



**MINUTES
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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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

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

Peter Naylor
Chief Executive Officer

MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in Council Chambers,
66 Railway Street, Trayning,
on Wednesday 10 September 2025, commencing at 4.00 pm

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PREFACE

When the Chief Executive Officer approves these Minutes for distribution, they are in essence “Unconfirmed” until the following Council Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee

The “Confirmed” Minutes are then signed off by the Presiding Person.

UNCONFIRMED MINUTES

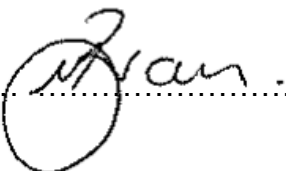
These minutes were approved for distribution on 11 September 2025.



Peeter Naylor
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 22 October 2025.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr MA Brown welcomed Councillors, Staff, and Visitors, declaring the meeting open at 4:00pm.

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

STAFF:

Mr Peter Naylor (Chief Executive Officer)
Ms Belinda Taylor (Manager of Corporate Services)
Mr Paul Healy (Manager of Works)

APOLOGIES:

Cr Dale Naughton

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

The President declared Public Question Time opened at 4:01pm.

There were no questions received, and the President closed Public Question Time at 4:01pm.

5 APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST

5.1 Applications Previously Approved

Nil

5.2 Leave of Absence

Cr CF Harken, has applied for a Leave of Absence for the October 2025 Ordinary Meeting of Council.

Council Decision

Moved Cr CL Marchant	Seconded Cr PM Barnes
That the leave of absence be approved for Cr CF Harken for the October 2025 Ordinary Meeting of Council.	
Resolution 09-2025.75	Carried 6/0
For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Harken, Cr Leslie	

5.3 Disclosure of Interest

Nil

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation/Council Decision

Moved Cr CL Marchant	Seconded Cr ME Leslie
That the minutes of the Meeting of Council held 20 August 2025 be confirmed as a true and correct record of the proceedings.	
Resolution 09.2025.76	Carried 6/0
For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Harken, Cr Leslie	

7.2 Other Committee Meetings

Officer Recommendation/Council Decision

Moved Cr ME Leslie	Seconded Cr PM Barnes
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	
Resolution 09.2025.77	Carried 6/0
For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Harken, Cr Leslie	

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Madam President congratulated Councillors McHugh, Lelsie and Barnes on their re- election to Council.

9 REPORTS

9.1 REGULATORY SERVICES

Nil

9.2 FINANCE REPORTS

Nil

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 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.

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.

Council Decision

Moved Cr CF Harken

Seconded Cr PM Barnes

That Council adopt the proposed amendment to Policy 11.3 Shire Accommodation – Rental Charges effective from 1 October 2025, 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.

Resolution 09.2025.78

Carried by Absolute Majority 6/0

For Cr Barnes, Cr McHugh, Cr Brown, Cr Marchant, Cr Harken, Cr Leslie

Reason for Change

Council wished to include a commencement date for records.

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 and CEO to discuss current projects and future Agenda items.

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

Nil

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

12 CLOSURE

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:10pm.