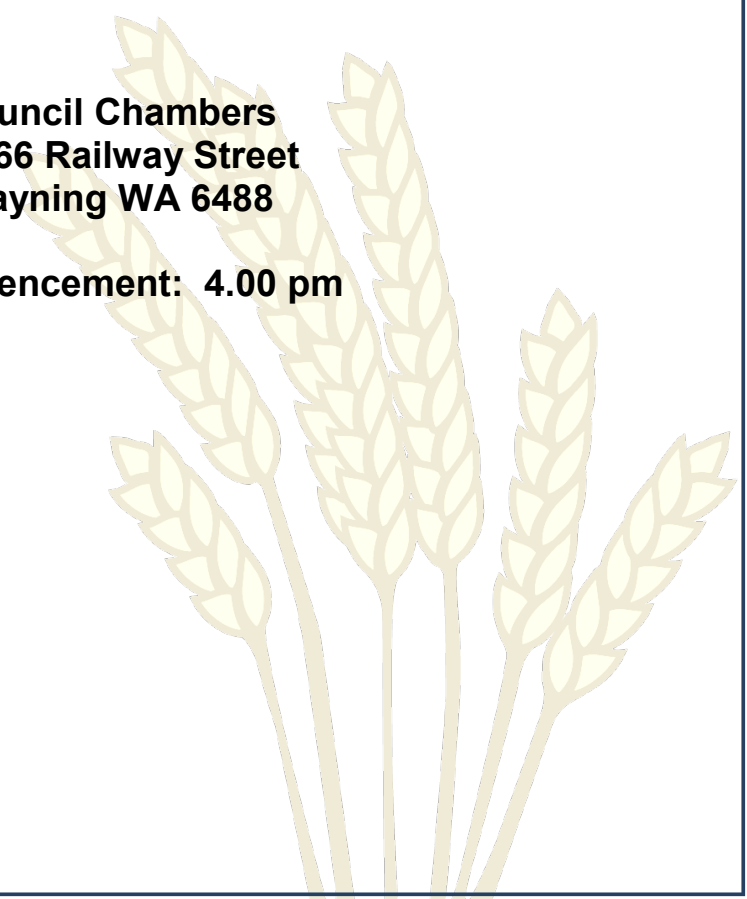




**AGENDA
FOR
ORDINARY COUNCIL MEETING OF COUNCIL
Wednesday 17 April 2024**

**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



AGENDA

Ordinary Meeting of the Trayning Shire Council,
To be held in the Council Chambers, Lot 66 Railway Street, Trayning,
on Wednesday 17 April 2024, 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 Clayton Marchant (Deputy Shire President)
Cr Michelle McHugh
Cr Peter Barnes
Cr Mark Leslie
Cr Corey Harken
Cr Dale Naughton

STAFF:

Mrs Leanne Parola (Chief Executive Officer)
Mr Grant Cross (Manager of Works)
Ms Belinda Taylor (Manager of Corporate Services)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

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 20 March 2024 be confirmed as a true and correct record of the proceedings.

7.2 Other Meetings

Officer Recommendation

That the minutes of the following meetings:

7.2a NEWROC Council MINUTES 26 March 2024

7.2b. Kununoppin Medical Practice Committee - MINUTES - 26 March 2024

be received.

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 March 2024

Date of Report:	8 April 2024
Proponent:	N/A
File Ref:	9.2.1 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Abbie Herrick – Senior Finance Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List March 2024
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 March 2024 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 March 2024, totalling \$245,863.52.



9.2.2 Monthly Financial Report for March 2024

Date of Report:	8 April 2024
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 April 2024
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 March 2024.

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 31 March 2024, 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 31 March 2024 be accepted as presented.



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Adoption of Asset Management Plan 2023-2038

Date of Report:	28 March 2024
File Ref:	3.2.1.9
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Attachment Asset Management Plan 2023-2038
Voting Requirements:	Simple Majority

Purpose of Report

To adopt an updated Asset Management Plan for the Shire of Trayning.

Background

The Shire's current Asset Management Plan was adopted in September 2021 and is in need of replacement.

Officer's Comment

The Asset Management Plan is one of the integrated plans required to be developed and adopted by local governments to comply with statutory requirements. More importantly, it is a vital tool for the organisation to plan the required expenditure for its assets over a 10 to 15 year period and reduces the risk of ad hoc projects utilising funds required for asset renewal.

Consultation

The Asset Management Plan was prepared by R Munns Engineering Services. A number of forums have been held with Councillors in developing the draft Asset Management Plan.

Statutory Environment

Where are no statutory requirements for a local government to have an asset management plan, regulation 19DA of the Local Government (Administration) Regulations 1996 requires a local government to make a corporate business plan to develop and integrate matters relating to asset management.

Policy Implications

There are no direct policy implications.



Financial Implications

There are no direct financial implications in adopting the Asset Management Plan, however it will be used to finalise a new Long Term Financial Plan which will have financial implications for the Shire over the next ten years.

Strategic Implications

The Asset Management Plan is part of a suite of integrated planning documents which guides the future of the Shire. All of these documents should be reviewed regularly to ensure they continue to reflect the needs of the Shire and community.

The Shire of Trayning Strategic Community and Corporate Business Plan includes the following Strategic Actions:

3.1.3 Review future use and renewal of building assets not currently included in the Asset Management Plan modelling

The last version of the Asset Management Plan excluded a number of buildings from its modelling as they were high value buildings with uncertain future uses, including the two Town Halls.

This draft Asset Management Plan introduces a building hierarchy to prioritise buildings for renewal according to importance and usage.

3.2.1 Review and update Capital Roadworks Plan

The draft Asset Management Plan includes capital roadworks for the next 15 years.

4.2.2 Prepare and adopt an Asset Management Plan for all asset classes

The draft Asset Management Plan includes the following asset classes:

- Roads
- Buildings
- Drainage
- Footpaths
- Signs
- Other Assets

The only asset class not included is Plant and Equipment. The plant replacement program is however included in the Long Term Financial Plan adopted by Council.

4.2.5 Review future sustainability of the Shire

The draft Asset Management Plan takes the Shire's financial capacity into consideration. It calculates that the Shire's assets are depreciating at approximately \$2.4M per annum, however the Long Term Financial Plan is based on projected capital renewals/upgrades of \$1.73M per annum, a shortfall of over \$0.6M each year.



Over time this has resulted in the Shire having almost \$20M of assets that are in poor or very poor condition, \$16M of which are road pavements. Annual funding for gravel road resheeting is approximately 50% of what is required to maintain the roads in a good condition and, without additional or increased funding, it is expected that their condition will continue to deteriorate across the network.

Building renewal funds are also inadequate, with only Level 1 (High Level Use/Important/Specialised Buildings) planned to be maintained and renewed to their current standard. There is no funding available for other buildings unless unexpected grant funding is received.

The Shire is clearly not sustainable based on the expected income levels and required amount of asset renewal over the next 15 years.

Unfortunately there is no 'silver bullet' to address the structural deficit experienced by the Shire, but it could potentially be slowly improved by considering a number of mechanisms including:

- Disposal of assets that are not considered essential by the community
- Increasing Shire rates each year above CPI
- Identifying additional income streams
- Reducing other levels of service

Officer Recommendation

That the attached draft Asset Management Plan 2023-2038 be adopted and used to finalise a new Long Term Financial Plan.



9.3.2 Change in Schedule of Ordinary Meetings of Council

Date of Report:	3 April 2024
File Ref:	Nil
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider changing the venue and time for the Ordinary Meetings of Council to be held in May and June and the date of the Ordinary Meeting of Council to be held in August 2024.

Background

Council adopted the dates and times for the Ordinary Meetings of Council for 2024 at the Ordinary Meeting of Council held 25 October 2023 to be held in the Council Chambers commencing at 4 pm, including the following dates:

- Wednesday 15 May 2024
- Wednesday 19 June 2024
- Wednesday 17 July 2024
- Wednesday 21 August 2024
- Wednesday 18 September 2024
- Wednesday 16 October 2024
- Wednesday 20 November 2024
- Wednesday 11 December 2024

Officer's Comment

Councillors are asked to consider changing the venue and start time for the May and June Ordinary Meetings as a result of the renovations scheduled for the Administration Centre/Council Chambers during that time.

It is proposed to hold the meetings at the Trayning & Districts Sporting Club Inc, commencing at 3 pm.

The Shire President will be applying for a leave of absence later this year. As a result Councillors are asked to consider changing the date of the August Ordinary Meeting of Council to allow the Shire President to attend.

Consultation

Shire President
Trayning & Districts Sporting Club Inc President



Statutory Environment

The Local Government Act 1995, Clause 2.25 allows a council to grant a leave of absence to a member by resolution.

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, Council is required to advertise Ordinary Council meeting and Committee Meeting dates at least once per annum.

If the recommended changes to the 2024 Ordinary Meeting of Council dates are adopted, the changes will be advertised.

Policy Implications

There are no direct policy implications.

Financial Implications

There will be no costs incurred as the public notice is placed in the Ninghan News and on the Shire's website. There are costs relating to the attendance of Councillors at Ordinary Meetings of Council, including travel and meeting fees.

Strategic Implications

There are no direct strategic implications.

Officer Recommendation

That the remaining Ordinary Meetings of Council for 2024 be held as follows:

Date	Start Time	Venue
Wednesday 15 May	3.00 pm	Trayning & Districts Sporting Club
Wednesday 19 June	3.00 pm	Trayning & Districts Sporting Club
Wednesday 17 July	4.00 pm	Council Chambers
Tuesday 13 August	4.00 pm	Council Chambers
Wednesday 18 September	4.00 pm	Council Chambers
Wednesday 16 October	4.00 pm	Council Chambers
Wednesday 20 November	4.00 pm	Council Chambers
Wednesday 11 December	4.00 pm	Council Chambers



9.3.3 Kununoppin Medical Practice Committee MOU Extension

Date of Report:	10 April 2024
Proponent:	Kununoppin Medical Practice Committee
File Ref:	C55 – Agreements
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.3 Attachment Kununoppin Medical Practice Committee MOU
Voting Requirements:	Simple Majority

Purpose of Report

To consider a variation to the Memorandum of Understanding (MOU) for the Kununoppin Medical Practices Committee (KMPC) to extend the expiry date to 30 December 2024.

Background

The Kununoppin Medical Practice Committee, comprising the Shires of Trayning, Mount Marshall, Mukinbudin and Nungarin, is governed by a Memorandum of Understanding. The four local governments have a common interest in the Kununoppin Medical Practice and share the costs between the Shires in accordance with the Memorandum of Understanding.

The current Memorandum of Understanding expires on 30 June 2024. A meeting of the Kununoppin Medical Practice Committee held 26 March 2024 resolved:

That members take an item to their respective Councils to consider varying the Memorandum of Understanding by extending the expiry up to six months to allow more detailed discussions and amendments to be considered.

Officer's Comment

Feedback was sought from the members of the Kununoppin Medical Practice Committee at the meeting before a new Memorandum of Understanding was drafted for consideration.

The existing Memorandum of Understanding will need numerous changes to reflect the model best suited to the four member Shires and the community's future needs. The Committee would like adequate time to discuss a new Memorandum of Understanding in more detail instead of simply rolling over to a new one based on the current model.

The proposed variation will allow time for more thorough discussions to occur.

Consultation

Kununoppin Medical Practice Committee
Shire President



Statutory Environment

There are no direct statutory implications.

Policy Implications

There are no direct policy implications.

Financial Implications

The current Memorandum of Understanding sets out the percentage of costs each Shire contributes to the Kununoppin Medical Practice. The percentages were amended in 2023 to reduce the contribution by the Shire of Mt Marshall and increase those of the Shires of Mukinbudin and Trayning as follows:

Shire of Mt Marshall	25%
Shire of Mukinbudin	32.5%
Shire of Nungarin	10%
Shire of Trayning	32.5%

There is a potential that a new (or revised) model will have financial implications which are not known at this time and could impact on the 2024/2025 Annual Budget and the Long Term Financial Plan.

Strategic Implications

The Shire of Trayning Community Strategic Plan and Corporate Business Plan 2022-2032 includes the retention of medical services for local residents as a measure of success.

Risk Implications

Extending the current Memorandum of Understanding by six months to allow details discussions of member Shires to occur reduces the risk of a Shire withdrawing from the Kununoppin Medical Practice Committee.

If the next Memorandum of Understanding costs the Shire of Trayning significantly more than the current one, the financial impact of increasing the Shire's proportion of the annual costs may force the Shire to reassess whether to continue to subsidise medical services.

Officer Recommendation

That the Shire of Trayning endorse replacing "30 June 2024" with "30 December 2024" in clause 6 of the Kununoppin Medical Practice Committee Memorandum of Understanding.



9.3.4 Ranger Services Review

Date of Report:	10 April 2024
File Ref:	5.2.3 Ranger General
Officer's Disclosure of Interest:	Nil
Attachments:	Ranger Services Review
Voting Requirements:	Simple Majority

Purpose of Report

To consider public feedback on the Review of Ranger Services and determine future levels of serviced.

Background

The Shire of Trayning Community Strategic & Corporate Business Plan included an action to review Ranger Services in the 2023/2024 financial year.

The attached discussion document was released for public comment which included the following:

- Current Level of Service
- Statistics
- 2023 Community Satisfaction Survey Results
- Cost of Service
- Other factors
- Alternative methods of delivery

Officer's Comment

As per remainder of report.

Consultation

The draft discussion document was provided to the Shire's contract Ranger for feedback before advertising for public consultation.

The review of Ranger Services was advertised in the Ninghan News for feedback by 6 March 2024 and was available on the Shire's website. One submission was received that supported reducing the level of Ranger Services by changing the contractor service to an ad-hoc arrangement.

Staff have contacted the contract ranger service provider to ascertain whether it would be possible to trial a monthly ranger service and whether the current hourly rates/travel rates would apply. The contractor has advised that it would not be viable for him to provide a monthly or ad-hoc service.



Staff also contacted another contract Ranger who provides services in the central wheatbelt. They advised they would consider whether they had the capacity to provide a monthly service, but have not responded to follow up calls by staff.

Statutory Environment

While there is no statutory requirement to review levels of service, the Ranger Service is required to be provided by the Shire to meet regulatory requirements of a number of pieces of legislation including the Dog Act 1976 and Cat Act 2011.

Policy Implications

The consultation matrix within Policy 1.11 Community Consultation requires issues relating to Service Planning be advertised in the Ninghan News and on the Shire Web Page.

Financial Implications

Any change to levels in service could have a financial impact by increasing or decreasing expenditure.

Strategic Implications

The Shire of Trayning Community Strategic & Corporate Business Plan included an action to review Ranger Services in the 2023/2024 financial year.

Risk Implications

Recently a member of the public attended the private residence of a Shire employee after 7 pm on a public holiday expecting them to respond to a complaint about a barking dog. It is not known if the person was under the influence of any substances or had the potential to be violent, however this type of behaviour poses an unacceptable risk and is more likely to occur if a staff member is required to provide Ranger Services.

In consideration of the Risk Matrix below it is assessed that the Ranger Service constitutes a 'Medium' risk based on the potential for legal action against the Shire by aggrieved ratepayers and the risk to staff safety enforcing legislation.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical



High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable
Severe	Unacceptable. Risk reduction measures must be implemented before proceeding

This risk has been reduced by the recommendation that the Shire continue to hire a suitably experienced and qualified contractor from outside the district to provide Ranger Services.

Officer Recommendation

That the current level of service for Ranger Services be retained.



10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (b) the personal affairs of any person;*
- (e) a matter that if disclosed, would reveal —*
 - (i) a trade secret; or*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*

11.1 Tender 03 2023/24 for Supply and Delivery of Water Truck

Date of Report:	4 April 2024
File Ref:	3.2.8.1 Tenders
Officer's Disclosure of Interest:	Nil
Attachments:	11.1 Confidential Tender Submission Summary
Voting Requirements:	Simple Majority

Purpose of Report

To consider tenders received for the supply and delivery of a water truck.

Background

Tenders were called for the supply and delivery of a water truck on 14 March 2024.

Officer's Comment

Tender submissions were required to be submitted in an envelope marked "Tender 03.2023_24) by no later than 3 pm on Tuesday 2 April 2024.

One tender was received in accordance with the tender specifications and criteria. Another was received via email so must be rejected. The attached confidential tender submission summary includes information on both submissions.

Consultation

Manager of Works

Statutory Environment

Tenders were called in accordance with the requirements of the Local Government (Functions and General) Regulations 1996.



Policy Implications

Policy 7.4 Purchasing and Tenders applies.

Financial Implications

The 2023/24 Annual Budget includes capital expenditure of \$150,000 for the purchase of a water cart and \$150,000 to replace the Mitsubishi Truck. Staff had intended to defer the replacement of the Mitsubishi Truck to allow a water truck to be purchased for \$300,000 should Council agree to a budget amendment.

Both tender submissions received for the supply and delivery of a water truck were well in excess of this amount.

Strategic Implications

There are no direct strategic implications.

Risk Implications

In consideration of the Risk Matrix below it is assessed that this recommendation constitutes a 'Low' risk.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable
Severe	Unacceptable. Risk reduction measures must be implemented before proceeding

Officer Recommendation

That no tender submission for Tender 03 of 2023/24 Water Truck be accepted.



CONFIDENTIAL

11.2 Cash Out of Excessive Annual Leave Balance

Date of Report:	9 March 2024
File Ref:	4.2.6.3 Workplace Solutions
Officer:	Abbie Harken – Senior Finance Officer
Officer's Disclosure of Interest:	Nil
Attachments:	11.2a - Excessive Annual Leave Balance Cash Out Agreement 11.2b Contract of Employment Clause 9.2
Voting Requirements:	Simple Majority

Officer Recommendation

That Council sign the agreement contained in Attachment 11.2a.

12 CLOSURE