

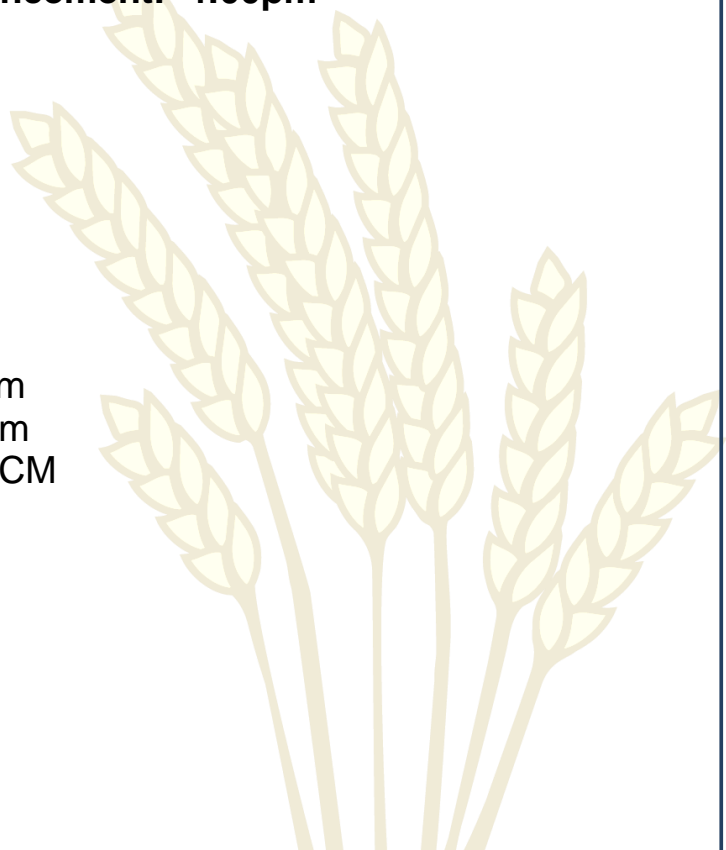


**AGENDA  
FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 19 May 2021**

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

**Commencement: 4:00pm**

Forum Meeting – 3:00pm  
Ordinary Meeting – 4:00pm  
Budget Workshop after OCM





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TRAYNING**  
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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.

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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 19 May 2021, commencing at 4:00pm.

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**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)  
Miss Belinda Taylor (Manager of Corporate Services)  
Mr Parthiv Parekh (Manager of Financial Services)  
Mr Stephen Thomson (Works Supervisor)

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 21 April 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 April 2021

Date of Report:	5 May 2021
Proponent:	N/A
File Ref:	N/A
Officer	Parthiv Parekh – Manager of Financial Services
Senior Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Financial Report for April 2021
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30<sup>th</sup> April 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 19 May 2021      7



### **Financial Implications**

A copy of the Monthly Financial Report for the period ending 30<sup>th</sup> April 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<sup>th</sup> April 2021 as presented.





### 9.2.2 Monthly Payment List April 2021

Date of Report:	5 May 2021
Proponent:	N/A
File Ref:	3.2.2.3 – Accounts Payable (Creditors)
Officer:	Abbie Herrick – Finance Officer
Senior Officer:	Parthiv Parekh – Manager of Financial Services
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 April 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 April 2021, totalling \$552,338.53.



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Application for Permission to Keep Sea Container

Date of Report:	10 May 2021
Proponent:	Chief Executive Officer
File Ref:	10.1.2.3 Development Control – Other Developments
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider a planning application to keep a sea container at 53 Hughes Street Kununoppin.

#### **Background**

A letter has been sent to the owner of 53 Hughes Street, Kununoppin advising that she is not able to keep a sea container on her property and that she has to remove it.

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

There are a number of properties within the Shire who have recently been given notice that they must remove sea containers from their properties.

The owner of the property, Renate Cook has advised staff that a previous Chief Executive Officer of the Shire gave her permission to have a sea container at her property. Staff have not been able to find any record or file note in this regard.

The sea container is clearly visible from the road and is unattractive in appearance:



**Agenda:** Ordinary Meeting of Shire of Trayning Council to be held on Wednesday 19 May 2021 10



## **Consultation**

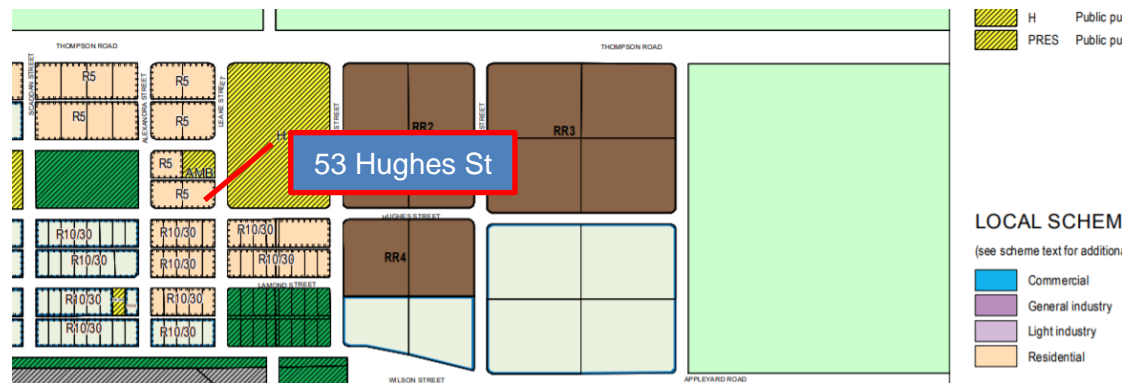
Contract Environmental Health Officer, Mr Peter Toboss.

## **Statutory Environment**

Town Planning Scheme No 1 prohibits 'storage' as a use on properties zoned residential.

Town Planning Scheme No 1, Local Planning Policy No 1 Moveable buildings, prohibits the storing or use of 'containers' within the non-industrial areas of a townsite.

53 Hughes Street Kununoppin is on the corner of Leake and Hughes Street, opposite the Kununoppin Hospital, and as can be seen in the below extract from the zoning map, is zoned Residential. There are no properties within the Kununoppin townsite that are zoned Industrial.



If Council wishes to allow the use of sea containers within townsites on properties that are non-industrial, it would need to go through the process to revoke or amend its Local Planning Policy No 1.

## **Policy Implications**

There are no other policy implications

## **Financial Implications**

There are no direct financial implications in refusing the application. There will be costs associated with potential legal action against property owners who do not comply with the requirement to remove sea containers.

## **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 the application for planning approval to keep a sea container at 53 Hughes Street, Kununoppin be rejected as it is prohibited by the Shire of Trayning Local Planning Policy No 1.



### 9.3.2 Policy 1.3 Acting Chief Executive Officer

Date of Report:	13 May 2021
Proponent:	N/A
File Ref:	4.2.5.12 Chief Executive Officer General
Officer:	Leanne Parola –Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 Attachment 1.3 Acting Chief Executive Officer Policy
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To update Policy 1.3 Acting Chief Executive Officer.

#### **Background**

The current version of the Acting Chief Executive Officer policy requires a Council decision to appoint or endorse the appointment of an Acting Chief Executive Officer.

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

The Chief Executive Officer is having an operation on 27 May 2021 and will require two weeks leave following the surgery. She has applied for leave from 27 May until 11 June 2021 (inclusive).

The Manager of Corporate Services has been appointed as the Acting Chief Executive Officer in the past and is appropriately experienced and capable of carrying out the role.

It is proposed to amend the current policy so that when the Chief Executive Officer is absent for periods of thirty (30) days or less, the Manager of Corporate Services is automatically appointed to the role of Acting Chief Executive Officer.

Under the current policy, a report would have to be referred to Council for them to appoint an Acting Chief Executive Officer, or if the Shire President used her authority to appoint an Acting Chief Executive Officer, endorse that action.

The proposed change to the policy will ensure the smooth operation of the Shire without the need for a report to be prepared for Council each time an Acting Chief Executive Officer is required for short periods.

#### **Consultation**

Shire President  
Manager of Corporate Services



**Statutory Environment**

Local Government Act 1995, Section 5.39C

**Policy Implications**

There are no other policy implications

**Financial Implications**

There are adequate funds in the salaries budget to cover the higher rate of pay for the Manager of Corporate Services while she is Acting Chief Executive Officer.

**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 Policy 1.3 Acting Chief Executive Officer be updated as attached.



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**10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING**

**11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**12 CLOSURE**