



**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 10 September 2025**

**Shire of Trayning Council Chambers
66 Railway Street
Trayning WA 6488**

**Commencement: 4.00 pm
Forum meeting to follow**



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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

A handwritten signature in black ink, appearing to read 'Peter Naylor', written in a cursive style.

Peter Naylor
Chief Executive Officer

AGENDA

Ordinary Meeting of the Trayning Shire Council,
To be held in Council Chambers,
66 Railway Street, Trayning,
on Wednesday 10 September 2025, 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 Dale Naughton
Cr Corey Harken

STAFF:

Mr Peter Naylor (Chief Executive Officer)
Mr Paul Healy (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 Meeting of Council held 20 August 2025 be confirmed as a true and correct record of the proceedings.

7.2 Other Committee Meetings

Officer Recommendation

That the minutes of the following Committee meetings be confirmed as a true and correct record of the proceedings.

- 7.2.1 LHAG Meeting - 29 August 2025
- 7.2.2 LEMC Minutes - 19 August 2025
- 7.2.3 GECZ Minutes – 18 August 2025

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Amendment to Policy 11.3 Shire Accommodation - Rental Charges

Date of Report:	4 September 2025
Proponent:	Peter Naylor, CEO
File Ref:	Policy
Officer:	Nil
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Current Policy 11.3 Shire Accommodation
Voting Requirements:	Absolute Majority

Purpose of Report

Seeking Council consideration to an amendment to Policy 11.3 Shire Accommodation – Rental Charges.

Background

Council owns a number of properties that are rented to staff for accommodation purposes.

The weekly rental charges vary per property depending on size of the dwelling and / or the position in which the person is employed.

In addition to this staff are then reimbursed (or subsidised) in an endeavour to help attract and retain staff for the benefit of Council maintaining a sustainable work force.

The current situation, as outlined above, is quite inconsistent and difficult to actually implement on a fair and equitable basis.

Therefore, it is being proposed to streamline the process.

Officer's Comment

The proposed amendment to Policy 11.3 is as follows:

- **Staff:**

Unless an employment contract specifies otherwise all staff occupying Shire of Trayning provided accommodation to be charged the weekly rate of \$50.00.

(The purpose of this is to assist Council to attract and retain staff, the cost to employ and train staff is determined to be far greater than the cost of providing accommodation at a reduced rate.)

- **Non-Staff:**

Rental charges for all accommodation is to be reviewed annually, and the charges adopted by Council in the annual Budget.

Rubbish removal charges on Shire owned accommodation are to be incorporated in the overall rental structure, rather than be levied on the tenant as a separate item.

Whilst the proposal may seem that will result in reduced income from rental properties, the net income is negligible after subsidies have been applied as per the current arrangements.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Amendment required to policy 11.3.

Financial Implications

The adoption of the proposed amendment may result in a minor reduction in rental income, cost is being calculated.

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation

That Council adopt the proposed amendment to Policy 11.3 Shire Accommodation – Rental Charges, as follows:

- **Staff:**

Unless an employment contract specifies otherwise all staff occupying Shire of Trayning provided accommodation to be charged the weekly rate of \$50.00.

(The purpose of this is to assist Council to attract and retain staff, the cost to employ and train staff is determined to be far greater than the cost of providing accommodation at a reduced rate.)

- **Non-Staff:**

Rental charges for all accommodation are to be reviewed annually, and the charges adopted by Council in the annual Budget.

Rubbish removal charges on Shire owned accommodation are to be incorporated in the overall rental structure, rather than be levied on the tenant as a separate item.

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
September	

With it being a short month, there have been no external meetings to attend.

With the approval of the Acting CEO, I accompanied the Manager of Works on a Trayning townsite inspection of parks, gardens, amenities and footpaths. The Manager of Works will be looking at a new schedule for maintenance and management of the townscapes and working on a long-term plan for footpath construction/reconstruction to suit the future needs of the Shire. Both will be presented to Council once completed. It is great to see our Works Manager taking initiative in this area and looking forward to future requirements.

I continued to meet with the Acting CEO to discuss current projects and future Agenda items.

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE