



**MINUTES**

**FOR  
ORDINARY MEETING OF COUNCIL  
Wednesday 18 February 2026**

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

**Commencement: 4.00 pm**

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Trayning for any act, omission or statement, or intimation occurring during Council or committee meetings.

The Shire of Trayning disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement, or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act, or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

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

## 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 24 February 2026.



Peter Naylor  
**CHIEF EXECUTIVE OFFICER**

## CONFIRMED MINUTES

These minutes were confirmed at a meeting held on 18 March 2026

Signed: .....

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

## MINUTES

Ordinary Meeting of the Trayning Shire Council,  
held in Council Chambers,  
66 Railway Street, Trayning,  
on Wednesday 18 February 2026, commencing at 4.00 pm

## CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	5
2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	5
3	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....	5
4	PUBLIC QUESTION TIME .....	5
5	APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST .....	6
	5.1 Applications Previously Approved .....	6
	5.2 Leave of Absence.....	6
	5.3 Disclosure of Interest.....	6
6	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	6
	6.1 Petitions .....	6
	6.2 Deputations.....	6
	6.3 Presentations .....	6
7	CONFIRMATION OF MINUTES .....	6
	7.1 Ordinary Meeting of Council .....	6
	7.2 Other Committees .....	6
8	ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS.....	8
9	REPORTS.....	8
	9.1 REGULATORY SERVICES.....	8
	9.2 FINANCE REPORTS .....	8
	9.2.1 Monthly Payment List December 2025 .....	8
	9.2.2 Monthly Payment List January 2026 .....	10
	9.2.3 Monthly Financial Report for December 2025 .....	11
	9.2.4 Monthly Financial Report for January 2026.....	14
	9.3 CHIEF EXECUTIVE OFFICER.....	17
	9.3.1 Amendment to Council Policy 11.12 Staff – Secondary Employment, and Code of Conduct Clause 3.17 Secondary Employment.....	17
	9.3.2 Amendment to Council Policy 7.5 Credit Card and Store Card Facilities...	19
	9.3.3 Local Laws Review and Cats Local Law .....	22
	9.3.4 Transfer Management Order Application Lots 37 & 39 Glass Street .....	26
	9.4 SHIRE PRESIDENT .....	28
10	NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING .....	28
11	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	28
	11.1 CEO Performance Review.....	29
12	CLOSURE.....	32

## **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President Cr MA Brown welcomed Councillors and Staff, 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 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:

Nil

### 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

Nil

### 5.3 Disclosure of Interest

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of interest were made at the Council meeting.

<i>Councillor / Officer</i>	<i>Item No</i>	<i>Nature of Interest</i>	<i>Extent of Interest</i>
Mr PT Naylor	11.1	Financial	Employee's Performance Review

## 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 DA Naughton**

**Seconded Cr CL Marchant**

That the minutes of the Meeting of Council held 17 December 2025 be confirmed as a true and correct record of the proceedings.

**Resolution 02.2026.01**

**Carried 7/0**

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

## 7.2.1 WNE SRRG Meeting

### Officer Recommendation/ Council Decision

**Moved Cr ML McHugh**

**Seconded Cr CL Marchant**

That the minutes of the WNE SRRG meeting dated 9 February 2026 be received and the following Committee's recommended resolutions be endorsed by Council.

*1. Item 7.1*

*That the updated 25/26 Yr RRG Road Program Status Report be endorsed.*

*2. Item 7.3*

*That the Shire of Trayning's request to alter the northern end of the Kellerberrin – Yelbeni 2040 Route via:*

- Removing the northern 1.99km of the Kellerberrin – Yelbeni Rd from SLK 0.00 – 1.99 from the Route, and*
- Adding in lieu, the short adjoining sections of Stapleton Rd from SLK 0.00 to 2.37 and the Perks – O'Meara Rd from SLK 0.00 – 0.60 to connect to the Goomalling – Merredin Rd at the northern end and provide a more effective Route in terms of amenity, productivity and upgrade cost, be endorsed.*

*3. Item 7.5*

*That:*

- I draft a letter to be sent to the WA Minister for Transport, Rita Saffioti, requesting she reconsider including our recent WSNF Funding Submission in the 2026/27 Year, so that we have financial support from the State Government to lodge an application for additional WSNF Funding to the Federal Government – immediately following this meeting and based upon the draft letter provided in Attachment 5.*
- This draft letter to be circulated to the Group for comment and feedback*
- I make any required corrections, get Cr N Chandler to sign it, and email off to the Minister*

## 7.2.2 NEWROC Executive Meeting

That the minutes of the NEWROC Executive meeting dated 3 February 2026 be received

**Resolution 02.2026.02**

**Carried 7/0**

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

## 8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

### New Motion

Moved Cr ML McHugh	Second Cr CF Harken
To accept the new late item 11.1 CEO Performance Review.	
Resolution 02.2026.03	Carried 7/0
For Cr Brown, Cr Marchant, Cr Naughton, Cr Harken, Cr Barnes, Cr McHugh, Cr Leslie	

## 9 REPORTS

### 9.1 REGULATORY SERVICES

### 9.2 FINANCE REPORTS

#### 9.2.1 Monthly Payment List December 2025

Date of Report:	19 January 2026
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 December 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 December 2025 and is being presented at this meeting due to the September Ordinary Council Meeting being moved forward. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

**Officer Recommendation/ Council Decision**

**Moved Cr CL Marchant**

**Seconded Cr PM Barnes**

That Council receives the list of payments, as presented, for the month of December 2025, totalling \$476,041.24

**Resolution 02.2026.04**

**Carried 7/0**

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

## 9.2.2 Monthly Payment List January 2026

Date of Report:	10 February 2026
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 January 2026
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 January 2026 and is being presented at this meeting due to the September Ordinary Council Meeting being moved forward. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

### **Officer Recommendation/ Council Decision**

**Moved Cr DA Naughton**

**Seconded Cr ML McHugh**

That Council receives the list of payments, as presented, for the month of January 2026, totalling \$370 809.99

**Resolution 02.2026.05**

**Carried 7/0**

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

### 9.2.3 Monthly Financial Report for December 2025

Date of Report:	11 February 2026
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Peter Naylor CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report December 2025
Voting Requirements:	Simply Majority

#### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 December 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 31 December 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 for 31 December 2025 is being presented at this meeting due to the September meeting being moved forward.

### **Officer Recommendation/ Council Decision**

**Moved Cr CF Harken**

**Seconded Cr ME Leslie**

That the Monthly Financial Report for the period ending 31 December 2025 be accepted as presented.

**Resolution 02.2026.06**

**Carried 7/0**

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

## 9.2.4 Monthly Financial Report for January 2026

Date of Report:	11 February 2026
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Peter Naylor CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Financial Report January 2026
Voting Requirements:	Simply Majority

### **Purpose of Report**

This report presents for consideration the Monthly Financial Report, for the period ending 31 January 2026.

### **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 January 2026, 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 for 31 January 2026 is being presented at this meeting due to the September meeting being moved forward.

### **Officer Recommendation/ Council Decision**

**Moved Cr ME Leslie**

**Seconded Cr DA Naughton**

That the Monthly Financial Report for the period ending 31 January 2026 be accepted as presented.

**Resolution 02.2026.07**

**Carried 7/0**

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

## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 Amendment to Council Policy 11.12 Staff - Secondary Employment, and Code of Conduct Clause 3.17 Secondary Employment

Date of Report:	08 January 2026
Proponent:	Nil
File Ref:	4.1.5.7
Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1a Policy 11.12 Staff – Secondary Employment 9.3.1b Code of Conduct
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

Seeking Council consideration to an amendment to Policy 11.12 Staff Secondary Employment, and to insert a clause in the Employee Code of Conduct Clause 3.17 referring to Policy 11.12 Staff Secondary Employment.

#### **Background**

WALGA Employee Relations released a new compliance obligation outlining that Western Australian Local Governments must ensure that their Employee Code of Conduct includes a dedicated clause on secondary (outside) employment.

The Shire currently has a Policy on Secondary Employment (11.12) and a short clause in its Employee Code of Conduct (3.17) relating to Secondary Employment. However, this amendment proposes to update the Policy as recommended so that it specifically addresses.

- How employees may engage in secondary (outside) employment; and
- Mandatory obligations on employees to disclose any outside employment to the local government (this include both paid and unpaid roles).

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

To ensure Council's policy aligns with the *Local Government Amendment Act 2024 Regulations 2025 (WA)* and *Public Sector Management Act 1994 (WA)*, staff recommend updating Policy 11.12 Staff – Secondary Employment as per attachment 9.3a.

In addition, amending clause 3.17 Secondary Employment in the Employee Code of Conduct to reference Policy 11.12 as below:

#### **3.17 Secondary Employment**

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

Please refer to Policy 11.12 Staff – Secondary Employment for further information regarding the Shire of Trayning’s requirements around Secondary Employment.

### **Consultation**

WALGA Employee Relations.

### **Statutory Environment**

The amendment is made under the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025* (WA), officially published on 17 December 2025.

This amendment aligns Local Government with requirements under section 102 of the *Public Sector Management Act 1994* (WA)

The new regulation applies to any person employed by a WA Local Government under s. 5.36(1) of the *Local Government Act 1995* (WA) (Local Government employees).

### **Policy Implications**

Amendment required to Policy 11.12.

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Risk Implications**

Outside employment can create real or perceived conflicts of interest, particularly where external work overlaps with Local Government responsibilities or decision-making. Disclosure allows these risks to be identified and managed early.

### **Officer Recommendation/ Council Decision**

**Moved Cr DA Naughton**

**Seconded Cr PM Barnes**

That.

1. Council adopts the proposed amendment to Policy 11.12 Staff Secondary Employment as per attachment 9.3a; and.
2. Council adopts the proposed amendment to Clause 3.17 of the Employee Code of Conduct as follows.
  - Inclusion of paragraph “Please refer to Policy 11.12 Staff – Secondary Employment for further information regarding the Shire of Trayning’s requirements around Secondary Employment.”

**Resolution 02.2026.08**

**Carried By Absolute Majority 7/0**

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

### 9.3.2 Amendment to Council Policy 7.5 Credit Card and Store Card Facilities

Date of Report:	10 February 2026
Proponent:	Nil
File Ref:	4.1.5.7
Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 Attachment Policy 7.5 Credit Card
Voting Requirements:	Absolute Majority

#### **Purpose of Report**

Seeking Council approval to amend Policy 7.5 Credit Card and Store Card Facilities to provide a Corporate Credit Card to the Manager of Works for minor purchases.

#### **Background**

It is proposed to provide the Manager of Works (MOW) with a Corporate Credit Card to enable him to purchase minor goods and services that are essential to the daily work of the works and services crew.

Presently the Chief Executive Officer and Manager Corporate Services are provided with Corporate Credit Cards in accordance with Policy 7.5 and the MOW is able to utilise these cards in conjunction with the card holder for minor purchases, however this practice is not always available especially if the CEO and / or MOCS are absent from the office or cannot be contacted at the specific time.

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

The CEO is proposing that the maximum combined total remains the same, \$20,000, however the limit for the CEO and MOCS being adjusted to enable a Card to be issued to the MOW within the maximum limit, as follows:

CEO \$14,000 (reduced from \$15,000)  
MOCS \$3,000 (reduced from \$5,000)  
MOW \$3,000 (no card currently issued).

The issuing of a Card to the MOW will be favourable from an operational perspective and provide the MOW with the autonomy to purchase small items and goods without the need to seek immediate approval and card use from the CEO or MOCS.

The MOW manages the largest portion of the Shires annual budget and there are times when he needs to be able to purchase items quite urgently without the unnecessary time delay of attempting to contact the CEO and / or MOCS.

The expenditure incurred will be strictly monitored as is the case with the existing Card arrangements.

Issue of the Credit Card will be subject to the MOW signing and agreeing to the standard terms and conditions for use of the Credit Card.

In addition to the proposed amendment to Policy 7.5 the policy in clause 8 needs to be amended to change the designation of Works Supervisor to Manager of Works.

### **Consultation**

Shire President  
MOCS  
MOW

### **Statutory Environment**

#### *Local Government Act 1995*

- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

#### *Local Government (Financial Management) Regulations 1996.*

- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

### **Policy Implications**

Policy 7.5 Credit Card and Store Card Facilities.

### **Financial Implications**

There are no direct financial implications.

### **Strategic Implications**

There are no direct strategic implications.

### **Risk Implications**

Nil

### **Officer Recommendation/ Council Decision**

**Moved Cr CF Harken**

**Seconded Cr CL Marchant**

That Council:

1. Supports the Chief Executive Officer proposal for Policy 7.5 to be amended to include the provision of a Corporate Credit Card for the Manager of Works, with the following maximum limit adjustments:  
Chief Executive Officer \$14,000.  
Manager Corporate Services \$3,000; and  
Manager of Works \$3,000.
2. Authorises the CEO to arrange the issue of a Corporate Credit Card for the MOW through Westpac Banking.
3. Prior to issue of the Credit Card to the MOW he must sign and agree to the standard terms and conditions for use of the Credit Card.
4. Notes the amendment to clause 8 of Policy 7.5 to change the designation of Works Supervisor to Manager of Works.

**Resolution 02.2026.09**

**Carried By Absolute Majority 7/0**

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

### 9.3.3 Local Laws Review and Cats Local Law

Date of Report:	29 January 2026
Proponent:	Nil
File Ref:	4.1.6.11
Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

#### **Purpose of Report**

For Council to consider:

1. Engaging qualified consultant to carry out a review of the five local laws as per agenda items 9.3.1, 9.3.2, 9.3.3, 9.3.4 and 9.3.5, and associated resolutions from the Ordinary Meeting of Council held on 17 December 2025.
2. The making of a Cats Local Law in accordance with the provisions of the *Cat Act 2011*.

#### **Background**

As previously reported to Council at the December 2025 meeting, Council staff had been working on the Review, Repeal and Making of the Shire of Trayning Local Laws (5) for approx. 12 months. The process was initially commenced by the former CEO and then progressed by the Acting CEO and then finalised by the current incumbent CEO.

The legislative requirements for conducting the overall process are very prescriptive and the Joint Standing Committee on Delegated Legislation (JSCDL) is very strict on ensuing that all the steps are followed to the absolute detail before they will approve of the local laws.

Unfortunately, during the whole process there were a couple of steps that were overlooked, and the Committee has resolved to seek an undertaking from Council to amend the local laws.

At the December 2025 Council Meeting Council resolved to adopt the various recommendations presented by the Standing Committee for the five local laws and also to consider making provision during the 2025/26 Budget Review and the 2026/27 Budget process to engage an external consultant experienced in the Local Laws process to work with Council staff to ensure the correct legislative procedure is adhered to.

With regards to the Making of a Cats Local Law, the *Cat Act 2011* was introduced to:

- provide for the control and management of cats; and
- promote and encourage the responsible ownership of cats, and for related matters.

In many ways not dissimilar to the Dog Act. However, until legislative change is made by the State, a prohibition on cats wandering at large cannot be made, as is the case with dogs. Cats can be prohibited from specific places, each of which must be detailed in the local law.

Relevant parts of the *Cat Act 2011* follow:

#### **42. Administration by local governments**

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

#### **43. Places to be regarded as within district**

1. If the Governor has, under section 80, given approval for a local government to make a local law that has effect as if the local government's district included a part of the State that is not in a district, that approval is to be taken to include approval under the Local Government Act 1995 section 3.19 to the extent necessary for the proper administration of that local law.

2. For the purposes of the performance of a function under this Act by an authorised person appointed or designated by a local government, the district of the local government is to be regarded as including —

(a) any part of the State into which the authorised person has pursued a cat or person; and

(b) any part of the State in which the authorised person has performed a function in relation to an offence against this Act that occurred, or that the authorised person believes, or suspects, on reasonable grounds occurred, in the district of the local government that appointed or designated the authorised person.

#### **79. Local laws**

1. A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.

2. A local law made under this Act does not apply outside the local government's district unless it is made to apply outside the district under section 80.

3. Without limiting subsection (1), a local law may be made as to one or more of the following —

(a) the registration of cats.

(b) removing and impounding cats.

(c) keeping, transferring and disposing of cats kept at cat management facilities.

(d) the humane destruction of cats.

(e) cats creating a nuisance.

(f) specifying places where cats are prohibited absolutely.

(g) requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats.

(h) limiting the number of cats that may be kept at premises, or premises of a particular type.

(i) the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities.

(j) the regulation of approved cat breeders, including record keeping and inspection.

(k) fees and charges payable in respect of any matter under this Act.

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

Further to the above, the CEO has liaised with a consultant who specialises in dealing with Local Laws, both from a review, amendment and the making of a new local law perspective.

The consultant, after reviewing the current Local Laws 2025 and the JSCDL comments pertaining thereto has considered that despite the number of amendments in some, it will

be less costly and more efficient to make the changes that they request, rather than repealing the existing laws and starting the whole process once again. None of the local laws have been disallowed so the JSCDL has accepted that the basic framework of the local law is acceptable

The professional services being offered are:

Amendment of, and new local laws –

1. Amendment local laws (5)
2. Making of new Cats Local Law
  - prepare current local laws for amendment and later consolidation
  - development of draft local laws for Council approval
  - agenda item to commence the statutory processes
  - initiation of public consultation period
  - departmental correspondence
  - assess of any community, staff, department submissions
  - amend draft local laws and prepare final draft local laws
  - agenda item to finalise local laws
  - arrange Gazettal, draft local public notice of adoption, departmental correspondence
  - documentation for Joint Standing Committee on Delegated Legislation
  - consolidation of any current local law where provisions are repealed or amended by the new local law

Cost not to exceed:

- (1) Amendment of local laws \$10,000 excluding GST
- (2) New Cats Local Law \$3,000 excluding GST

If Council was to support the making of a Cat Local Law, it could be with the following Purpose and Effect:

- a. The purpose of the proposed local law is to encourage responsible cat ownership and to provide for the effective management of cats within the Shire of Trayning.
- b. The effect of the proposed local law is that persons who own or keep a cat within the Shire of Trayning are to comply with the provisions of the Local Law.

### **Consultation**

Strettle Pty Ltd (Mr Niel Mitchell)

### **Statutory Environment**

*Local Government Act 1995*

*Cat Act 2011*, section 79 as referred to in the Background information to this report.

### **Policy Implications**

Nil

### **Financial Implications**

Provision to be included during the 2025/26 Budget Review and the 2026/27 Budget.

## **Strategic Implications**

Shire of Trayning Strategic Community and Corporate Business Plan  
*Community Services and Facilities*

Animal Control – To oversee the safe ownership and management of animals.

*Community Priorities and Strategic Actions*

1.1.5 Review the need for other local laws (e.g. Health, Cats) that may be required.

## **Risk Implications**

Not having a dedicated cat local law, for the purpose of containment, curfew, or registration, can lead to significant risks regarding environmental damage, animal welfare, and community conflict.

## **Officer Recommendation/ Council Decision**

<b>Moved Cr PM Barnes</b>	<b>Seconded Cr DA Naughton</b>
That Council authorises the Chief Executive Officer to engage the services of Strettle Pty Ltd (Mr Niel Mitchell) to:	
<ol style="list-style-type: none"><li>1. Carry out the amendments to the following Shire of Trayning Local Laws in accordance with the recommendations from the Joint Standing Committee on Delegated Legislation:<ol style="list-style-type: none"><li>a. Activities in Thoroughfares and Public Places and Trading Local Law 2025.</li><li>b. Cemeteries Local Law 2025.</li><li>c. Dogs Local Law 2025.</li><li>d. Public Places and Local Government Property Local Law 2025.</li><li>e. Standing Orders Local Law 2025.</li></ol></li><li>2. Commence the process for the making of a new Cat Local Law in accordance with the statutory requirements, with the following purpose and effect.<ol style="list-style-type: none"><li>a. The <b>purpose</b> of the proposed local law is to encourage responsible cat ownership and to provide for the effective management of cats within the Shire of Trayning.</li><li>b. The <b>effect</b> of the proposed local law is that persons who own or keep a cat within the Shire of Trayning are to comply with the provisions of the Local Law</li></ol></li></ol>	
<b>Resolution 02.2026.10 For Cr Brown, Cr Marchant, Cr Naughton, Cr Harken, Cr Barnes, Cr McHugh, Cr Leslie</b>	<b>Carried By Absolute Majority 7/0</b>

### Note

*Following the resolution, the Shire President read aloud the purpose and effect of the proposed Cat Local Law to the meeting.*

### 9.3.4 Transfer Management Order Application Lots 37 & 39 Glass Street

Date of Report:	27 January 2026
Proponent:	Nil
File Ref:	13.1.4.1
Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.4a Certificate of Title LR3150-836 37 Glass St 9.3.4b Certificate of Title LR3150-835 39 Glass St
Voting Requirements:	<b>Absolute Majority</b>

#### **Purpose of Report**

For Council to consider making formal application to the Department of Planning, Lands and Heritage (DPLH) and Department of Housing and Works (DOHW) for transfer of the Management Order for Lot 118 (#37) Glass Street, Trayning, to the Shire of Trayning for the purpose of Staff Accommodation.

#### **Background**

Council is investigating the opportunity to acquire additional land for the future purpose of staff accommodation.

Whilst it is not an urgent requirement at this specific time, if it is possible to attain land management for the future it will be beneficial to Council.

In researching land availability, the Chief Executive Officer (CEO) noted that there are two lots on Glass Street that are vacant and further investigated the current ownership / management situation.

The Crown Land Titles for both lots is with the State of Western Australia on Reserve 29185 for the purpose of use and requirements of the Government Employees Housing Authority (GEHA) with the responsible agency being Department of Housing and Works.

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

The CEO has entered into communications with both DPLH and DOHW with regards to the future use and / requirements for the land and possibility of one or both lots having management transferred to the Shire of Trayning.

Initial indications are that the departments may be in favour of one of the lots being transferred to the Shire with the other held for the future purpose of the State.

Recent email advice has been received from DOHW as follows:

*"The two lots are part of Reserve 29185 for the purpose of GEHA. Currently unmanaged. Shire of Trayning would need to make a formal request to manage the reserve. Issue of the Management order could take between 4 to six months."*

*Note, before you proceed, we need the following:*

**Minutes:** Ordinary Council Meeting of Shire of Trayning Council held on Wednesday 18 February 2026

- 1) *A formal letter from your Shire requesting that GROH agrees for DPLH to transfer the management order for Lot 118 (37) Glass Street Trayning to yourself.*
- 2) *We will then refer your request to our internal governance committee for endorsement and subsequently to our Deputy Director General for approval.”*

The email response seems to be quite positive and an opportunity for Council to apply to gain management of at least one of the lots, being Lot 118 (#37), part of Reserve 29185.

### **Consultation**

Shire President  
 Department of Planning Lands and Heritage  
 Department of Housing and Works

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There are no direct financial implications at the present time.

### **Strategic Implications**

The Shire of Trayning Strategic Community and Corporate Business Plan  
 One of the key factors under the heading of “Community Services and Facilities”, is:  
*To provide and maintain housing that will attract and retain a skilled workforce and accommodate local residents.*

### **Risk Implications**

Nil

### **Officer Recommendation/ Council Decision**

<b>Moved Cr PM Barnes</b>	<b>Seconded Cr ME Leslie</b>
<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Write a formal letter to Department of Planning, Lands and Heritage (DPLH) and Department of Housing and Works (DOHW) requesting that GROH agrees for DPLH to transfer the management order for Lot 118 (37) Glass Street Trayning to Shire of Trayning for the purpose of Staff Accommodation.</li> <li>2. Include in the letter that should DPLH &amp; DOHW also be in favour of transferring the management order for the adjoining Lot 117 (39) Glass Street Trayning to Shire of Trayning for the purpose of Staff Accommodation, Council would be willing to accept that as well.</li> </ol>	
<p><b>Resolution 02.2026.11</b>  <b>For Cr Brown, Cr Marchant, Cr Naughton, Cr Harken, Cr Barnes, Cr McHugh, Cr Leslie</b></p>	<p><b>Carried By Absolute Majority 7/0</b></p>

## 9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
26 January	Australia Day BBQ at swimming pool Cr Barnes, CEO and Manager of Works also attended
27 January	GECZ Executive Meeting
12 February	GECZ Executive Meeting hosted by Shire of Trayning
14 February	Community Sundowner – Pioneer Park
16 February	Joint ROC Forum “Made in the Wheatbelt”
17 February	KMPC Mukinbudin

Continued to meet regularly with the CEO to discuss current and upcoming Shire projects.

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

Nil

## 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,*

### **New Motion**

**Moved Cr CL Marchant**

**Seconded Cr CF Harken**

That the meeting be closed to the public at 4:20 pm for discussion of Item 11.1.

**Resolution 02.2026.12**

**Carried 7/0**

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

*Prior to any consideration of this Item, Mr Naylor declared a Financial Interest in Item 11.1.*

4:20 pm Mr P Naylor left the meeting

4:20 pm Ms B Taylor left the meeting

4:20 pm Mr P Healy left the meeting

**11.1 CEO Performance Review**

Date of Report:	18.02.2026
Proponent:	Cr Brown, CEO
File Ref:	Personnel File
Officer's Disclosure of Interest:	CEO
Attachments:	11.1.1 CEO Performance Review Document 11.1.2 CEO KPIs
Voting Requirements:	Simple Majority

**Purpose of Report**

To review the performance and remuneration of the Chief Executive Officer.

**Background**

At its February 2021 meeting, Council adopted Policy 1.15: *Shire of Trayning Standards for CEO Recruitment, Performance and Termination*.

By Council decision, the Shire President, Deputy Shire President and Councillor Naughton are the current members of the CEO Performance Review Panel established under the policy.

Council adopted the CEO KPI's and concurred the CEO had satisfactorily completed the 6-month probationary period at the November 2025 Ordinary Meeting of Council. Remuneration was not considered at this meeting as a formal review needed to be carried out.

For the current review period, previously agreed Key Performance Indicators (KPI's) together with specific Corporate Business Plan actions as agreed between the CEO and the Council are documented in the current Performance Review Document attached to this report (Attachment 11.1.1).

**Performance Review**

For the current review process, a review document was circulated to all Councillors to individually and independently rate and comment on the performance of the CEO against each of the KPI's and agreed Corporate Business Plan actions for the year under review.

Councillor responses were considered by the CEO Performance Review Panel & feedback sought from Councillors, with overall ratings agreed for each criteria.

The CEO was then invited into the meeting to discuss and where appropriate, amend ratings and comments.

**Statutory Environment**

After the meeting of CEO Performance Review Panel, the Council has been made aware of recent changes to Section 5.38 of the *Local Government Act (1995)*. The new legislation reads as follows.

***5.38. Annual review of CEO's performance***

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) A review under subsection (1) must be conducted at least once in relation to each year of the CEO's employment.*
- (3) If a local government reviews the performance of the CEO under subsection (1), the local government must —*
  - (a) prepare a report of the review; and*
  - (b) provide a copy of the report to the CEO; and*
  - (c) give the CEO a reasonable opportunity to respond to the report.*
- (4) The report under subsection (3)(a) must include, for publication under section 5.39AA(1)(b), a statement that —*
  - (a) sets out each performance criterion against which the CEO's performance was reviewed; and*
  - (b) for each performance criterion, summarises the outcome of the review; and*
  - (c) includes any prescribed information.*
- (5) The CEO's response under subsection (3)(c) may include, for publication under section 5.39AA(1)(c), a statement responding to the statement under subsection (4).*
- (6) A report or response under subsection (3)(a) or (c), including any statement under subsection (4) or (5), must comply with any prescribed requirements relating to its form or content.*

Subsections (3) (4) and (5) are new. Simply put, they require that the results of each CEO performance review by the Council of the CEO be made known to the public and may include any response made by the CEO to the published outcomes.

While the full impact of the changes has yet to be realised, it does mean that the CEO review process will need to be tightened up if only to lessen any potential for acrimony between members of the community, Council and the CEO in the immediate future.

To that end (and after consultation with the Shire President and the CEO), the Council is proposing that the performance criterion in Part 1 of the CEO Performance Review Document for 2023/24 be clearly confined to the functional roles of the CEO as defined under Section 5.41 of the *Local Government Act 1995*.

It is also recommended that Part 2 of the CEO Performance Review Document be confined to actions that have been identified in the Corporate Business Plan. (Removed) heading into 2024

Attachment 11.1.2 reflects the above recommendations.

## **Remuneration**

In relation to the CEO's remuneration, Council is required to review the terms of the CEO's remuneration within 3 months of each anniversary date and must have regard to the following factors.

- a) Any changes to the work value or responsibilities of the position.
- b) The hours worked, including hours in addition to normal working hours.
- c) Condition of the market and the economy generally.
- d) Capacity of the Shire to pay an increase.

Considering that information, the CEO Performance Review Panel support the CEO's request of an increase from the midrange salary component being \$XX to the top of the range on offer being \$XX (as discussed on appointment of the CEO), with the payment back dated to the completion of the probation period 19 November 2025.

CEO requests Council to consider working a 9-day fortnight undertaking that on the 9 days that he is at work he will complete the required hours in accordance with his contract of employment.

## **Consultation**

CEO & Shire President

## **Statutory Environment**

*Local Government Act 1995*, section 5.38 Annual review of employees' performance.

## **Policy Implications**

Policy 1.15 *Standards for the Recruitment, Selection, Performance Review and Termination of CEOs*.

## **Financial Implications**

The budget includes provision for an increase in the CEO's salary.

## **Strategic Implications**

There are no strategic implications.

## **Environmental Implications**

There are no environmental implications.

## **Social Implications**

There are no social implications.

### **Committee's Recommendation**

**Moved Cr CL Marchant**

**Seconded Cr PM Barnes**

That:

1. The Chief Executive Officer's Performance Review Document as presented in the Confidential Attachment 11.1.1 be received.
2. The overall performance of the Chief Executive Officer for the period May 2025 to November 2025 (probation period) be endorsed as meeting all expectations.
3. The Chief Executive Officer's salary be increased to \$180,000, effective from 19<sup>th</sup> November 2025.

**Resolution 02.2026.13**

**Carried 7/0**

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

### **New Motion**

**Moved Cr CL Marchant**

**Seconded Cr PM Barnes**

That the meeting be re-opened to the public at 4: 24pm.

**Resolution 02.2026.14**

**Carried 7/0**

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

4:25 pm - Mr P Naylor returned to the meeting

4:25 pm - Ms B Taylor returned to the meeting

4:25 pm - Mr P Healy returned to the meeting

### **12 CLOSURE**

There being no further business, the Shire President thanked all Councillors and Staff for their attendance and declared the meeting closed at 4:25 pm.