

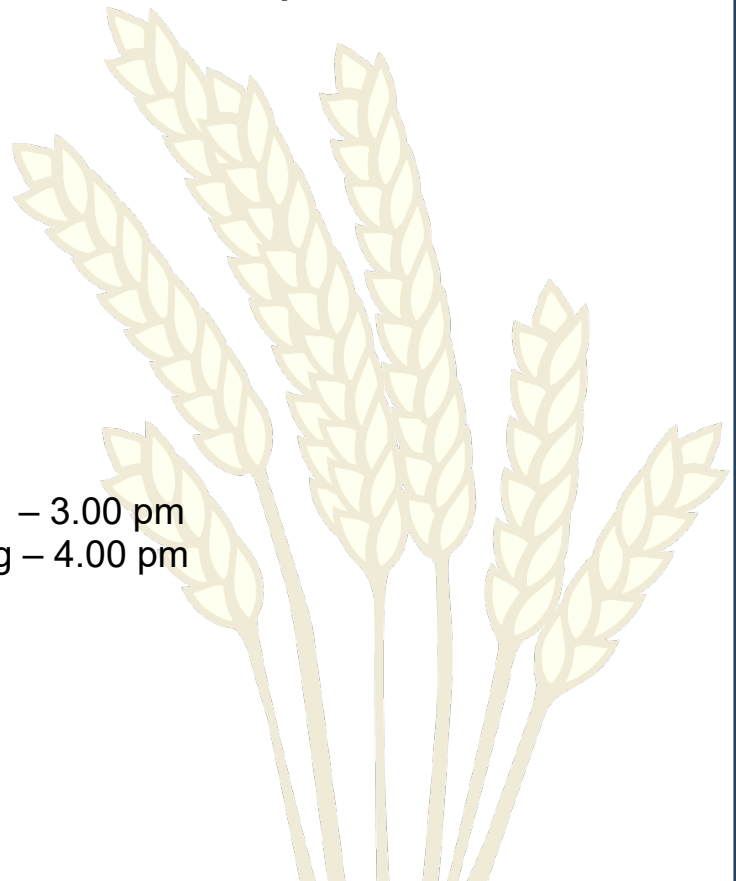


**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 19 October 2022**

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

Commencement: 4.00 pm

Forum Meeting – 3.00 pm
Ordinary Council Meeting – 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



AGENDA

Ordinary Meeting of the Trayning Shire Council,
To be held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 19 October 2022, commencing at 4.00 pm

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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 Clayton Marchant
Cr Peter Barnes
Cr Mark Leslie

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 21 September 2022 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 FINANCE REPORTS

9.2.1 Monthly Payment List September 2022

Date of Report:	13 October 2022
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:	9.2.1 Monthly Payment List September 2022
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 September 2022 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's Recommendation

That Council receives the list of payments and credit card statement, as presented, for the month of September 2022, totalling \$372,424.62.



9.2.2 Monthly Financial Report for September 2022

Date of Report:	13 October 2022
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 Statement September 2022
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 September 2022.

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 September 2022, 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 the Monthly Financial Report for the period ending 30 September 2022 be accepted as presented.



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Christmas/New Year Administration Office Hours

Date of Report:	11 October 2022
Proponent:	N/A
File Ref:	4.2.15.1
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider Christmas/New Year Administration Office hours.

Background

Christmas Day 2022 and New Year's Day 2023 fall on Sundays.

The Shire usually closes the Shire administration office during the Christmas/New Year period. With Christmas falling on a Sunday this year it is recommended that the administration office be closed from close of business Friday 23 December 2022, reopening on Tuesday 3 January 2023.

Consultation

Preferred closing dates have been discussed with the administrative staff and they have not requested a longer break.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no policy implications.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.



Social Implications

There are no social implications.

Officer's Comment

Traditionally the administration office has been closed between Christmas and New Year

Staff are recommending that this year the office be closed for that week and the public holiday on Monday 2 January 2023. During this time there will be three public holidays, so administration staff will be required three days' leave.

Appropriate call out/on call arrangements will be put in place regardless of how long the administration office is closed.

Officer's Recommendation

That the Shire Administration Office be closed from 4 pm Friday 23 December 2022 to Monday 2 January 2023, reopening on Tuesday 3 January 2023.



9.3.2 Joint Local Emergency Management Committee

Date of Report:	11 October 2022
Proponent:	N/A
File Ref:	5.1.1.11 LEMC
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider creating a joint Local Emergency Management Committee between the Shires of Nungarin and Trayning to improve efficiencies and emergency planning, response and recovery.

Background

The Shire President and Chief Executive Officer of the Shire of Nungarin attended the last Shire of Trayning Local Emergency Management Committee.

At its Ordinary Meeting of Council held 21 September 2022, the Shire of Nungarin resolved to request the Shire of Trayning consider creating a joint Local Emergency Management Committee instead of having two separate Committees.

Consultation

Shire of Trayning Local Emergency Management Committee Meeting held 30 August 2022.

Statutory Environment

The Emergency Management Act 2005 requires local governments to establish a Local Emergency Management Committee, however multiple local governments are able to work together to form one committee instead.

Policy Implications

There are no policy implications.

Financial Implications

There are no direct financial implications.

Strategic Implications

The Shire of Trayning Council Plan includes the following indicators of success:

- *We collaboratively plan and respond with the LEMC to emergency situations*



- *We are recognized for our collaborative planning by key stakeholders and regional groups*

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Comment

The membership of the two current local emergency management committees have some of the same representatives, e.g St John Ambulance – Kununoppin Sub Centre, DFES Area Officer and Department of Communities.

There are other representatives that come from different parts of the same agency, e.g. the Officer in Charge of the Bencubbin Police Station attends the Shire of Trayning LEMC and the Officer in Charge of Mukinbudin attends the Shire of Nungarin LEMC.

Staff believe having a larger and more comprehensive meeting of representatives will improve the region's ability to plan for, respond to and recover from emergencies. It will also provide an opportunity for networking and sharing experiences between the two districts.

It is proposed that the joint Local Emergency Management Committee alternate the venue for its meetings between Trayning and Nungarin and the Chairperson role be rotated between the Shire Presidents following Ordinary Council Elections every two years.

Officer's Recommendation

That an application be made to the State Emergency Management Committee to allow the Shires of Nungarin and Trayning to create a Joint Local Emergency Management Committee instead of having individual Local Emergency Management Committees.



9.3.3 Review of Delegations

Date of Report:	12 October 2022
Proponent:	Chief Executive Officer
File Ref:	4.1.5.5 Delegations Register
Officer's Disclosure of Interest:	Delegated Authority to CEO
Attachments:	9.3.3 Review of Delegated Authority 2022
Voting Requirements:	Absolute Majority

Purpose of Report

To review current Delegations.

Background

The delegations were last reviewed at the Ordinary Meeting of Council held 20 October 2021.

Consultation

Nil

Statutory Environment

Local Government Act 1995 sections:

- 5.16 Delegation of some powers and duties to certain committees
- 5.43 Limits on delegations to CEO

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Officer's Comment

There are no proposed amendments to delegations.

Officer's Recommendation

That Council, having reviewed the Register of Delegations, agree that no changes are required.



10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE