



**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 16 July 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 16 July 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)
Ms Belinda Taylor (Manager of Corporate Services)
Mr Paul Healy (Manager of Works)

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

The below questions have been received by Ms Taraeta Nicholls of 21 Adams Street Trayning on the 8 July 2025.

Summary of Question:

Will council please move up road work on Lairds Road as a priority? At what category was Lairds Road assessed at that determined its inclusion as work in 2031/2032 as per the long-term financial plan or has this been amended and we don't have the current copy available on the website?

Summary of Question:

At what meeting did council resolve to use the NEWROC asset management plan layout?

How is the NEWROC layout and terminology of benefit to the Shire of Trayning with particular emphasis on identifying the significant roads that still need to be endorsed by the Regional Road Group (and various subgroups) for assessment?

Summary of Question:

What steps have been taken to have Lairds Road included as part of the Secondary Road freight network i.e. Project 20.

What advocacy has been done either directly or via NEWROC re the Revitalising Agricultural Region Freight Strategy as it appears we have barely any roads currently qualified for funding as local access roads thus not being able to budget for regular general maintenance in our long-term financial plan?

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 18 June 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.

7.3 Great Eastern Country Zone Minutes - 13 June 2025

7.4 Minutes GSCZ June 2025 (ID 818544)

7.5 WBW Rail Trail Project Steering Group Minutes 30062025

7.6 WNE SRRG Minutes - 27th June 2025

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List June 2025

Date of Report:	9 July 2025
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 2025
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 2025 will be provided prior to the meeting. 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 2025, totalling \$327,590.55

9.2.2 Monthly Financial Report for June 2025

Date of Report:	9 June 2025
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Peter Naylor Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report June 2025
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 June 2025.

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 2025, 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

The Monthly Financial Report will be presented prior to the meeting.

Officer's Recommendation

That the Monthly Financial Report for the period ending 30 June 2025 be accepted as presented.

9.2.3 Adoption of the 2025/26 Budget

Date of Report:	7 July 2025
Proponent:	Chief Executive Officer
File Ref:	3.2.7.1 – Annual Budget
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.3 Draft 2025/26 Statutory Budget
Voting Requirements:	Absolute Majority

Purpose of Report

To consider the adoption of the Shire of Trayning 2025/26 Budget.

Background

The draft Budget 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 2025/26 financial year and enables rates to be raised.

Strategic Implications

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

The Long-Term Financial Plan adopted by Council on 19 June 2024 was based on an overall rates increase of 4.6% and CPI of 3.6% for 2025/26. According to the Australian Bureau of Statistics, the Consumer Price Index rose 2.9% for the twelve months ending December 2024.

Officer's Comment

Council adopted the Schedule of Fees and Charges for 2025/26 at the Ordinary Meeting held 16 June 2025. The attached draft budget includes the Schedule with no amendments.

Officer's Recommendations

1. That Council, pursuant to Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the budget for the Shire of Trayning for the 2025/2026 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 18.990 cents in the dollar, with a minimum rate of \$450 be imposed
 - b) Where the General Rate is to apply, for all rateable properties with Unimproved Valuations a rate of 0.935 cents in the dollar, with a minimum rate of \$450 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 11 September 2025, 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. 11 September 2025
2. 12 November 2025
3. 14 January 2026
4. 18 March 2026

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 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) \$145 Per annum for one (1) recycling mobile garbage bin (collected fortnightly)
 - c) \$145 per annum – for any additional recycling mobile garbage bins (collected fortnightly)
 - d) \$220 per annum – for any additional refuse mobile garbage bins (collected weekly)
8. 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.
9. 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 2025/26.
10. 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

11. 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

12. 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

13. 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

14. 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 2025/26 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.

9.2.4 Interim Audit Results Year Ending 30 June 2025

Date of Report:	7 July 2025
Proponent:	Peter Naylor, Chief Executive Officer
File Ref:	3.2.6.1
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

Purpose of Report

For Council to note the Office of the Auditor General (OAG) Interim Audit Report for the year ending 30 June 2025 and the Management comments related to the four audit findings.

Background

The OAG have completed the interim audit for the year ending 30 June 2025. This phase of the audit was conducted in accordance with the agreed audit plan. The focus of the interim audit was to primarily evaluate the Shires financial control environment, and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the annual financial report.

Officer's Comment

The OAG brings to Council and Management attention four areas in which they consider deficiencies in internal control and other matters that were identified during the course of the interim audit.

The OAG have discussed these matters with management and our comments have been included on the Attachment.

The matters reported are limited to those deficiencies that were identified during the interim audit, which the OAG have concluded are of sufficient importance to merit being reported to management.

The letter has been provided for the purposes of the Shire of Trayning and may not be suitable for other purposes.

A copy of the letter will also be forwarded to the Minister for Local Government when the OAG forwards its auditor's report on the annual financial report to the Minister on completion of the audit.

Consultation

Internal staff and auditors.

Statutory Environment

Local Government Act 1995

Local Government (Financial Regulations) 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Risk Implications

Nil

Officer Recommendation

That the Council notes the Office of the Auditor General (OAG) Interim Audit Report for the year ending 30 June 2025 and the Management comments related to the four audit findings. 9.4.4

9.2.5 Audit Committee Name Change and Appointment of Independent Presiding Member of Audit, Risk, and Improvement Committee

Date of Report:	3 July 2025
Proponent:	Peter Naylor, Chief Executive Officer
File Ref:	3.2.6.1
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

Purpose of Report

For Council:

- To formally change the name of the Audit Committee to the Audit, Risk and Improvement Committee; and
- To consider the direct appointment of a suitably qualified and experienced Independent Chairperson to the Shire of Trayning Audit, Risk and Improvement Committee, without calling for Expressions of Interest (EOI).

Background

The Shire of Trayning Audit Committee was established in accordance with the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996*, which require local governments to maintain oversight of financial management, risk management and internal controls.

Recent legislative reforms, proclaimed late last year, amended sections 5.12 and 5.13 of the Act. The amendments require local governments to change the name of the Audit Committee to the Audit, Risk and Improvement Committee, and to appoint a presiding member of the committee, by absolute majority of Council.

In response to the recommendations of the Office of the Auditor General (OAG) and the Department of Local Government, Sport and Cultural Industries (DLGSC), local governments are adopting enhanced governance structures, including the appointment of Independent Chairs to the Audit, Risk and Improvement Committee. This approach strengthens transparency, objectivity, and the separation of powers between Council decision-making and audit oversight.

An independent chair brings a non-partisan perspective, professional expertise, and is free of political or operational bias. This enhances community confidence, improves accountability, and aligns with emerging requirements under the *Local Government Amendment Act 2024*, which will mandate independent Chairs for all Audit, Risk and Improvement Committees.

In preparation for these future requirements, it is recommended that Council appoint an independent presiding member for the Audit, Risk and Improvement Committee.

While the Shire could initiate a formal EOI process, a suitable and qualified individual has been identified, offering significant experience in governance, financial oversight, and risk management. A direct appointment is recommended in the interest of timely governance enhancement, resource efficiency, and readiness for future legislative compliance.

Officer's Comment

While the Shire could initiate a formal EOI process, the candidate identified is both qualified and experienced. Given the Shire's limited resource environment and the benefit of timely progression, it is proposed that Council proceeds with a direct appointment.

The candidate has previously served in executive and governance roles in the local government sector and holds formal qualifications in accounting and risk management.

Consultation

Not applicable.

Statutory Environment

Local Government Amendment Act 2024

Division 1A — Audit, risk and improvement committee

7.1A. Establishment of audit, risk and improvement committee

(1) A local government must establish a committee of its council under section 5.8 to be called the audit, risk and improvement committee.

(2) The following provisions apply in respect of the membership of the audit, risk and improvement committee —

(a) an employee of the local government is not to be a member.

(b) no member is to be nominated by, or is to be appointed to represent, any employee of the local government;

(c) section 5.10(1)(b) does not apply.

(3) The presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

(4) Any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government.

Policy Implications

There are no known Policy implications in consideration of this matter.

Financial Implications

The role of the Independent Chairperson will be remunerated within the governance budget and in accordance with the Salaries and Allowances Tribunal determination.

Strategic Implications

Nil

Risk Implications

Non-compliance with State Government Legislation.

Officer Recommendation

That Council:

- Formally changes the name of the Shire of Trayning Audit Committee to the Shire of Trayning Audit, Risk and Improvement Committee;
- Appoints Mr Darren Mollenoyux to the position of Independent Chairperson to the Shire of Trayning Audit, Risk and Improvement Committee, with immediate effect;
- Notes the appointment of Mr Mollenoyux is made without a formal Expression of Interest process, based on the candidate's demonstrated qualifications, experience, and independence; and
- Approve that the remuneration of the Chairperson to be negotiated by the Chief Executive Officer, within budget provisions and in accordance with the Salaries and Allowances Tribunal determination.

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Affixing of the Common Seal- Medical Services Agreement

Date of Report:	8 July 2025
File Ref:	C88
Officer:	
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simply Majority

Purpose of Report

Council is requested to retrospectively endorse the Supply of Medical Services Agreement between the Shires of Mt Marshall, Mukinbudin, Nungarin and Trayning (collectively, the Kununoppin Medical Practice Committee) and Livingston Medical Pty Ltd, signed by President Melanie Brown and CEO Peter Naylor on 27 May 2025, with the common seal affixed.

Background

At the conclusion of negotiations with Livingston Medical Pty Ltd, a formal agreement was prepared and signed by all four participating Shires to secure the continued provision of GP and emergency medical services to the region, including coverage at Kununoppin Hospital and outreach to Mukinbudin, Beacon and Bencubbin.

Due to timing constraints, the agreement was executed prior to formal Council consideration at the June 2025 meeting, to ensure uninterrupted service delivery.

Comment

Execution of this agreement aligns with Council's Integrated Strategic Plan and Cr Brown is authorised to participate in negotiations on Council's behalf. Council is now requested to retrospectively approve the execution of the agreement and affixing of the common seal.

Consultation

Civic Legal
Shire of Mukinbudin
Shire of Mt Marshall
Shire of Nungarin
Livingston Medical Pty Ltd

Statutory Environment

Local Government Act 1995 – Section 9.49A: Execution of documents

9.49A. Execution of documents

(1) A document is duly executed by a local government if —

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of —

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority conferred under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) Nothing in this section limits the use of the common seal of a local government for ceremonial purposes.

Policy Implications

Nil

Financial Implications

The agreement commits the Shire of Trayning to its Respective Portion of the annual Practice Support Payment, plus shared vehicle and housing costs, as budgeted.

Strategic Implications

Strategic Community and Corporate Business Plan

Community Priorities and Strategic Actions

1: Our community

1.1 Community health, safety and wellbeing

We retain appropriate medical services and educational opportunities for local residents.

Officer Recommendation

That Council:

1. Notes the execution of the Supply of Medical Services Agreement between the Shires of Mt Marshall, Mukinbudin, Nungarin and Trayning and Livingston Medical Pty Ltd on 27 May 2025; and
2. Retrospectively approves the affixing of the Common Seal to the agreement, as signed by the Shire President and CEO.

9.3.2 Approval of Chief Executive Officer Leave and Appointment of A/CEO

Date of Report:	8 July 2025
File Ref:	Personnel
Officer:	
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	The officer is applying for Annual Leave
Attachments:	Nil
Voting Requirements:	Simply Majority

Purpose of Report

To consider an application for Annual Leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer.

Background

During the Chief Executive Officer employment interview, the incumbent informed Council that he has formally booked and paid for two impending holidays, to which the interview panel agreed to should he be the successful applicant.

Officer's Comment

With reference to the above the Chief Executive Officer is requesting Council approval to take leave on two occasions, as follows:

1. Monday 11 August 2025 to Friday 29 August, inclusive, period of 15 days; and
2. Monday 6 October 2025 to Friday 17 October 2025, inclusive, period of 10 Days.

When the CEO commenced duties in May 2025, the then Acting CEO, John Merrick, was approached with respect to him being appointed as Acting CEO for the period of leave from 11 August to 29 August to which he advised of his availability.

Unfortunately, Mr Merrick won't be available for the second period of leave, however given the short duration it could be appropriate for Council to appoint the Manager Corporate Services, Belinda Taylor, to the position of Acting CEO.

Both the application for leave and the appointment of Acting CEO will need to be ratified by Council.

Policy Implications

Policy 1.3 refers.

Statutory Implications

Section 5.39C of the Local Government Act 1995 requires local governments to have a policy setting out the process to be followed by the local government in relation to appointing an employee to act the position of Chief Executive Officer for a term not exceeding one year.

Financial Implications

Provision has been included on the 2025/2026 Budget to cover the additional salary during the period of leave.

Strategic Implications

There are no direct strategic implications.

Environmental Implications

There are no direct environmental implications.

Social Implications

There are no direct social implications.

Officer's Recommendation

That Council:

- 1) Approves the Chief Executive Officer's applications for annual leave for the two periods from Monday 11 August 2025 to Friday 29 August 2025, inclusive, and from Monday 6 October 2025 to Friday 17 October 2025, inclusive;
- 2) Appoints Mr John Merrick to the position of Acting Chief Executive Officer from Monday 11 August 2025 to Friday 29 August 2025, inclusive; and
- 3) Appoints the Manager of Corporate Services, Ms Belinda Taylor, to the position of Acting Chief Executive Officer from Monday 6 October 2025 to Friday 17 October 2025, inclusive

9.3.3 Change of Meeting Dates for September and October

Date of Report:	8 July 2025
File Ref:	4.1.2.3
Officer:	
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simply Majority

Purpose of Report

Council is asked to consider bringing forward the September Ordinary Meeting of Council from the 17 September 2025 to 10 September 2025 and defer the October 2025 Ordinary Meeting of Council from the 15 October 2025 to the 22 October 2025.

Background

Ordinary Council Meetings are scheduled for the third Wednesday of the month, with the exception of January. The September meeting is scheduled for the 17 September 2025 and the October Meeting 15 October 2025.

Comment

The September meeting is set for the 17 September 2025 however several members have advised that they will be absent from the September Meeting which will in turn not have a quorum.

The for a meeting of a Council or a committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee (the Act s 5.19)

With the Local Government Elections being held on the 18 October deferring the October Meeting until after the Elections are held will enable newly Elected Members to be sworn in prior to the October Meeting without the need for a Special Meeting to be called.

Consultation

Elected members

Statutory environment

Local Government Act –

- s.5.3 – Council meeting not to be more than 3 months apart

- s.5.25 – Regulations may be made

Administration Regulations –

- r.12 – local public notice of date and time of Council and Committee meetings to be given at least once each year.

Policy implications

Nil

Financial implications

Nil

Strategic implications

Nil

Officer recommendation

That:

- a) the September Ordinary Meeting of Council be held on Wednesday 10 September 2025 at 4:00pm and,
- b) the October Ordinary Meeting of Council be held on Wednesday 22 October 2025 at 4:00pm
- c) local public notice of the dates and times be given.

9.3.4 2025 WALGA Convention

Date of Report:	25 June 2025
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:	9.3.4 2025 WALGA Local Government Convention Program
Voting Requirements:	Simple Majority

Purpose of Report

To determine attendance by Councillors and Staff at the 2025 Western Australian Local Government Association Local Government Convention.

Background

The Western Australian Local Government Association (WALGA) Local Government Convention will be held Monday 22 September to Wednesday 24 September 2025 (inclusive) at the Perth Convention Centre.

The theme of the convention is “Lean into Legacy”, a copy of the program is attached.

Officer's Comment

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

The current Convention Program provides very little information with regards to the Keynote Speakers and the various Panel and / or Breakout sessions.

Given the volume of the programme perhaps council could consider not attending the convention this year.

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 forementioned 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 2024 convention was attended by Councillors Leslie, Marchant and Naughton and the Chief Executive Officer, with Crs Leslie and Marchant being registered as the AGM Voting Delegates and Cr Naughton as the Proxy Delegate.

The Shire President and Councillor Marchant are the Shire of Trayning's current Great Eastern Country Zone delegates.

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 2025/26 Annual Budget includes the following provision for the 2025 WALGA State Convention:

Registrations (4 x \$1,500)	\$6,000
Accommodation (4 x 3 x \$400)	4,800
Meals (4 x \$300)	1,200
Gala Cocktail Evening (@ \$190pp)	<u>1,200</u>
	\$13,200

If the maximum of four Councillors wish to attend the event, the draft budget will be amended 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:

Councillors _____, _____ and _____, and the Chief Executive Officer be registered to attend the 2025 Western Australian Local Government Association Local Government Convention.

Councillors _____ and _____ be registered as delegates and _____ the proxy for the Western Australian Local Government Association Annual General Meeting.

Or

Council resolves not to attend the WALGA 2025 Convention.

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
23 – 27 June	Canberra ALGA National General Assembly with NEWROC EO Caroline Robinson
	Advocacy meetings with Member Shires (Shire of Gnowangerup & Shire of Lake Grace) of Rural Health Alliance
	Meeting with DAFF representatives re Transition Package for Phase out of Live Sheep Export
	ALGA motions
10 July	GECZ Special Exec Meeting

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (b) the personal affairs of any person.*
- (e) a matter that if disclosed, would reveal —*
 - (i) a trade secret; or*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*

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9.3.5 Trayning & District Sporting Club – Temporary Closure

Date of Report:	4 July 2025
Proponent:	Chief Executive Officer
File Ref:	Property
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.5 – Independent Assessor report
Voting Requirements:	Simple Majority

Officer Recommendation

That Council:

1. Notes the contents of the independent assessor reports for the Trayning & Districts Sporting Club; and
2. Endorses the Chief Executive Officers actions in closing the premises for a temporary period to allow remedial works to be performed.

12 CLOSURE