



**MINUTES
FOR
ORDINARY COUNCIL MEETING OF COUNCIL
Wednesday 19 July 2023**

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

Commencement: 4.00 pm





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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



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.

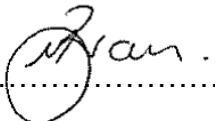
UNCONFIRMED MINUTES

These minutes were approved for distribution on 21 July 2023.

Leanne Parola
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 15 August 2023

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 19 July 2023, commencing at 4.00 pm

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors and staff, declaring the meeting open at 4:00pm.

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)
Ms Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

Cr Clayton Marchant

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil



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

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 ML McHugh

Seconded Cr GF Waters

That the minutes of the Ordinary Meeting of Council held on 28 June 2023 be confirmed as a true and correct record of the proceedings.

Resolution 07-2023.060

Carried 5/0

For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS OF OFFICERS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS



9.2.1 Monthly Payment List June 2023

Date of Report:	14 July 2023
Proponent:	N/A
File Ref:	9.2.1 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Wendy Stringer – LG Best Practices
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List June 2023
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 June 2023 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 ME Leslie	Seconded Cr PM Barnes
That Council receives the list of payments and credit card statement, as presented, for the month of June 2023, totalling \$518,347.35.	
Resolution 07-2023.061	Carried 5/0
For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes	



9.2.2 Monthly Financial Report for June 2023

Date of Report:	14 July 2023
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:	9.2.2 Monthly Financial Report June 2023
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 June 2023.

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 prescribed.

Local Government (Financial Management) Regulations 1996 -

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

- (1A) In this regulation —

committed assets mean 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 the 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 document sub-regulations on 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 30 June 2023, 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 GF Waters

Seconded Cr ME Leslie

That the Monthly Financial Report for the period ending 30 June 2023 be accepted as presented.

Resolution 07-2023.062

Carried 5/0

For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Policy 7.4 Purchasing and Tenders

Date of Report:	10 July 2023
Proponent:	Chief Executive Officer
File Ref:	4.1.5 Policy Manual
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Draft Policy 7.4 Purchasing and Tenders
Voting Requirements:	Simple Majority

Purpose of Report

To amend Policy 7.4 Purchasing and Tenders to reduce the number of quotations required for goods and services less than \$30,000.

Background

The Shire of Trayning has a policy relating to purchasing and tenders which sets thresholds for the number of quotes to be obtained. Staff spend a significant amount of time and have difficulties meeting the required number of quotes obtained in accordance with the thresholds.

Consultation

There has been no consultation in this regard.

Statutory Environment

There are no statutory implications.

Policy Implications

Policy 7.4 Purchasing and Tenders currently includes the following purchasing thresholds:

Amount of Purchase	Requirement
Up to \$5,000	Quotations are not required for purchases \$5,000 or less
\$5,001 to \$30,000	Obtain at least two verbal or written quotations
\$30,001 to \$50,000	Obtain at least two written quotations



\$50,001 to \$249,999	Obtain at least three written quotations containing price and specifications of goods and services
\$250,000 and above	Conduct a public tender process

Staff propose to amend the requirement for at least two written or verbal quotations for purchases between \$5,001 to \$30,000 to one written quotation.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Officer's Comment

The recommended amendment to the policy will streamline the procurement process for staff and reduce impost on potential suppliers of goods and services.

Officer Recommendation

That Policy 7.4 be amended as attached to change the requirement for quotations for purchases between \$5,001 and \$30,000 to obtaining at least one written quotation.

Council Decision

Moved Cr GF Waters	Seconded Cr PM Barnes
That Policy 7.4 be amended as attached to change the requirement for quotations for purchases between \$5,001 and \$20,000 to obtaining at least one written quotation.	
Resolution 07-2023.063	Carried 5/0
For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes	

Reason for recommendation change

Councillors were not comfortable with a threshold of \$30,000 for one written quotation so reduced it to \$20,000.



9.3.2 Write Off Rates – Assessment A1137 Kununoppin-Mukinbudin Road

Date of Report:	12 July 2023
Proponent:	Chief Executive Officer
File Ref:	3.1.1 Rates – Written Off
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider writing off interest on Assessment A1137 (various locations Kununoppin-Mukinbudin Road, Kununoppin) accrued while waiting for subdivision and interim rates.

Background

The owners of Assessment A1137 subdivided the property during the 2022/23 financial year. The subdivision resulted in interim rate notices being raised for two new assessments, which have been paid in full.

While waiting for the subdivision process to occur, interest accrued on the original rates notice.

Consultation

There has been no consultation.

Statutory Environment

Local Government Act 1995, section 6.12 Power to defer, grant discounts or write off debts allows a local government to write off any amount of money owed to the Local Government.

The Chief Executive Officer has only been authorised to write off amounts of up to \$30, so a Council decision is required in this instance.

Policy Implications

There are no direct policy implications.

Financial Implications

The current balance of \$197.63 on Assessment A1137 relates to interest which will have been recognised at income. It is recommended that this figure be written off as at 30 June 2023 so as not to impact on the 2023/24 annual financials.

The additional rates raised by the Shire in 2022/23 as a result of subdividing the property totalled \$23.15.



Strategic Implications

There are no strategic implications.

Officer's Comment

Staff have recognised the need to stop interest being accrued on properties where there have been delays in assessment changes in the future to prevent future write offs.

Officer Recommendation/Council Decision

Moved Cr GF Waters

Seconded Cr ML McHugh

That the balance of \$197.63 owing on Assessment A1137 Kununoppin-Mukinbudin Road, Kununoppin be written off at 30 June 2023.

Resolution 07-2023.064

Carried 5/0

For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes



9.3.2 Adoption of the 2023-24 Budget

Date of Report:	12 July 2023
Proponent:	Chief Executive Officer
File Ref:	3.2.7.1 – Annual Budget
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 Draft Statutory Budget
Voting Requirements:	Absolute Majority

Purpose of Report

To consider the adoption of the Shire of Trayning 2023-24 Budget.

Background

The draft Budget has been discussed with Councillors at a number of Councillor Forums.

Consultation

Councillors and staff

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

There are no direct policy implications.

Financial Implications

Sets the Budget for the 2023/24 financial year and enables rates to be raised.

Strategic Implications

The draft budget has been informed by the Shire's adopted Long Term Financial Plan, Asset Management Plan, Council Plan and Services & Facilities Plan.

The Long Term Financial Plan adopted by Council on 15 December 2022 included an overall rates increase of 2.5% and CPI of 2.2%. According to the Australian Bureau of Statistics, the Consumer Price Index rose 7% for the twelve months ending March 2023.

The draft 2023/24 budget has been based on an overall increase of 3.5% which is significantly less than CPI in recognition of the large increases in some costs.



Officer's Comment

Council adopted the Schedule of Fees and Charges for 2023/24, the attached draft budget includes the Schedule, with some minor changes to the building fees.

Officer Recommendation/Council Decision

Moved Cr GF Waters

Seconded Cr PM Barnes

1. That Council, pursuant to the provision of Section 6.2 of the *Local Government Act 1995* (as modified by Ministerial Order due to COVID-19 pandemic) and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the budget for the Shire of Trayning for the 2023-2024 financial year which includes the following:
 - a) Statement of Comprehensive Income Type
 - b) Statement of Cash Flows
 - c) Statement of Financial Activity
 - d) Notes to and forming part of the Budget
 - e) Schedule of Fees and Charges (subject to increasing fee for Loader hire to \$175/hour and updating plant descriptions)
2. That Council, pursuant to Sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* impose the following:
 - a) Where the General Rate is to apply, for all rateable properties with Gross Rental Valuations a rate of 22.373 cents in the dollar, with a minimum rate of \$400.00 be imposed
 - b) Where the General Rate is to apply, for all rateable properties with Unimproved Valuations a rate of 1.3069 cents in the dollar, with a minimum rate of \$400.00 be imposed.
3. That Council, pursuant to Section 6.51 (1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 7% for rates (and charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
4. That Council, pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option.
5. That Council, pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, offer the following payment options:
 - a) Option 1
To pay the total of rates and charges included on the rate notice in full by the due date 30 August 2023, which is thirty five (35) days after the date of service. Failure to pay such costs will attract penalty charges.



b) Option 2

To pay by four (4) instalments. Details of these dates and amounts are included on the rate notice. Failure to pay such costs by the due dates will attract penalty charges. This option can only be selected where the first instalment including all arrears (if any) is paid by the due date.

Payment dates are:

1. 30 August 2023
 2. 30 October 2023
 3. 3 January 2024
 4. 4 March 2024
6. That Council, pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and charges) through an instalment option of \$5.00 for each instalment after the initial instalment is paid.
 7. That Council, pursuant to Section 6.46 of the *Local Government Act 1995*, offers a discount of 5% of current rates levied to ratepayers who have paid their rates in full, including arrears, waste and service charges, by the due date as specified on the rate notice.
 8. That Council, pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, impose a Waste Collection Fee in the compulsory areas, as following:
 - a) \$220 per annum – for one (1) refuse mobile garbage bin (collected weekly)
 - b) \$140 Per annum for one (1) recycling mobile garbage bin (collected fortnightly)
 - c) \$140 per annum – for any additional recycling mobile garbage bins (collected fortnightly)
 - d) \$220 per annum – for any additional refuse mobile garbage bins (collected weekly)
 9. That Council, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, adopts a variance of 10% and a minimum of \$10,000 to be used in the statements of financial activity and annual budget review.
 10. That Council, pursuant to Section 53 of the *Cemeteries Act 1986*, adopt the Fees and Charges for the Trayning, Kununoppin and Yelbeni Cemeteries as included in the Schedule of Fees and Charges 2023/24.
 11. That Council, pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960* adopt a swimming pool inspection fee of \$57.45 inclusive of GST.



12. That Council, pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopt the following individual meeting attendance fees:

President:
Meeting Attendance: \$380
Committee Attendance: \$118

Councillors:
Meeting Attendance: \$185
Committee Attendance: \$118

13. That Council, pursuant to Section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopt the following annual allowances for elected members:

Information Technology Allowance - \$2,100
Travel Allowance
-\$0.5669 per kilometre for engine displacement 1600cc & under
-\$0.6866 per kilometre for engine displacement 1600cc to 2600cc
-\$0.9554 per kilometre for engine displacement 2600cc & over

14. That Council, pursuant to Section 5.98(5) of the *Local Government Act 1995* and Regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the following annual local government allowance to be paid in addition to the meeting attendance fee:

President - \$12,350

15. That Council, pursuant to Section 5.98A of the *Local Government Act 1995* and Regulations 33A of the *Local Government (Administration) Regulations 1996*, adopts the following annual local government allowance to be paid in addition of the meeting attendance fee:

Deputy President - \$3,088

16. That Council, pursuant to section 3.18 of the *Local Government Act 1995*, advises it is satisfied that the services and facilities it provides and which are funded in the 2023-24 Annual Budget:

- Integrate and coordinate, so far as is practicable, with any provided by the Commonwealth, State or any public body,
- Do not duplicate, to an extent that the Council considers inappropriate, services or facilities provided by the Commonwealth, State or any other body or person, whether public or private, and
- Will be managed efficiently and effectively.

Resolution 07-2023.065

**Carried by Absolute Majority 5/0
For Cr McHugh, Cr Waters, Cr Brown, Cr Leslie, Cr Barnes**



**SHIRE OF
TRAYNING**
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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.