf of Optus demonstrates that the appropriate analysis has been carried out to select the best option for this facility. It is incumbent on the proponent to ensure that the facility performs to the standard required to fill the identified 'mobile black spot'.

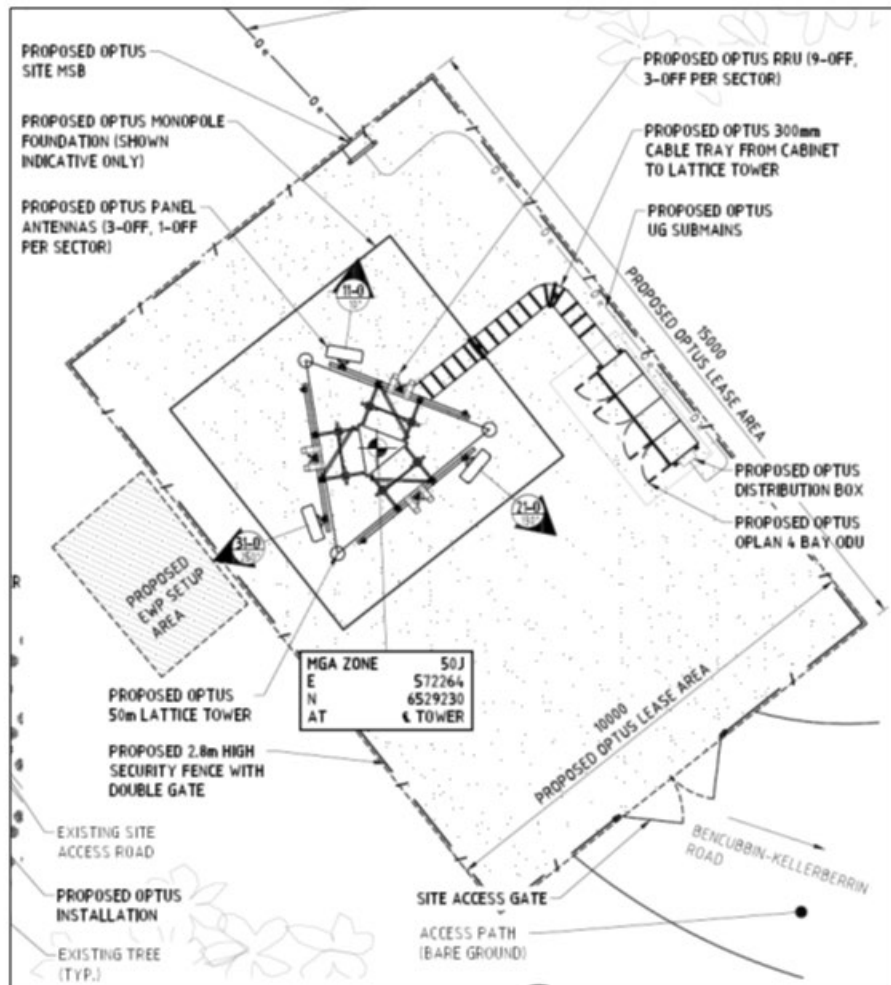
A consideration of the application is the significance of the Electromagnetic Emissions (EME). The DA reports that the maximum EME of the facility will be 0.30%, and this will occur at 345m from the facility. This appears to be well within the maximum of 1% specified for urban areas.

The area occupied by the facility (not including the setup area) measures only 10x15m - a very small footprint compared with the rural environment surrounding the site.

**Figure 4** shows the development layout as lodged. Although not specified, it appears that the positioning of the components will be about 315 metres south of the Bencubbin-Kellerberrin Road – from which access will be obtained.



➤ **FIGURE 4 – EXTRACT FROM SITE LAYOUT**

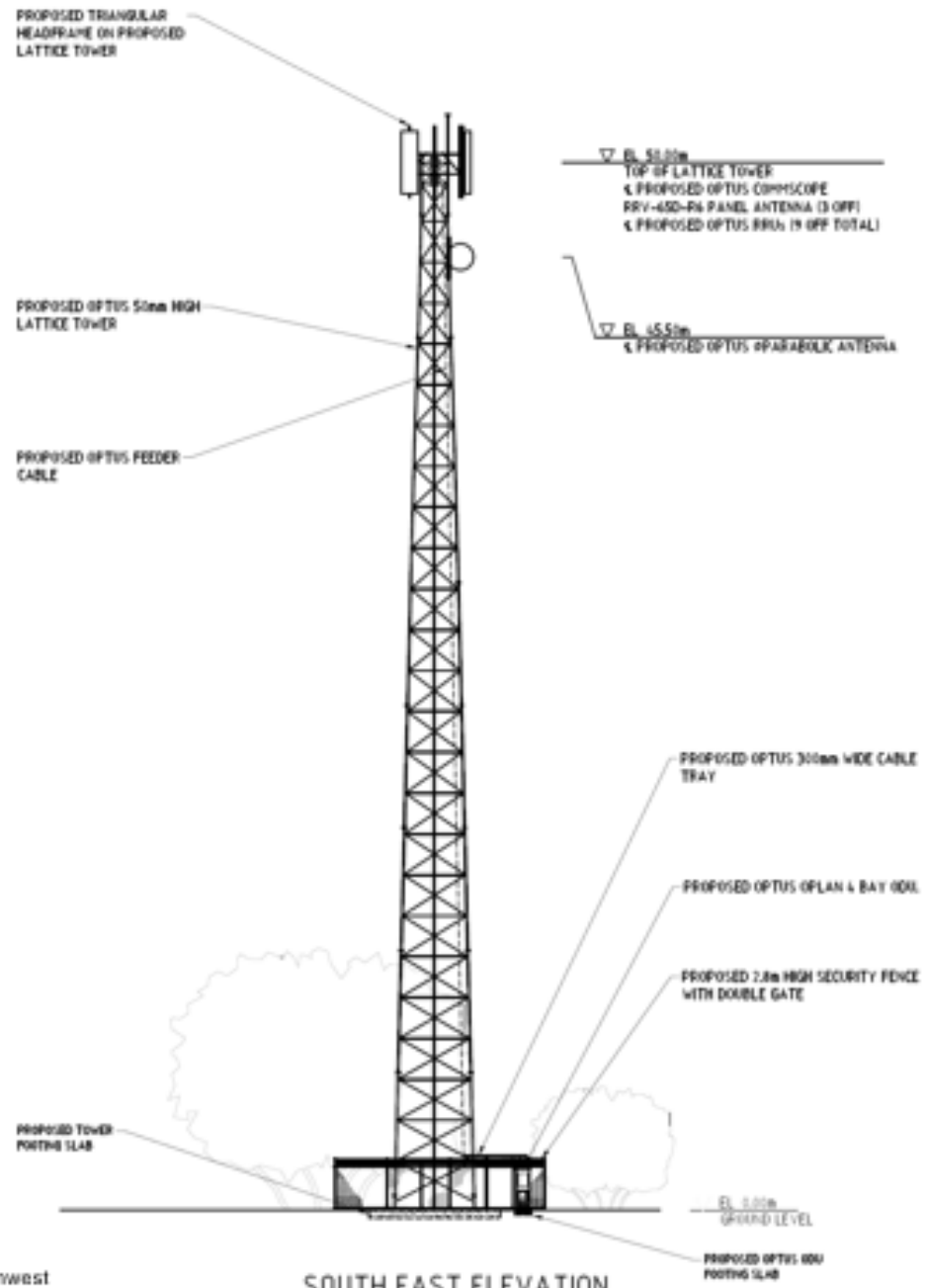


Source: DA, Planwest



Figure 5 shows a typical elevation of the tower.

➤ **FIGURE 5 – TYPICAL ELEVATION OF THE PROPOSED TOWER**



Source: DA, Planwest



It appears that the nearest dwelling, or sensitive use, is about 1.4 kilometres northwards, and another dwelling about 1.5 kilometres to the southwest, from the proposed infrastructure. It is evident that a 50m tower will be visible from the main road for quite some distance, however the galvanised colour will minimise the visual impact. The trade-off of the visual impact has to be assessed against the community and business benefits of the communication improvements.

The DA suggests that;

- the site is not located within environmentally sensitive area under section 51B of the Environmental Protection Act 1986.
- the site does not require any water during operation as the facility is unmanned, no wastewater is produced.
- the site does not contain any items of heritage significance.
- there may be noise and traffic during construction, however the operation of the facility will be limited to an air conditioner.
- a 20m building protection zone (BPZ) around a tower and equipment cabinet would be suitable given a low level of bushfire risk.
- minor tree and shrubbery trimming, and removal may be required during construction stage for the tower and accommodation of building protection zone (BPZ) as well as the installation of the proposed power route.
- the proposed location has been selected to minimise any perceived negative impacts on the visual amenity of the area. The lattice tower is best left unpainted (dull grey in colour) so it blends in with the sky. The proposed site maintains significant separation distance to residential dwellings.

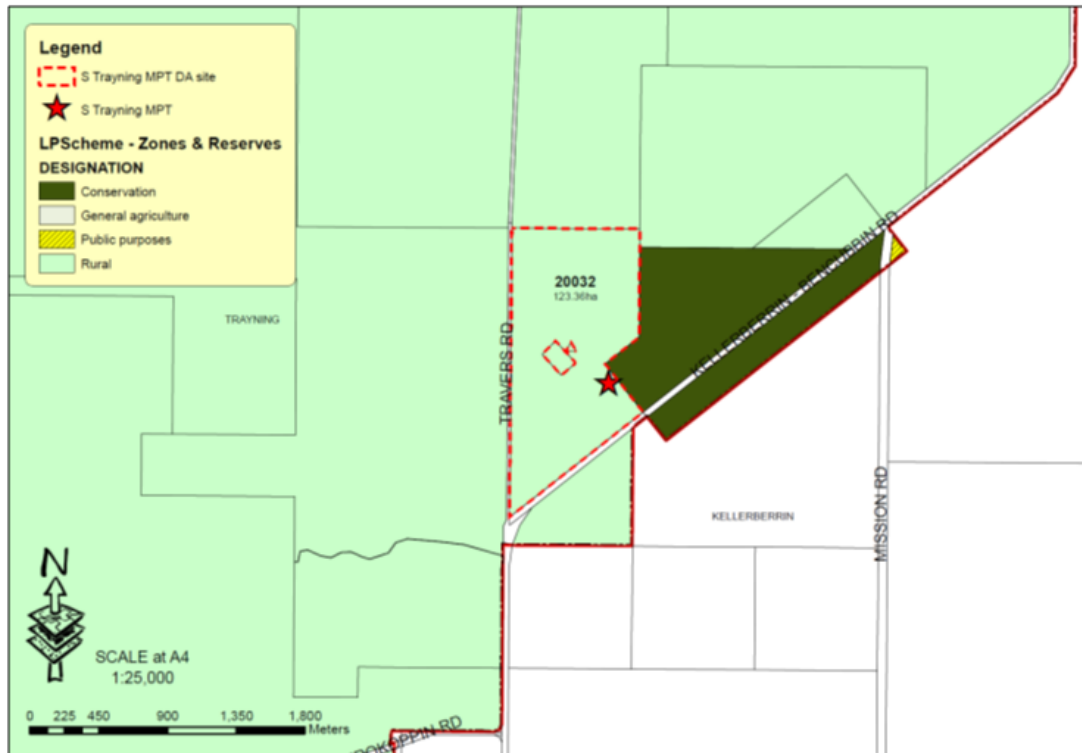
### **Statutory Implications**

#### **Shire of Trayning Local Planning Scheme No 1 (the Scheme)**

**Figure 6** shows that the subject land is zoned 'Rural' in the extract from the Scheme map.



➤ **FIGURE 6 – EXTRACT FROM SCHEME MAP**



Source: DPLH, Planwest

Table 1 – Zoning Table of the Scheme does not list a 'Telecommunications infrastructure' as a use class.

Clause 4.4.2 states that;

*4.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –*

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*



The proposed use is not in conflict with the objectives of the Rural zone, although the activity is not mentioned. The benefits of the proposal, the minimal visual impact of the development and the distance to the nearest sensitive uses, suggest that advertising of the proposal may not be justified.

### **State Planning Policy 5.2 – Communications Infrastructure (SPP 5.2)**

SPP 5.2 applies to the whole State and is to be given due regard in determining DAs. The Policy uses a set of land use planning policy measures and provides clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

The policy covers the exposure of EMEs, visual impacts, and it also provides a list of information that is to be submitted when lodging a DA. The current DA satisfactorily provides this information.

### **Comment**

The efficiency of telecommunication systems is becoming more important to community as well as business. The proposed infrastructure will respond to the need to address mobile black spot in this area.

Although unlikely to be significantly impacted, the crossover from the Bencubbin-Kellerberrin Road should be subject to the Council's satisfaction to ensure the location is acceptable, and that the Council's drainage system is not impacted.

The proposal seeks to carry out minor tree and shrubbery trimming and removal. To ensure that the removal of vegetation is kept to a minimum it is recommended that a landscaping plan be prepared to the satisfaction of the Council. This plan will need to acknowledge the replacement planting (if necessary) at the same time as maintaining a 20m building protection zone (BPZ).

As mentioned, the visual impact of the facility must be weighed against the benefits to the community and businesses of improved communications. Because the facility is so remote from any sensitive uses an advertising period is not considered necessary.

### **Consultation**

Peter Toboss – Consultant Environmental Health Officer.

### **Policy Implications**

There are no policy implications.

### **Financial Implications**

Nil



### **Strategic Implications**

Shire of Trayning Local Planning Strategy (the Strategy) was endorsed by the WA Planning Commission on 24 July 2012. The Strategy is silent on the location, size and assessment of telecommunications in the Shire

### **Environmental Implications**

Nil

### **Social Implications**

Nil

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

**Moved Cr FA Tarr**

**Seconded Cr CL Marchant**

That the DA be approved subject to the following conditions;

1. The vehicular crossover from Bencubbin-Kellerberrin Road be located and constructed to the satisfaction of the local government.
2. The preparation of a landscaping plan to the satisfaction of the local government to ensure the ongoing maintenance of the 20m building protection zone (BPZ) and to ensure the replacement of any vegetation removed for construction.

#### **Advice Notes**

1. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.
2. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

**Resolution 08-2021.65**

**Carried 5/1**





## 9.2 FINANCIAL SERVICES

### 9.2.1 Monthly Financial Report for July 2021

Date of Report:	13 August 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 July 21 Monthly Financial Report
Voting Requirements:	Simple Majority

#### **Purpose of Report**

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

**MINUTES:** Ordinary Meeting of Shire of Trayning Council held on Wednesday 18 August 2021 18



### **Financial Implications**

A copy of the Monthly Financial Report for the period ending 31 July 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 ML McHugh**

**Seconded Cr FA Tarr**

That Council accepts the Monthly Financial Report for the period ending 31 July 2021 as presented.

**Resolution 08-2021.66**

**Carried 6/0**



### 9.2.2 Monthly Payment List July 2021

Date of Report:	13 August 2021
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 July Payment 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 July 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**

<b>Moved Cr ML McHugh</b>	<b>Seconded Cr CL Marchant</b>
That Council receives the list of payments, as presented, for the month of July 2021, totalling \$467,232.75.	
<b>Resolution 08-2021.67</b>	<b>Carried 6/0</b>



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Policy Manual Review

Date of Report:	6 August 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:	Draft Policies
Voting Requirements:	Simple Majority

#### **Purpose of Report**

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

#### **Background**

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

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

There are currently 82 policies in the policy manual, some of which have not been amended since 2011. The below table lists each policy and the recommended treatment as a result of review by the Chief Executive Officer:

<b>Council/Governance</b>	<b>History</b>	<b>Recommendation</b>
1.1 Code of Conduct for Council Members, Committee Members and Candidates	Adopted 17/2/2021	No change
1.2 Honorary Freeman	Amended 27/7/2011	No change
1.3 Acting Chief Executive Officer	Adopted 19/5/2021	No change
1.4 Elected Member Records – Capture and Management	Adopted 27/7/2011	No change
1.5 External Organisations – Council Representatives and Expenses	Amended 31/7/2014	Remove obsolete section of the Comment
1.7 Recognition of Service – Elected Members	Adopted 17/8/2011	No change
1.9 Continuing Professional Development of Elected Members	Adopted 11/12/2019	No change
1.10 Council Forum/Briefing Sessions	Replaced 16/06/2020	No change
1.11 Communications	Unknown	Replace wording in Introduction
1.12 Community Consultation	Adopted 19/9/2018	No change

**MINUTES:** Ordinary Meeting of Shire of Trayning Council held on Wednesday 18 August 2021 21



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
<b>Accounting/Audit</b>	Refer to Adopted Annual Budget	
<b>Administration/Organisation</b>		
3.1 Policy Manual – Changes to be authorised	Replaced 27/7/2011	No change
3.2 Conferences, Meetings & Training – Attendance & Expenses	Replaced 27/7/2011	Replace “LGMA” with “LG Professionals”
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	Replaced 27/7/2011	Replace “DCEO” with “CEO”
3.7 Staff Uniforms	Adopted 16/11/2016	No change
<b>Building/Development</b>		
4.1 Demolitions	Amended 27/7/2011	No change
<b>Public Facilities</b>		
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
5.4 Shire Facilities – Hire of tables, chairs, crockery etc.	Amended 27/7/2011	To be deleted
5.5 Swimming Pool – Free and Early Morning Use	Amended 27/7/2011	To be deleted
5.6 Swimming Pool – Management Guidelines	Amended 21/10/2015	No change
5.7 War Memorial – Private Plaques	Amended 22/6/2011	No change
5.9 Anglican Church Museum	Adopted 27/7/2011	No change
5.10 Waste Oil Facility	Adopted 27/7/2011	No change
5.12 Ninghan Fitness Centre	Adopted 21/10/2015	No change
5.13 Insurance Requirements for Usage of Council Owned Facilities Policy	Adopted 21/6/2017	No change
<b>Environmental Health</b>		
6.1 Landfill Sites – Management	Amended 27/7/2011	No change
<b>Financial Management</b>		



7.1 Creditors – Preparation for Payment	Adopted 21/6/2020	No change
7.2 Petty Cash and Till Float	Replaced 27/7/2011	Replace “DCEO” with “MCS”
7.3 Regional Price Preference	Amended 27/7/2011	No change
7.4 Purchasing and Tenders	Amended 16/9/2020	No change
7.5 Credit Card and Store Card Facilities	Amended 21/6/2017	Replace “DCEO” with “MCS”
7.6 Debt Recovery – Outstanding Rates and Sundry Debtors	Adopted 15/2/2017	No change
7.7 Donations and Sponsorship	Replaced 27/7/2011	No change
7.8 Purchase Orders – Issuing	Amended 18/10/2017	Amend position titles to reflect current structure
7.9 Annual Budget – Rates Calculation	Adopted 27/7/2011	Delete
7.10 Annual Budget – Preparation Timetable	Adopted 27/7/2011	Delete
7.11 Investment of Surplus Funds	Adopted 21/10/2015	No change
7.12 Financial Hardship COVID 19	Adopted 15/5/2020	Delete
<b>Fire Control</b>		
8.1 Notification of Harvest Bans etc.	Amended 27/7/2011	Replace “DCEO” with “MCS”
8.2 Fire Control Order	Replaced 27/7/2011	No change
<b>Natural Resource Management</b>		
9.1 Deep Drainage Works	Amended 27/7/2011	No change
9.2 Tree Planter Hire	Amended 27/7/2011	No change
9.3 Collection of Native Flora and Fauna	Adopted 21/9/2011	No change
<b>Occupational Health and Safety</b>	Refer to Safety Manual	
<b>Personnel and Staff Housing</b>		
11.1 Removal Expenses	Amended 21/10/2015	No change
11.2 Shire Housing – Tenancy Conditions	Amended 20/4/2016	Change to allow ILUs to be rented out commercially
11.3 Shire Accommodation – Rental charges	Amended 19/3/2014	No change
11.4 Superannuation	Amended 19/3/2014	Delete Comment
11.5 Employees – Annual Bonus Incentive Scheme	Replaced 27/7/2011	Delete
11.6 Employees – Housing Allowances	Amended 19/3/2014	No change
11.7 Employees – KTY Allowance and Service Pay	Replaced 27/7/2011	Delete
11.8 Leave Accruals – Annual and Long Service	Amended 21/10/2015	No change



11.9 Administration Staff – Rostered Days Off	Amended 27/7/2011	No change
11.10 Gratuitous Payments to Employees	Amended 27/7/2011	No change
11.11 Emergency Services – Call Outs Affecting Work Hours	Amended 27/7/2011	No change
11.12 Staff – Secondary employment	Adopted 19/12/2007	No change
11.13 Designated staff	Adopted 20/4/2011	Remove obsolete positions and comments
11.14 Local Government Industry Award	Adopted 27/7/2011	No change
11.15 Property Purchased by Staff	Adopted 14/12/2016	No change
11.16 Volunteering	Adopted 14/12/2016	Delete (see 11.11)
<b>Plant and Equipment</b>		
12.1 Shire Plant, Vehicles and Equipment	Replaced 27/7/2011	No change
12.2 Plant – Security during Roadworks	Amended 21/6/2000	No change
12.3 Works Depot – Security	Amended 27/7/2011	Replace “DCEO” with “MCS”
<b>Works and Services</b>		
13.1 Road Making Materials	Amended 27/7/2011	No change
13.2 Provision of Crossovers	Amended 27/7/2011	No change
13.3 Private Works	Amended 27/7/2011	No change
13.4 Intersections – Clearing requirements	Amended 27/7/2011	No change
13.5 Intersections – Design improvements	Amended 27/7/2011	No change
13.6 Permit Vehicles – Routes and Conditions	Amended 15/10/2014	No change
13.7 Kununoppin Airstrip	Amended 19/12/2007	No change
13.8 Kununoppin Streetscape Development	Amended 19/3/2014	No change
13.9 Road Construction – Priorities for Works and Sealing	Adopted 27/7/2011	Delete
<b>Planning</b>		
14.1 Relocated buildings	Amended 21/10/2015	No change
<b>Unclassified</b>		
15.1 Flag – Flying for Funerals	Amended 27/7/2011	No change
15.2 Acquisition and Disposal of Land	Adopted 27/7/2011	No change
15.3 Mobile Still Surveillance Cameras	Adopted 15/2/2012	No change





### **Consultation**

Senior staff

### **Statutory Environment**

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

If policy 11.2 is amended to allow units to be rented commercially, the introduction of fees to hire them for short term or periodic fees will need to be adopted by absolute majority and advertised.

### **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 Recommendation/Council Decision**

**Moved Cr FA Tarr**

**Seconded Cr ML McHugh**

That:

- 1) The following policies be deleted from the Policy Manual:
  - a) 5.4 Shire Facilities – Hire of tables, chairs, crockery etc.
  - b) 5.5 Swimming Pool – Free and Early Morning Use
  - c) 7.9 Annual Budget – Rates Calculation
  - d) 7.10 Annual Budget – Preparation Timetable
  - e) 7.12 Financial Hardship COVID 19
  - f) 11.5 Employees – Annual Bonus Incentive Scheme
  - g) 11.7 Employees – KTY Allowance and Service Pay.
  - h) 11.16 Volunteering
  - i) 13.9 Road Construction – Priorities for Works and Sealing
  
- 2) The following policies be amended with changes as attached:
  - a) 1.5 External Organisations – Council Representatives and Expenses
  - b) 1.11 Communications
  - c) 3.2 Conferences, Meetings & Training – Attendance & Expenses
  - d) 3.6 Information Technology – Access and Use
  - e) 7.2 Petty Cash and Till Float
  - f) 7.5 Credit Card and Store Card Facilities
  - g) 7.8 Purchase Orders – Issuing
  - h) 8.1 Notification of Harvest Bans etc.
  - i) 11.2 Shire Housing – Tenancy Conditions
  - j) 11.4 Superannuation
  - k) 11.13 Designated staff
  - l) 12.3 Works Depot – Security
  
- 3) The following fees be adopted and advertising accordingly:
  - a) Kununoppin Independent Living Unit – tenant ineligible for subsidised rent - \$175 per week
  - b) Short Term Accommodation - \$125 per night, minimum 2 night stay
  - c) Short Term Accommodation - \$250 per week

**Resolution 08-2021.68**

**Carried by Absolute Majority**



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