



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

**Trayning & Districts Sporting Club  
Sutherland Street  
Trayning WA 6488**

**Commencement: 3.00 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

Brian Jones  
Acting Chief Executive Officer



## **AGENDA**

Ordinary Meeting of the Trayning Shire Council,  
To be held at the Trayning & Districts Sporting Club,  
Sutherland Street, Trayning,  
on Wednesday 17 July 2024, commencing at 3.00 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**

**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 19 June 2024 be confirmed as a true and correct record of the proceedings.

### **7.2 Other Meetings**

#### **Officer Recommendation**

That the minutes of the Great Eastern Country Zone Meeting held 13 June 2024 be received.

## **8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS**

## **9 REPORTS OF OFFICERS**

### **9.1 REGULATORY SERVICES**



### 9.1.1 Local Planning Policy – Sea Containers

Date of Report:	26 June 2024
Proponent:	Brian Jones A/Chief Executive Officer
File Ref:	10.1.1.1
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.4 Attachment Draft Policy – Sea Containers
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider the adoption of a Local Planning Policy to govern the use and placement of sea containers in townsites within the Shire.

#### **Background**

At the ordinary Council meeting held on 21 February 2024 Council passed the following resolution:

*That Local Planning Policy No 1 be revoked and that publication of a notice of revocation by the Shire be circulated for two consecutive weeks in a newspaper circulating in the Scheme area.*

Council felt that as the policy was out of date and not reflective of current conditions, it should be revoked.

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

A draft Policy has been prepared for Council consideration which incorporates issues raised during previous discussions with Council.

#### **Consultation**

The Shire of Trayning Town Planning Scheme No.1 includes the following clause:

2.4.1 If a local government resolves to prepare a Local Planning Policy, the local government –

- a) is to publish a notice of the proposed Policy once a week for two consecutive weeks in a newspaper circulating in the Scheme area, giving details of -
  - (i) where the draft Policy may be inspected.
  - (ii) the subject and nature of the draft Policy.
  - (iii) in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made.
- b) may publish a notice of the proposed Policy in such other manner and carry out such other consultation as the local government considers appropriate.



2.4.2 After the expiry of the period within which submissions may be made, the local government is to –

- a) review the proposed Policy in the light of and submissions made; and
- b) resolve to adopt the Policy with or without modification, or not to proceed with the Policy.

2.4.3 If the local government resolves to adopt the Policy, the local government is to publish notice of the Policy once in a newspaper circulating in the Scheme area.

### **Statutory Environment**

Shire of Trayning Town Planning Scheme No.1

### **Policy Implications**

Adoption of new Policy.

### **Financial Implications**

There are no direct financial implications.

### **Strategic Implications**

There are no direct strategic implications.

### **Risk Implications**

Nil

### **Officer Recommendation**

That Council adopt the draft Local Planning Policy – Sea Containers and advertise in accordance with the requirements of the Town Planning Scheme No.1.



## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List June 2024

Date of Report:	14 June 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 June 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 June 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 June 2024, totalling \$493,319.00.





### 9.2.2 Monthly Financial Report for June 2024

Date of Report:	10 June 2024
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Brian Jones –A/Chief Executive Officer
Officer’s Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report June 2024
Voting Requirements:	Simple Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 30 June 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 30 June 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 30 June 2024 be accepted as presented.



### 9.2.3 Budget Adoption 2024-25

Date of Report:	20 June 2023
Proponent:	Brian Jones –A/Chief Executive Officer
File Ref:	3.2.7.1 – Annual Budget
Officer's Disclosure of Interest:	Nil
Attachments:	Attachment 9.2.3 Draft 2024/25 Statutory Budget – will be sent when available before the meeting.
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

To consider the adoption of the Shire of Trayning 2024/25 Budget.

#### **Background**

The draft Budget/Long Term Financial Plan 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 2024/25 financial year and enables rates to be raised.

#### **Strategic Implications**

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

The Long-Term Financial Plan adopted by Council on 19 June 2024 was based on overall rates increase of 4.6% and CPI of 3.6% for 2024/25. According to the Australian Bureau of Statistics, the Consumer Price Index rose 3.6% for the twelve months ending March 2024.



### **Officer's Comment**

Council adopted the Schedule of Fees and Charges for 2024/25 at the Ordinary Meeting held 19 June 2024. The attached draft budget includes the Schedule, with some minor changes to the building fees.

### **Officer's Recommendations**

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 2024/2025 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
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 18.476 cents in the dollar, with a minimum rate of \$400 be imposed
  - b) Where the General Rate is to apply, for all rateable properties with Unimproved Valuations a rate of 1.082 cents in the dollar, with a minimum rate of \$400 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 12 September 2024, which is more than 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. 12 September 2024
  2. 14 November 2024
  3. 16 January 2025
  4. 20 March 2025
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 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 2024/25.
  11. 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

12. 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

13. 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

14. 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

15. 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 2024/25 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.



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 WALGA Zone Delegate

Date of Report:	27 June 2024
Proponent:	Brian Jones –A/Chief Executive Officer
File Ref:	4.3.5.2
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider the appointment of the Chief Executive Officer as Council's delegate to the WALGA Great Eastern Country Zone during the Shire Presidents absence.

#### **Background**

WALGA Great Eastern Country Zone (GECZ) meetings are held on the second Thursday of every second month.

Cr Brown has been appointed as Council delegate and Cr McHugh as proxy.

Shire President Cr Melanie Brown will be unable to attend the GECZ meetings scheduled to be held on 8 August and 10 October 2024.

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

It is recommended that the CEO be appointed Council delegate for the two meetings to ensure Council can exercise its right to vote on matters, during the Shire Presidents absence.

#### **Consultation**

Nil

#### **Statutory Environment**

There are no direct statutory implications.

#### **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**

Nil

**Officer Recommendation**

That CEO Leanne Parola be appointed Council delegate for the WALGA Great Eastern Country Zone meetings to be held in August and October 2024.



### 9.3.2 Asset Management Plan – Road Hierarchy

Date of Report:	4 July 2024
Proponent:	Brian Jones - A/Chief Executive Officer
File Ref:	12.1.1.19
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

#### **Purpose of Report**

To consider changes to the Tier of various roads within the Shire's Road Hierarchy.

#### **Background**

At the Council Forum held on 19 June 2024 Council discussed the Shire Asset Management Plan and reclassification of various roads. The recommendation provided is based on the consensus of those discussions.

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

Nil

#### **Consultation**

Discussed with Council at Councillor Forum

#### **Statutory Environment**

There are no direct statutory implications.

#### **Policy Implications**

There are no direct policy implications.

#### **Financial Implications**

The Shires Asset Management Plan includes a road hierarchy of six Tiers with each Tier being assigned an appropriate level of service. The recommendation is for the Tier of various roads to be reclassified which will impact the levels of service and maintenance costs for those roads.

#### **Strategic Implications**

There are no direct strategic implications.



**Risk Implications**

Nil

**Officer Recommendation**

That Council reclassify the following Shire roads in the Shire's Asset Management Plan:

<b>Road</b>	<b>Current Tier</b>	<b>Recommended Tier</b>
Appleyard Road	3	4
Gabbin-Trayning Road	3	4
Mulchahy Road	3	4
Letchford Road	3	4
Minniberri Road	3	4

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

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

**12 CLOSURE**