



**AGENDA
FOR
ORDINARY COUNCIL MEETING OF COUNCIL
Tuesday 13 August 2024**

**Trayning & Districts Sporting Club
Sutherland 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 at the Trayning & Districts Sporting Club,
Sutherland Street, Trayning,
on Tuesday 13 August 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

Mr Geoff Waters

Advised that the broken light at the Kununoppin airstrip had been fixed today.

Response from CEO

Staff contacted Mr Waters for more information about the broken light as they were unable to find out when it was reported. Unfortunately, the original report about the broken light had been made to the Acting Chief Executive Officer, it was not entered into the Works Request System and no record has been found of the call.

Question 1

Mrs Sandra Waters

Would it be possible for the Shire to remove large items such as furniture from the Kununoppin refuse site to extend the life of the cell?

The Shire President took the question on notice to allow staff to investigate options.



Response from CEO

It would be difficult for staff to remove large items from the Kununoppin Refuse Site safely. The Shire would have to take them to the Yelbeni waste site for burial or pay for them to be taken to another Shire's facility.

The Shire of Merredin charges \$55.50 per m³ for commercial general waste, \$11 per piece of furniture and \$30 per mattress and there would be the cost of staff and plant to transport them. There is no provision in the 2024/25 Annual Budget for this expense and it is not something that staff would recommend at this time.

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 Special Meeting of Council held 24 July 2024 be confirmed as a true and correct record of the proceedings.

7.2 Other Meetings

Officer Recommendation

That the minutes of the following three meetings be received.

1. NEWROC Council Meeting 30 July 2024.
2. Sub Regional Road Group (SRRG) 23 July 2024.
3. Local Health Advisory Group (LHAG) 26 July 2024.

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 July 2024

Date of Report:	06 August 2024
File Ref:	9.2.1 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Abbie Harken – Senior Finance Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.1 Monthly Payment List July 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 July 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 July 2024, totalling \$537,238.05.



9.2.2 Monthly Financial Report for July 2024

Date of Report:	August 2024
File Ref:	N/A
Officer:	Rhona Hawkins – LG Best Practices
Senior Officer:	Leanne Parola - Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report July 2024
Voting Requirements:	Simple Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 July 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 July 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 July 2024 be accepted as presented.



9.2.3 Request for Donation – Central Wheatbelt Riding Club

Date of Report:	2 August 2024
Proponent:	Central Wheatbelt Riding Club
File Ref:	3.2.4.54 Finance – Grants - Community Grant
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider a Community Grant Application from the Central Wheatbelt Riding Club.

Background

A notice was included in the June 2024 Ninghan News calling for applications from community groups for funding in the 2024/25 financial year.

Officer's Comment

A Community Grant Application has been received from the Central Wheatbelt Riding Club requesting \$500 to assist with the maintenance of a bridge, show jump judge and security screens for the club house.

Consultation

Community Grant Applications were called for the June 2024 Ninghan News.

Statutory Environment

There are no direct statutory implications.

Policy Implications

Policy 7.7 Donations and Sponsorship gives priority as follows:

- i) The applicant is a registered not for profit organisation and has a base or visible presence in the Shire.
- ii) The applicant is a community group based in the Shire or has visible presence within the Shire or has a significant impact on residents of the Shire.
- iii) The applicant can demonstrate that the funds will provide some benefit to the Shire residents.
- iv) The funds are required for a new initiative or significant once off project.
- v) The applicant has not received a donation from Council within the previous two years.
- vi) If the donation is for an event, entry to the event is free of charge to Shire residents to attend and participate.



- vii) The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

The Central Wheatbelt Riding Club is based in Kununoppin and received grants of \$500 in 2022 and 2023.

No other applications were received.

Financial Implications

There is a provision of \$500 made in the 2024/25 Annual Budget for a donation to the Central Wheatbelt Riding Club.

Strategic Implications

There are no direct strategic implications.

Risk Implications

There are no significant risk implications.

Officer Recommendation

That a Community Grant of \$500 to the Central Wheatbelt Riding Club be approved.



9.3 CHIEF EXECUTIVE OFFICER

9.3.1 NEWROC Economic Development Strategy

Date of Report:	5 August 2024
Proponent:	Chief Executive Officer
File Ref:	4.3.8.2 NEWROC General Correspondence
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1a NEWROC Economic Development Strategy 2024-2029 9.3.1b NEWROC Economic Profile
Voting Requirements:	Simple Majority

Purpose of Report

To endorse the North Eastern Wheatbelt Regional Organisation of Councils Economic Development Strategy 2024-2029.

Background

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) adopted the attached NEWROC Economic Development Strategy and Economic Profile at a meeting held on 30 July 2024.

The documents were developed by a NEWROC Economic Development Sub Committee over a number of meetings following an economic development presentation to NEWROC by the Wheatbelt Development Commission on 27 April 2023.

Officer's Comment

The intent of the NEWROC Economic Development Strategy 2024-2029 is to establish a framework for the joint and collaborative progression of economic development actions, initiatives and priorities across the region.

It details the following priority areas of focus for NEWROC:

- Infrastructure Investment and Service Delivery
- Tourism Sector Growth
- Small Business Development
- Local Communities Revitalisation
- Regional Brand Establishment

Consultation

- NEWROC
- Wheatbelt Development Commission



Statutory Environment

There are no direct statutory implications.

Policy Implications

There are no direct policy implications in endorsing the Economic Development Strategy and Economic Profile, however some of the strategies and outcomes are likely to have future policy implications for the Shire of Trayning.

Financial Implications

There are no direct financial implications in endorsing the Economic Development Strategy and Economic Profile, however some of the strategies and outcomes are likely to have future financial implications for the Shire of Trayning.

Strategic Implications

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

- *Economic growth is achieved through local and regional partnerships*
- *We are recognised for our collaborative planning by key stakeholders and regional groups*

The NEWROC Economic Development Strategy 2024-2029 establishes a framework for the joint and collaborative progression of economic development actions, initiatives and priorities across the region.

It is proposed that each NEWROC local government will prepare a concise Economic Development Action Plan including a schedule of actions and initiatives that the Shire will seek to progress.

Risk Implications

There are no significant risks in endorsing the NEWROC Economic Development Strategy 2024-2029.

Officer Recommendation

That the attached North Eastern Wheatbelt Regional Organisation of Council's Economic Development Strategy 2024-2029 and Economic Profile be endorsed.



9.3.2 CEO Performance Review

Date of Report:	30 July 2024
Proponent:	Chief Executive Officer
Officer's Disclosure of Interest:	The Officer would be the subject of the performance review
Attachments:	CONFIDENTIAL 9.3.2 CEO Performance Review Proposal
Voting Requirements:	Simple Majority

Purpose of Report

To adopt the process for the 2024 performance review of the Chief Executive Officer.

Background

Council adopted Policy 1.15 Standards for the Recruitment, Selection, Performance Review and Termination of CEOs on 17 February 2021 which includes the standards to be observed by the Shire in relation to the review of the performance of the Chief Executive Officer.

Terms of reference for a CEO Performance Review Panel were adopted by Council at the Ordinary Meeting held 17 August 2022. The current members of the Panel are Councillors Brown, Marchant and Barnes.

The last two performance reviews of the Chief Executive Officer were carried out by an independent consultant, Stephen Tindale.

Consultation

The Shire President has requested the Chief Executive Officer to recommend a new consultant for the 2024 review and suggested Dr Shane Silcox from Strategic Leadership as he had recently carried out a review for the Shire of Koorda.

Dr Silcox has provided the attached confidential proposal and quotation.

Statutory Environment

Section 5.38 of the *Local Government Act 1995* requires a local government to review the performance of the Chief Executive Officer at least once in each year of their appointment.

Policy Implications

Policy 1.15 – Standards for the Recruitment, Selection, Performance Review and Termination of CEOs, Division 3 – Standards for review of performance of CEOs



The Shire's policy mirrors Division 3 of the *Local Government (Administration) Regulations 1996* which sets out the standards to be observed by the Council in relation to the review of the performance of the CEO under the following clauses.

16. Performance review process to be agreed between local government and CEO

- (1) *The local government and the CEO must agree on —*
 - (a) *the process by which the CEO's performance will be reviewed; and*
 - (b) *any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.*
- (2) *Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.*
- (3) *The matters referred to in subclause (1) must be set out in a written document.*

17. Carrying out a performance review

- (1) *A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.*
- (2) *The local government must —*
 - (a) *collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and*
 - (b) *review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.*

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) *the results of the review; and*
- (b) *if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.*

Local Government Operational Guidelines

Local Government Operational Guidelines were created in 2022 and published by the Department of Local Government Sport and Cultural Industries in relation to CEO recruitment and selection, performance review and termination includes the following advice:



Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- *setting performance criteria*
- *preparing the performance agreement*
- *collecting performance evidence*
- *writing the performance appraisal report*
- *facilitating meetings between the performance review panel*
- *assisting with the provision of feedback to the CEO*
- *formulating plans to support improvement (if necessary)*
- *providing an objective view regarding any performance management-related matters between the concerned parties*

The policy requires that a review of the performance of the CEO must be carried out in an impartial and transparent manner.

Financial Implications

There will be costs associated with the use of an independent consultant, and meeting fees payable to the members of the proposed CEO Performance Review Panel. All costs can be accommodated within the relevant 2024/25 operating budgets.

Strategic Implications

There are no direct Strategic Implications.

Officer's Comment

The Chief Executive Officer is satisfied with the proposal and quotation provided by Dr Silcox as attached.



Officer's Recommendation

That the proposal and quotation from Dr Shane Silcox of Strategic Leadership for the conduct of the 2024 Chief Executive Officer Performance Review be accepted.



9.3.3 August 2024 Monthly Operational Report

Date of Report:	7 August 2024
File Ref:	4.2.15 Administration
Officer's Disclosure of Interest:	Nil
Attachments:	Confidential – August 2024 Operational Report
Voting Requirements:	Simple Majority

Purpose of Report

To enable the Council to receive a Monthly Operational Report which includes reports from designated senior staff, namely the Chief Executive Officer and Manager of Works.

Background

The Monthly Operational Report serves as a means to provide Council with updates on various operational matters within the Shire of Trayning. This report has been requested by Councillors to offer insights into the performance and progress of the respective areas under the purview of the aforementioned personnel.

Officer's Comment

Refer to Confidential August 2024 Monthly Operational Report attached.

Consultation

Manager of Works and Manager of Corporate Services

Statutory Environment

The Monthly Operating Report includes activities carried out by staff in accordance with Section 5.41 of the Local Government Act 1995 which outlines the functions of the Chief Executive Officer, i.e.:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and*
- (d) *manage the day-to-day operations of the local government; and*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*



- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Policy Implications

There are no direct policy implications.

Financial Implications

There are no direct financial implications.

Strategic Implications

There are no direct strategic implications.

Risk Implications

There are no direct risk implications.

Officer Recommendation

That the August 2024 Monthly Operational Report be received.



9.3.4 Proposed Management Order - Reserve 13510 “Water” Lot 29638 (only) on DP 34161

Date of Report:	7 August 2024
Proponent:	Department of Planning, Lands and Heritage
File Ref:	4.3.11.1 – Water Supply
Officer’s Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To provide comment on a request from the Water Corporation to obtain Care, Control and Management over Reserve 13510.

Background

The Department of Planning, Lands and Heritage has written seeking comments on a proposed Management Order.

Officer’s Comment

The Department has received a request from the Water Corporation requesting to obtain Care, Control and Management over numerous reserves to which they are the responsible agency only.

The reserve to be amended within the Shire of Trayning is Reserve 13510 “Water” Lot 29638 (only) on DP 34161 as shown bordered in red below:





The proposed reserve amendment has no greater impact on the usage of the reserve.

Consultation

There has be no further consultation.

Statutory Environment

It is proposed to issue Management Order pursuant to section 46 of the Land Administration Act 1997 to the Water Corporation.

Policy Implications

There are no direct policy implications.

Financial Implications

There are no direct financial implications.

Strategic Implications

There are no direct strategic implications.

Risk Implications

No risks have been identified.

Officer Recommendation

That no objection be made in relation to the Water Corporation request to obtain Care, Control and Management over Reserve 13510 "Water" Lot 29638 (only) on DP 34161.



10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE