



**AGENDA  
FOR  
ORDINARY COUNCIL MEETING OF COUNCIL  
Wednesday 19 June 2024**

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

**Commencement: 3.00 pm**





## **DISCLAIMER**

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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 at the Trayning & Districts Sporting Club,  
Sutherland Street, Trayning,  
on Wednesday 19 June 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 15 May 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:

7.2 NEWROC Council Minutes May 2024

7.2a Great Eastern Country Zone Minutes 11 April 2024

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

## **9 REPORTS OF OFFICERS**

### **9.1 REGULATORY SERVICES**



### 9.1.1 33 Glass St- R-Code Height Variation of Outbuilding

|                                   |                                |
|-----------------------------------|--------------------------------|
| Date of Report:                   | 12 June 2024                   |
| File Ref:                         | Property                       |
| Officer:                          | Laura Pikoss – HBP Services WA |
| Senior Officer:                   | NA                             |
| Officer's Disclosure of Interest: | Nil                            |
| Attachments:                      | 9.1.1 Shed Plans               |
| Voting Requirements:              | Simple Majority                |

#### **Purpose of Report**

This proposal seeks approval for an outbuilding with a wall height of 4 meters and an apex height of 4.55 meters, exceeding the R-Codes' standard limits of 2.4 meters for wall height and 4.2 meters for apex height.

#### *Justification:*

- *Functional Necessity:* The increased height is needed to house a recreational vehicle (RV) and large equipment.
- *Minimal Impact:* Located on a secondary street (George Street) with a 1.5-meter setback, the height increase does not impact significant views from neighbouring properties.

#### *Height Variations:*

- *Wall Height:* Allowed: 2.4m, Proposed: 4m (66.67% increase)
- *Apex Height:* Allowed: 4.2m, Proposed: 4.55m (8.33% increase)

The proposal meets functional needs while ensuring minimal impact on neighbours.

#### **Description of Proposal**

This proposal to request a variation to the standard outbuilding height requirements as stipulated in the Residential Design Codes (R-Codes) of Western Australia. The proposal



seeks approval for an outbuilding with a wall height of 4 meters and an apex height of 4.55 meters, which exceeds the current deemed-to-comply provisions.

*Deemed-to-Comply Provisions (Volume 1 of the R-Codes)*

For single houses and grouped dwellings (R2-R25):

- *Maximum Wall Height:* 2.4 meters
- *Maximum Roof Height:* 4.2 meters
- *Setbacks:* Outbuildings should generally comply with setback requirements for the specific zone. A common setback is 1 meter from side and rear boundaries, but this can vary.

### **Justification for Height Variation**

#### Functional Necessity

1. Accommodation of Equipment and Vehicles:

- The increased wall height is necessary to house a recreational vehicle (RV) and large equipment, which cannot be accommodated within the standard height limits.
- The apex height of 4.55 meters ensures adequate roof clearance, allowing safe and efficient use of the outbuilding.

2. Minimal Impact

- As the proposed new outbuilding is located on a secondary street (George Street) and the 1.5m Setback as outlined in Part 5.1.3 - Lot boundary setback and Part 5.2.1 - Setback of garages and carports in Volume 1 of the R-Codes.
- There are not significant views that can be impacted by the building height increase from neighboring properties.

3. Summary of Height Variations

- Wall Height:
  - Allowed: 2.4 meters
  - Proposed: 4 meters
  - Variation: 1.6 meters
  - Percentage Variation: 66.67%
- Apex Height:
  - Allowed: 4.2 meters
  - Proposed: 4.55 meters
  - Variation: 0.35 meters
  - Percentage Variation: 8.33%



**Site and Location**

*Figure 1*







### **Background**

The site currently has a dwelling sitting on the lot. The proposed outbuilding is to accommodate extra storage of vehicles and other private equipment.

### **Consultation**

There has not been any formal consultation on this development proposal.

### **Policy Implications**

There is no plan or local planning policy applicable to this proposal.

### **Statutory Environment**

| <b>Shire of Trayning Local Planning Scheme (LPS) No.1<br/>(Statutory instrument)</b> |   |
|--|---|
| Current Zoning   | <i>Residential</i>  |
| Permissibility (Table 1 – Zoning Table )   | <i>The Outbuilding is supported under the R-code therefore Permissible in Residential Zones with an existing Dwelling</i>   |
| Objectives   | <i>The Council's LPS 1 nominates the objectives of the Residential Zone to:</i> <ul style="list-style-type: none"><li><i>• To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.</i></li><li><i>• Non-residential uses shall be compatible in character, scale and operation with the predominant residential use.</i></li><li><i>• A non-residential use shall only be permitted if the use does not detract from the amenity of the area.</i></li></ul> |
| Development Standards  | <i>LPS 21 stipulates the following standards for development in the Residential Zone:</i><br><br><i>To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.</i><br><br><i>R-Codes Deemed to Comply</i><br><br><i>Size: The maximum area of the outbuilding can be up to 60 square meters or 10% of the site area, whichever is lesser.</i><br><br><i>Height: The maximum wall height is 2.4 meters, and the maximum roof height is 4.2 meters.</i>          |



|  |  |
|--|--|
|  | <p><i>Setbacks: Outbuildings should be set back from property boundaries in accordance with the R-Codes, typically requiring a minimum of 1 meter from side and rear boundaries.</i></p> <p><i>Design Principles (P3) Performance outcome:</i></p> <ul style="list-style-type: none"> <li>• <i>Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighboring properties.</i></li> </ul>  |
| <p><b>Planning and Development (Local Planning Scheme) Regulations 2015<br/>(Statutory instrument)</b></p>                           |  |
| Schedule 2; Part 9;<br>Clause 68(2)  | <i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>   |
| Schedule 2; Part 9;<br>Clause 76 (1) and (2)   | <i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>  |
| <p><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas<br/>(Statutory instrument – tied to Planning Regulations)</b></p> |  |
| Generally  | <i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>  |
| 6.2 Strategic planning proposals, subdivision and development applications   | <p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <p><i>a) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></p> <p><i>b) Any strategic planning proposal, subdivision or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></p> <p><i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></p> |



| <i>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas<br/>(Guidance document – tied to SPP 3.7)</i> |   |
|--|---|
| <b>5. Exemptions</b>   | <p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"><li><i>• result in the intensification of development (or land use);</i></li><li><i>• result in an increase of residents or employees;</i></li><li><i>• involve the occupation of employees on site for any considerable amount of time; or</i></li><li><i>• result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li></ul> |

**Strategic Implications**

Nil

**Financial Implications**

There are no budgetary considerations and implications applicable to this proposal.

**Risk Implications**

The risk assessment in relation to this development is low it poses no significant environmental implications to the site or neighbouring properties. The development is minor.



| Consequence    | Insignificant | Minor  | Moderate | Major  | Extreme |
|----------------|---------------|--------|----------|--------|---------|
| Likelihood     |               |        |          |        |         |
| 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  |
|---------------|---|
| <b>LOW</b>    | Monitor for continuous improvement.   |
| <b>MEDIUM</b> | Comply with risk reduction measures to keep risk as low as reasonably practical.                      |
| <b>HIGH</b>   | Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable. |
| <b>SEVERE</b> | Unacceptable. Risk reduction measures must be implemented before proceeding.                          |

### Strategic Community Plan

Nil

### Officer Recommendation

*Based on the assessment, the proposed outbuilding height variation is considered to meet the design principles of the R-Codes and does not adversely impact the neighboring properties or the overall streetscape. The proposal aligns with the intent of the R-Codes to provide flexibility while maintaining amenity and aesthetic standards.*

### **CONDITIONS**

- 1.5m from secondary street must be maintained

### **ADVICE NOTES**

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in



understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.

b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.

d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).



## 9.2 FINANCE REPORTS

### 9.2.1 Monthly Payment List April 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 May 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 May 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 May 2024, totalling \$483,991.94.



## 9.2.2 Monthly Financial Report for May 2024

|                                   |   |
|-----------------------------------|---|
| Date of Report:                   | 14 June 2024                            |
| 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 May 2024 |
| Voting Requirements:              | Simple Majority                         |

### **Purpose of Report**

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



### 9.2.3 Adoption of Fees & Charges 2024-2025

|                                   |  |
|-----------------------------------|--|
| Date of Report:                   | 25 May 2023                                |
| Proponent:                        | Chief Executive Officer                    |
| File Ref:                         | 3.2.7.1 Annual Budget                      |
| Officer's Disclosure of Interest: | Nil  |
| Attachments:                      | Draft Schedule of Fees & Charges 2024/2025 |
| Voting Requirements:              | <b>Absolute Majority</b>                   |

#### **Purpose of Report**

To adopt the Schedule of Fees & Charges for the Shire for the 2024/2025 financial year.

#### **Background**

Each year Council is required to adopt fees and charges as part of the Budget process.

Adopting the fees and charges at the June Council meeting allows staff to provide relevant notice to affected parties of any proposed changes and allows the fees and charges to be implemented from 1 July.

#### **Consultation**

Senior staff

#### **Statutory Environment**

Local Government Act 1995, section 6.16 Imposition of fees and charges and section 6.17 Setting level of fees and charges apply.

*In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

A number of fees and charges are prescribed by legislation, eg animal registrations, health, building and town planning fees.

#### **Policy Implications**

Policy 11.3 Shire Accommodation – Rental charges  
Policy 13.3 Private Works

#### **Financial Implications**

The fees and charges adopted by Council have a small impact on the operating revenue of the Shire (approximately 5% of income).



### **Strategic Implications**

Nil

### **Officer's Comment**

Staff have reviewed the schedule of fees and charges and are recommending the following changes:

- Increase a number of charges by 3.6% (rounded) including property enquiries, short stay accommodation, cemeteries, hazardous materials and private works
- Increasing maximum rents on housing to \$180 per week on 2x1 properties and \$190 per week on larger properties
- Adding fee to hire Event Marquee (\$2,500)
- Deleting fees not utilised, eg use of Bowling Green and Multipurpose Court lights, lease of Council Block (Pig yards), ablution block key bond

### **Officer's Recommendation**

That the attached Schedule of Fees & Charges for the 2024/2025 financial year be adopted and advertised to commence on 1 July 2024.



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Long Term Financial Plan and Workforce Development Plan

|                                   |   |
|-----------------------------------|---|
| Date of Report:                   | 9 June 2024   |
| File Ref:                         | 3.2.1.9   |
| Officer's Disclosure of Interest: | Nil   |
| Attachments:                      | Draft Long Term Financial Plan and Workforce Development Plan |
| Voting Requirements:              | Simple Majority   |

#### **Purpose of Report**

To adopt the Long Term Financial Plan 2024/25 to 2033/34 and Workforce Development Plan 2024/2025.

#### **Background**

The Shire last updated its Long Term Financial Plan on 15 December 2021 and Workforce Plan on 19 October 2016.

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

The Long Term Financial 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 a 10 year period and reduces the risk of ad hoc projects utilising funds required for asset renewal.

The Workforce Development Plan is a short term plan relating to workforce needs of the Shire. It includes some actions for future years which have been included in the draft Long Term Financial Plan, but predominantly focuses on the 2024/2025 financial year.

#### **Consultation**

The draft Long Term Financial Plan was discussed with Councillors at the Councillors Forum held 20 March and 15 May 2024.

The draft Workforce Development Plan was discussed with Councillors at the Councillors Forum held 15 May 2024 and was developed with the assistance of an external consultant and senior staff.

#### **Statutory Environment**

Where are no statutory requirements for a local government to have a long term financial plan or workforce plan, regulation 19DA of the Local Government (Administration) Regulations 1996 currently requires a local government to make a corporate business plan to develop and integrate matters relating to workforce planning and long-term financial planning.



### **Policy Implications**

There are no direct policy implications.

### **Financial Implications**

There are no direct financial implications in the 2023/24 financial year, but both documents will have significant impact on the draft 2024/2025 Annual Budget. The Long Term Financial Plan establishes a plan for the financial direction of the Shire for the next ten years.

### **Strategic Implications**

The draft Long Term Financial Plan and draft Workforce Development Plan integrate with the current Community Strategic Plan, Corporate Business Plan and Asset Management Plan.

The two plans are part of a suite of integrated planning documents which guide 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 a Strategic Action to review the future sustainability of the Shire.

The Asset Management Plan adopted on 17 April 2024 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 draft 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 levels of service

The draft Long Term Financial Plan recommends increasing general rates income by CPI plus 1 percent each year which will have a minor impact on the Shire's Own Source Revenue Coverage Ratio to increase it from 30% to 31% over 10 years (still short of the benchmark 40%).

**Officer Recommendation**

That the Long Term Financial Plan 2024/25 to 2033/34 and Workforce Development Plan 2024/2025 be adopted as attached.



### 9.3.2 2024 WALGA Convention

|                                   |  |
|-----------------------------------|--|
| Date of Report:                   | 12 June 2024   |
| Proponent:                        | Chief Executive Officer  |
| File Ref:                         | 4.3.5.8 – WALGA Local Government Convention                              |
| Officer's Disclosure of Interest: | The Officer would be required to attend the Convention if Councillors do |
| Attachments:                      | 9.3.2 2024 WALGA Local Government Convention Program                     |
| Voting Requirements:              | Simple Majority  |

#### **Purpose of Report**

To determine attendance by Councillors and Staff at the 2024 Western Australian Local Government Association Local Government Convention.

#### **Background**

The Western Australian Local Government Association (WALGA) Local Government Convention will be held Tuesday 8 October to Thursday 10 October 2024 at the Perth Convention Centre.

The theme of the convention is "Innovation Ecosystem", a copy of the program is attached.

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

The Program for the Western Australian Local Government Association Convention is attached.

#### **Consultation**

There has been no consultation in this regard.

#### **Statutory Environment**

There is no statutory requirement to attend the Western Australian Local Government Association Annual General Meeting or Convention.

#### **Policy Implications**

Policy 1.9 Continuing Professional Development of Elected Members specifies that the President and WALGA Great Eastern Country Zone delegates and the Chief Executive Officer and their partners are entitled to attend the WALGA Local Government Convention.



Councillors other than the aforementioned may attend with a maximum of four attending each year. Apart from the Shire President and Great Eastern Country Zone delegates, Councillors will be selected based on recent attendance at the convention.

The 2023 convention was attended by Councillors Brown and Waters as the Great Eastern Country Zone delegates, Councillor Leslie and the Chief Executive Officer.

The Shire President and Councillor McHugh are the Shire of Trayning's current Great Eastern Country Zone delegates. The Shire President has advised she will not be able to attend the conference this year as she intends to apply for leave of absence for a period include the Conference dates.

Policy 3.2 Conferences, Meetings & Training – Attendance & Expenses encourages elected members to participate in training and attend the annual WALGA State Convention and details the expenses the Shire will pay.

The policy requires approval for attendance at a conference to be obtained from Council prior to the event.

### **Financial Implications**

The draft 2024/25 Annual Budget includes the following provision for the 2024 WALGA State Convention:

|                                   |              |
|-----------------------------------|--------------|
| Registrations (4 x \$1,295)       | \$5,180      |
| Accommodation (4 x 3 x \$300)     | 3,600        |
| Meals (4 x \$300)                 | 1,200        |
| Gala Cocktail Evening (7 x \$150) | <u>1,050</u> |
|                                   | \$11,030     |

If the maximum of four Councillors wish to attend the event, the draft budget will be increased accordingly.

### **Strategic Implications**

The Shire of Trayning Strategic Community & Corporate Business Plan includes the following strategic action:

*Provide opportunities and appropriate resources for staff and elected member professional development.*

### **Risk Implications**

There are no significant risk implications in attendance or otherwise of the Convention.

### **Officer Recommendation**

That:





- 1) Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ and the Chief Executive Officer be registered to attend the 2024 Western Australian Local Government Association Local Government Convention.
  
- 2) Councillors \_\_\_\_\_ and \_\_\_\_\_ be registered as delegates and \_\_\_\_\_ the proxy for the Western Australian Local Government Association Annual General Meeting.



### 9.3.3 NEWROC Representation

|                                   |                         |
|-----------------------------------|-------------------------|
| Date of Report:                   | 24 May 2024             |
| Proponent:                        | Chief Executive Officer |
| File Ref:                         | 4.1.1.10                |
| Officer's Disclosure of Interest: | Nil                     |
| Attachments:                      | Nil                     |
| Voting Requirements:              | Simple Majority         |

#### **Purpose of Report**

To appoint a second deputy delegate to the North Eastern Wheatbelt Regional Organisation of Councils.

#### **Background**

The Shire President was appointed as the representative and Councillor Marchant as the deputy representative for the North Eastern Wheatbelt Regional Organisation of Councils at the Ordinary Meeting of Council held 25 October 2023.

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

The Shire's representative on the North Eastern Wheatbelt Regional Organisation of Councils, Councillor Brown, is expected to take a leave of absence later this year for a period which will include the North Eastern Wheatbelt Regional Organisation of Councils meeting scheduled for 24 September 2024.

The deputy representative for the North Eastern Wheatbelt Regional Organisation of Councils is Councillor Marchant. While Councillor Marchant has not attended any North Eastern Wheatbelt Regional Organisation of Councils meetings, Councillor Leslie has attended one as an observer.

The Chief Executive Officer attends North Eastern Wheatbelt Regional Organisation of Councils meetings and is generally able to speak at the meetings, but has no voting rights.

#### **Consultation**

Shire President

#### **Statutory Environment**

The North Eastern Wheatbelt Regional Organisation of Councils is a regional local government in accordance with Section 3.62 of the Local Government Act 1995.

The North Eastern Wheatbelt Regional Organisation of Councils Memorandum of Understanding includes the following section in relation to the appointment of members:



1. *A Participant is to appoint one member (delegate) of the Council of the Participant to be a member of the NEWROC Council.*
2. *A Participant may appoint a first and a second delegate from the Council of the Participant who are able to attend the NEWROC meetings and who may act temporarily in place of either delegate of the NEWROC appointed by the Participant during any period in which the member of the NEWROC is unable by reason of illness, temporary absence from State, conflict of interest or for any other cause to perform the functions of the office.*
- c. *The Participant has one vote*

### **Policy Implications**

The following policies apply for Council Committee and external organisations:

- 1.5 External Organisations – Council Representatives and Expenses
- 3.2 Conferences, Meetings & Training – Attendance & Expenses

### **Financial Implications**

Councillors are paid to attend Committee Meetings and for expenses incurred in attending other meetings on behalf of Council. If no representative attends a meeting that attracts a meeting payment, there would be minor savings to the Shire (\$118 per meeting).

### **Strategic Implications**

Active participation in regional groupings is one of the strategies within the Strategic Community Plan.

### **Risk Implications**

If Councillor Marchant is unable to attend the North Eastern Wheatbelt Regional Organisation of Councils meeting scheduled for 24 September 2024, the Shire of Trayning will have no voting delegate at the meeting unless a second deputy is appointed.

### **Officer Recommendation**

That Councillor \_\_\_\_\_ be appointed as the Shire of Trayning's second delegate to the North Eastern Wheatbelt Regional Organisation of Councils.



### 9.3.4 Dowerin Downtown Event 2024

|                                   |  |
|-----------------------------------|--|
| Date of Report:                   | 11 June 2024                                 |
| Proponent:                        | Chief Executive Officer                      |
| File Ref:                         | 4.1.2.7 Community Events                     |
| Officer's Disclosure of Interest: | The Officer is one of the proposed attendees |
| Attachments:                      | Nil  |
| Voting Requirements:              | Simple Majority                              |

#### **Purpose of Report**

To authorise the attendance of the President, Deputy President and Chief Executive Officer at the Bringing Dowerin Downtown event on Friday 26 July 2024.

#### **Background**

Dowerin Machinery Field Days are holding a 'Bringing Dowerin Downtown' event on Friday 26 July 2024. The focus of the event is "discussing how industry and farmers are utilising the power of technologies, innovation, and collaboration to meet this pressing challenge".

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

The Shire of Trayning is currently the Chair of NEWROC and is expected to participate in NEWROC events.

#### **Consultation**

Attendance at the event by representatives of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) was discussed at the NEWROC meeting held 28 May 2024.

It was agreed at the meeting that a NEWROC dinner would follow the Bringing Downtown event.

#### **Statutory Environment**

There are no direct statutory implications.

#### **Policy Implications**

Policy 1.14 Attendance of Council Members and CEO at Events requires Council to consider the following factors in making a decision on attendance at an event:



| Policy clause   | Comment   |
|---|---|
| a) Who is providing the invitation or ticket to the event?  | The event is behind held by Dowerin Machinery Field Days, the Shire would pay to attend   |
| b) The location of the event (within or out of the district)  | The event will be held at Crown Perth   |
| c) The role of the Council Member or CEO when attending the event and the value of their contribution | The attendees would be observers at the event   |
| d) Whether the event is sponsored by the Shire  | The Shire is not sponsoring the event   |
| e) The benefit of local government representation at the event  | The attendees will hear about new technologies, innovation and collaboration in the agricultural sector and have the opportunity to network with other regional stakeholders  |
| f) The number of invitations/tickets received   | No invitations or tickets have been received, the Shire will pay for attendance   |
| g) The cost to attend, including the cost of the ticket and other expenses                            | Tickets for the event will be \$253 per head, accommodation has yet to be booked but the current rate for a room in the Crown Promenade for 26 July is \$263. Attendance and rooms for three people would be \$1,549 plus meals |

### **Financial Implications**

The 2024/25 Budget has yet to be adopted and the draft could be amended to include funding to attend this event.

### **Strategic Implications**

At the Chair of the NEWROC, the Shire of Trayning is expected to set an example to foster cooperation and relationships within the region.

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

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

### **Risk Implications**

There are no significant risk implications.



**Officer Recommendation**

That:

- 1) The Shire President, Deputy Shire President and Chief Executive Officer be authorised to attend the Bringing Dowerin Downtown Event and following North Eastern Wheatbelt Regional Organisation of Councils' dinner on 26 July 2024.
- 2) The Shire of Trayning pay for the cost of attendance, accommodation, parking and meals for the three attendees.

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

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

**12 CLOSURE**