MINUTES

FOR
ORDINARY MEETING OF COUNCIL
Wednesday 14 October 2026

Shire of Trayning Council Chambers
66 Railway Street
Trayning WA 6488

Commencement: 4.00 pm

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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



Peter Naylor
Chief Executive Officer

MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in Council Chambers,
66 Railway Street, Trayning,
on Wednesday 14 October 2026, 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 22 October 2026.



Peter Naylor
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on .....

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 and Staff declaring the meeting open at 4:16pm.

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 4:18pm.

There were no questions received, and the President closed Public Question Time at 4:18pm.

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.

Councillor / Officer	*Item No*	*Nature of Interest*	*Extent of Interest*
Cr Michelle McHugh	9.3.6	Proximity	Neighbouring Property Owner

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 19 August 2026 be confirmed as a true and correct record of the proceedings.

Resolution 10.2026.82 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

7.2 Other Committees

Officer Recommendation Council Decision

Moved Cr PM Barnes **Seconded Cr CL Marchant**

That the minutes of the following Committee meetings be received.

7.2.1 WNE SRRG Minutes - 14th August 2026
7.2.2 Great Eastern Country Zone Minutes - 13 August 2026
7.2.3 NEWROC Council MINUTES 1 September 2026
7.2.4 LEMC Minutes - 18 August 2026
By receiving the Minutes of the LEMC Meeting Council are endorsing the GECZ's MOU - Mutual Aid in Emergencies and Post-Incident Recovery and the potential provision of mutual aid for the upcoming high threat season; and the general principles of voluntary mutual assistance, to be organised and managed between the Chief Executive Officers of the relevant Local Governments.

Resolution 10.2026.83 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

Nil

9 REPORTS

9.1 REGULATORY SERVICES

Nil

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List August 2026

Date of Report:	1 October 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 August 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 for August 2026 has been compiled and will be provided prior to the meeting. These payments have already been made, and Council is not being asked to determine whether the payments should proceed.

Due to the Ordinary Council Meeting (OCM) being brought forward, the List of Payments for September 2026 will be presented to Council for noting at the November 2026 Ordinary Council Meeting.

Officer Recommendation/ Council Decision

Moved: CF Harken **Seconded: ME Leslie**

That Council receives the list of payments, as presented, for the month of August 2026, totalling $228.388.69.

Resolution 10.2026.84 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.2.2 Monthly Financial Report August 2026

Date of Report:	2 October 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 August 2026
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 August 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 August 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

That Council accepts the Monthly Financial Report for the period ending 31 August 2026 as presented.

Due to the Ordinary Council Meeting (OCM) being brought forward, the Monthly Financial Report for September 2026 will be presented to Council for noting at the November 2026 Ordinary Council Meeting.

Officer Recommendation/ Council Decision

Moved: DA Naughton **Seconded: ME Leslie**

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

Resolution 10.2026.85 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Christmas/New Year Administration Office Hours

Date of Report:	1 October 2026
Proponent:	N/A
File Ref:	4.2.15.1
Officer	Belinda Taylor - MOCS
Officer's Disclosure of Interest:	The author will be on approved annual leave for the proposed office closure
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider the proposed closure of the Shire Administration Office and Depot over the Christmas/New Year period.

Background

Christmas Day 2026 falls on a Friday and New Year's Day 2027 falls on a Friday.

The Shire traditionally closes the Shire Administration Office and Depot during the Christmas/New Year period to provide staff with an extended period of leave and to assist in managing annual leave and rostered day off balances.

It is recommended that the Administration Office and Depot be closed from 12.00pm Thursday 24 December 2026, reopening on Monday 4 January 2027.

Consultation

The proposed closure dates have been discussed with staff, who are supportive of the recommended arrangements.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no policy implications.

Financial Implications

There are no financial implications.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

Traditionally, the Administration Office and Depot have been closed during the Christmas and New Year period.

Closing the office and depot over this period provides staff with an opportunity to take an extended period of leave and spend time with family and friends over the festive season.

During the proposed closure period, there will be four public holidays, with staff required to utilise annual leave and/or rostered days off for the remaining working days.

Appropriate arrangements will be made to ensure essential services, urgent enquiries and after-hours matters can be addressed during the closure period.

Risk Implications

Overall, the residual risk associated with the proposed closure is considered **low**, subject to appropriate arrangements being in place for essential and emergency services and advertising of the Christmas Break Office hours are advertised.

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable

Officer Recommendation/ Council Decision

Moved: PM Barnes **Seconded: CF Harken**

That the Shire Administration Office and Works Depot be closed from 12.00 pm Thursday 24 December 2026 to Friday 1 January 2027, reopening on Monday 4 January 2027.

Resolution 10.2026.86 **Carried 7/0**

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

9.3.2 Review and Adoption of Policy Manual

Date of Report:	17 September 2026
Proponent:	Nil
File Ref:	4.1.5.1
Officer	Belinda Taylor – MOCS
Officer's Disclosure of Interests	Nil
Attachments	9.3.2 Draft Policy Manual
Voting Requirements	Absolute Majority

Purpose of Report

To seek Council's approval to revoke the Shire of Trayning's existing Policy Manual and adopt the revised Policy Manual, incorporating updated policies and a consistent policy format.

Background

The Shire's Policy Manual contains policies adopted by Council to provide guidance and direction on the management and administration of the Shire and to assist in ensuring consistent decision-making.
A comprehensive review of the Policy Manual has been undertaken to ensure that policies remain relevant, appropriately structured, and reflective of current legislative requirements, contemporary local government practices, and the operational needs of the Shire.
As part of the review, policies have been updated, reformatted and, where appropriate, amended to reflect current legislation and terminology. A consistent format has also been applied across the Policy Manual to improve accessibility, clarity, and ease of review.
It is proposed that Council formally revoke the existing Policy Manual in its entirety and adopt the revised Policy Manual attached to this report.

Consultation

The review has been undertaken by Staff, with consideration given to current legislation, existing Council policies, and the operational requirements of the Shire.

Statutory Environment

Local Government Act 1995 (WA).
Local Government (Administration) Regulations 1996.
Local Government (Financial Management) Regulations 1996.
Other legislation applicable to individual policies contained within the Policy Manual.

Policy Implications

The adoption of the revised Policy Manual will provide the Shire with a current and consistent framework for Council policies.
The existing Policy Manual will be revoked upon adoption of the revised Policy Manual.

Financial Implications

There are no direct financial implications associated with the adoption of the Policy Manual itself. Individual policies may have financial or operational implications where their provisions affect expenditure, revenue, procurement, or resource allocation.

Risk Implications

The risk associated with adoption of the revised Policy Manual is assessed as Medium. The principal risks relate to legislative compliance, governance, implementation and ensuring that substantive policy changes are appropriately considered and understood by Council and Administration.

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable

Officer's Comment

The review of the Policy Manual has identified a number of policies requiring updating to ensure they remain relevant, consistent, and aligned with current legislative requirements and the Shire's operations.
The revised Policy Manual provides a consistent format for all policies and includes updated information relating to purpose, scope, history, legislation, related documents, policy statements, and implementation responsibilities, where applicable.

It is considered appropriate for Council to formally revoke the existing Policy Manual and adopt the revised Policy Manual in its entirety. This will provide a clear commencement point for the updated policies and ensure that the revised document is the current Policy Manual of the Shire.

Officer Recommendation/ Council Decision

Moved: PM Barnes **Seconded: ML McHugh**

That Council:

1. Revokes the Shire of Trayning Policy Manual previously adopted by Council, including all amendments made to that Policy Manual; and
2. Adopts the revised Shire of Trayning Policy Manual – 2026, as attached to this report; and
3. Authorises the Chief Executive Officer to make any minor formatting, typographical or administrative amendments necessary to the Policy Manual, provided such amendments do not alter the intent or substance of a Council policy.

Resolution 10.2026.87 **Carried by Absolute Majority 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.3.3 Country Net Rail Alliance – Support for Regional Rail Freight Network

Date of Report:	22 September 2026
Proponent:	N/A
File Ref:	12.2.1.2
Officer	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

The Shire has received correspondence from the Country Net Rail Alliance seeking local government support for the development of a safe, efficient and sustainable rural rail freight network in Western Australia.
The Alliance highlights the ongoing impact of the closure of Tier 3 rail lines, including increased reliance on regional roads for grain freight and associated road maintenance and safety pressures.
The State Government has commenced negotiations to bring the freight rail network back into Government hands and is currently investing in regional freight infrastructure, including investigation of the potential recommissioning of Tier 3 rail lines. Council is asked to consider supporting the objectives of the Country Net Rail Alliance and advocating for continued investment in regional rail freight infrastructure.

Background

The Shire has received correspondence from the Country Net Rail Alliance, jointly supported by Professor Peter Newman of Curtin University, seeking the support of local governments across regional Western Australia for the future of the State's rural rail freight network.

The Country Net Rail Alliance has its origins in the Wheatbelt Rail Retention Alliance, which was established following the 2009 Strategic Grain Network Review (SGNR) recommendation that a number of Tier 3 grain rail lines be closed.

The Tier 3 lines were ultimately placed into care and maintenance on 30 June 2014. Following their closure, grain previously transported by rail has increasingly been transported by road, placing additional demands on regional and local road networks.

The Tier 3-line closure, namely the Dowerin to Merredin line, has heavily impacted the road network within the Shire of Trayning. Whilst the State Government and Shire, with funding assistance from the State and Federal Governments through the Regional Road Group, Roads to Recovery and more recently the Wheatbelt Secondary Freight Network, have invested significant funding for road reconstruction and maintenance works aimed at improving the local road network to support agricultural freight movements, the roads are rapidly deteriorating.

The State Government has previously acknowledged that the closure of Tier 3 lines resulted in increased freight volumes on local roads and compounded the challenges associated with maintaining those roads. In 2020, the Government also identified the

potential for investment in Tier 3 lines, noting that the lines would require upgrading before being returned to service.
The issue has gained renewed relevance in recent years due to significant growth in WA's grain production and increasing pressure on the State's freight network.

In January 2025, the Cook Government announced its intention to commence negotiations with Arc Infrastructure to bring the State's freight rail network back into Government hands. The Government cited growing freight demand, record grain harvests, and the importance of increasing the proportion of freight transported by rail.

The State Government is also currently investing in regional rail infrastructure through the Agricultural Supply Chain Improvements program. This includes upgrades to grain rail sidings, improvements to the Midland Line and investigation of the potential recommissioning of Tier 3 rail lines in the Narrogin–Wickepin–Kulin area.

The 2025–26 State Budget includes $8.3 million to progress planning and negotiations to bring the Freight Rail Network back into Government hands.

The Country Net Rail Alliance is seeking local government support for a united regional voice advocating for the removal of the rail network from the existing Rail Freight Lease Agreement and the development of an up to date, efficient and sustainable rural rail freight network.

Officer's Comment

An efficient freight network is critical to the economic sustainability of the Shire of Trayning and the Wheatbelt in general, particularly given the importance of grain production to the regional economy.

For local governments, the movement of increasing volumes of agricultural freight by road also has implications for road maintenance, road safety, and the longevity of local road infrastructure.

The Shire has a direct interest in ensuring that the State's transport infrastructure is planned and maintained to appropriately support the long-term growth of the agricultural sector while minimising unnecessary pressure on local government road networks.

Supporting the principle of increased use of rail for suitable long distance agricultural freight is consistent with the State Government's current policy direction and investment in regional freight infrastructure.

Council's support will help provide a local government voice in support of a coordinated regional approach to the future of the rural rail network.

Consultation

Nil

Statutory Environment

Ni

Policy Implications

Nil

Financial Implications

There are no direct financial implications associated with providing Council's support. However, the future configuration of the regional freight network has potential longer-term implications for local government road maintenance expenditure and road infrastructure requirements.

Strategic Implications

The potential to the reopening of the Tier 3 Rail Lines meets the objectives of the Shire of Trayning Strategic and Corporate Business Plan both from an Economic Development and Infrastructure perspective.

Risk Implications

"In consideration of the Risk Matrix below, the matter is assessed as a Medium risk due to the moderate consequences associated with statutory compliance and governance obligations."

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable
Severe	Unacceptable. Risk reduction measures must be implemented before proceeding

Officer Recommendation

That Council:

1. Supports the objectives of the Country Net Rail Alliance to promote a safe, efficient, and sustainable rural rail freight network serving regional Western Australia.
2. Supports the return of the Western Australian freight rail network to appropriate public ownership and/or control where this provides the best long-term outcome for regional communities, industry, and the State.
3. Supports continued investigation and State investment in the upgrading and recommissioning of regional rail infrastructure; and
4. Authorises the Chief Executive Officer to advise the Country Net Rail Alliance and the relevant State Government representatives of the Shire's support.

Council Decision

Moved: DA Naughton **Seconded: CL Marchant**

Council resolved to refer the matter to the WALGA GECZ expressing the following concerns:

1. The timeframe for the reinstatement works to take place and how the State will resource the required funds for the project;

2. Local Government is already facing reduced road and infrastructure funding and if this continues with funds being reallocated to the rail reinstatement program then the rural and regional roads will fall into further disrepair during the process; and

3. Road Train traffic will continue to use the roads while rail reinstatement program is in effect and if local road funding is reduced the resulting damage to the roads and infrastructure over the period of the rail reinstatement program will be further detriment to the local roads' programs and the safety of the people/families that use the roads.

Resolution 10.2026.88 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

Reason For Change

Council expressed concern at the capacity of the State Government to buy back and reinstate the Tier 3 Railway network throughout the whole of the wheatbelt in a timely and economic manner, and that the matter should be referred to the WA Local Government Association Great Eastern Country Zone for consideration by a wider audience.

9.3.4 Local Planning Scheme (and Local Planning Strategy) Review

Date of Report:	22 September 2026
Proponent:	Peter Naylor, CEO
File Ref:	10.1.1.1
Officer	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	
Voting Requirements:	Simple Majority

Purpose of Report

For Council to formally consider a review of the Local Planning Scheme (the Scheme) and which also includes the Local Planning Strategy (the Strategy).

Background

The Shire of Trayning Scheme and Strategy were first adopted by Council and gazetted in June 2013.

A local planning scheme may be made under the provisions of the Planning and Development Act 2005, with respect to any land —

(a) with the general objects of making suitable provision for the improvement, development, and use of land in the local planning scheme area; and
(b) making provision for all or any of the purposes, provisions, powers, or works referred to in Schedule 7.

With the above objectives in mind a local planning scheme may provide for planning, replanning, or reconstructing, the whole or any part of the local planning scheme area.

The Planning and Development (Local Planning Schemes) Regulations 2015, section 65 (Review of local planning scheme) states the following:

(1) A local government must carry out a review of each local planning scheme prepared by the local government —
    (a) in the 5th year after the scheme is published in the Gazette under section 87(3) of the Act; and
    (b) in the 5th year after the completion of each review carried out under this Division.
(2) Subregulation (1) applies to a local planning scheme that was published in the Gazette more than 5 years before the commencement of this regulation as if it were published in the Gazette on the day that is 3 years before the day on which this regulation comes into operation.
(3) The review must consider whether the local planning scheme is up-to-date and complies with these regulations.
(4) The review may be undertaken in conjunction with the preparation of a consolidation of a scheme under Part 5 Division 5 of the Act.

Officer's Comment

Subsequent to the original adoption of the Scheme in 2013, there have been three amendments to the Scheme, as follows:

- Amendment 1, 14 March 2014, in general relating to the reclassification of several reserves in and around Trayning.
- Amendment 2, 28 July 2015, rezoning lots within the Kununoppin townsite from Rural Residential to Townsite, inserting the use of Transport Depot, and Rural Home Business, into schedule 1 of the zoning table.
- Amendment 3, 1 July 2025, rezoning Lot 340 Coronation Street, Trayning, from Public Purposes Civic and Cultural to Residential.

In accordance with the provisions of the Planning and Development Act and Regulations, the Local Planning Scheme is well overdue for a review.

As Council is aware the Shire of Mukinbudin recently engaged the services of a Town Planning Consultant (TPC) with the support of the NEWROC group of Councils. Whilst the individual Councils will not be contributing to the TPC employment it is an opportunity for the Shires to engage her services to carry out town planning work including a review of the Scheme.

The TPC has carried out a preliminary review of the Shire of Trayning Scheme and Strategy and provided the following Executive Summary:

This Review is based on the following: Shire of Trayning Local Planning Scheme No. 1 Shire of Trayning Local Planning Strategy (Endorsed by WAPC 24 July 2012).

This is a comprehensive review of policy gaps, inconsistencies, and required updates to align the Local Planning Scheme and Strategy with current planning practice.

Prepared for: Shire of Trayning Chief Executive Officer

The Shire of Trayning Local Planning Scheme No. 1 (LPS 1), gazetted on 24 June 2013, is a more contemporary scheme than comparable councils but requires review and updating to strengthen consistency with current WA Planning Development Act 2005 practices and emerging planning issues. This comprehensive review examines both the Scheme and the associated Local Planning Strategy (endorsed by WAPC in 2012) to identify policy gaps, missing provisions for contemporary land use categories, inconsistencies with updated guidance, and procedural enhancements. The Shire has demonstrated strong planning initiative with recent amendments (AMD 3, GG 17/02/2026), indicating commitment to maintaining current planning instruments. This report provides a clear pathway for further scheme refinement and strategy review to address identified issues.

The Comprehensive Loal Planning Scheme Review Report is included as attachment 9.3.5.

Consultation

Town Planning Consultant

Statutory Environment

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications

Shire of Trayning Planning Policies will be updated as part of the Review process.

Financial Implications

Provision has been included in the Shire of Trayning Budget for the 2026/2027 Financial Year, however depending on the timeframe for the review process there may be a requirement to consider a budget amendment during the Mid-Year Budget Review.

Strategic Implications

The proposed review of the Local Planning Scheme and Local Planning Strategy meets the Economic Development Priorities of the Shire of Training Strategic Community and Corporate Business Plan.

Risk Implications

"In consideration of the Risk Matrix below, the matter is assessed as a Medium risk due to the moderate consequences associated with statutory compliance and governance obligations."

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable
Severe	Unacceptable. Risk reduction measures must be implemented before proceeding

Officer Recommendation/ Council Decision

Moved: PM Barnes	**Seconded: ME Leslie**

That Council authorises the Chief Executive Officer to engage the services of the Shire of Mukinbudin Town Planning Consultant to carry out a comprehensive review of the Shire of Trayning Local Planning Scheme and Local Planning Strategy.

Resolution 10.2026.89 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.3.5 Report on Community Engagement

Date of Report:	22 September 2026
Proponent:	5.1.1.12
File Ref:	4.2.15.1
Officer	Caroline Robinson, 150 Square
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

This report updates Council on the current status of community engagement undertaken to inform the review of the Shire of Trayning Strategic Community Plan (SCP) and seeks Council's direction on the process for finalising the draft Plan.

Background

Council resolved to undertake a review of its Strategic Community Plan as required under section 5.56(1) of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. Community engagement is central to the development of the SCP and has been undertaken through community workshops and a community survey.

Statutory Environment

Section 5.56(1) of the Local Government Act 1995 requires local governments to plan for the future of their district, with community engagement central to the Strategic Community Plan. The Local Government (Administration) Regulations 1996 set out minimum requirements for the Plan for the Future.

Strategic Implications

Community engagement findings will directly inform the vision, priorities and strategic objectives of the SCP 2026–2036. It is important we get a diverse range of ideas and contributions.

Officer's Comment

Engagement activity to date comprises:

- Community workshop, Kununoppin: 5 attendees
- Community workshop, Trayning: 0 attendees
- Community survey responses received to date: 28

This represents a modest level of direct participation relative to the Shire's total population and falls short of the good-practice benchmark of approximately 10% of population typically applied to SCP engagement. Low workshop turnout is a common challenge and is not unusual at this stage of an SCP review; it does, however, point to the value of a further, targeted round of engagement once a draft Plan is available for comment.

Officer Recommendation/ Council Decision

Moved: CL Marchant **Seconded: DA Naughton**

It is proposed that:

1. A Councillor workshop be held to consider engagement findings to date and provide strategic direction on the Shire's vision and priorities for the draft SCP.
2. Council considers a short social media campaign on Facebook for three quick fire questions to residents and ratepayers. Same three questions could be provided in postcard format at upcoming events.
3. Officers and 150 Square then prepare a draft SCP informed by the engagement received and Council's workshop direction.
4. The draft SCP be released for a further, focused period of community engagement and comment prior to adoption, providing a second opportunity for community input and helping to strengthen overall participation numbers.
5. This further engagement round be combined with community updates on other current projects, including the NEWROC Regional Waste Transfer project and options for the Kununoppin Recreation Ground, to maximise community reach, reduce consultation fatigue, and make the most of one combined community session.

Resolution 10.2026.90 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

Prior to any consideration of this Item, Cr ML McHugh declared a Proximity Interest in Item 9.3.6.

4:51pm – Cr ML McHugh left the meeting.

9.3.6 Mr Roger Waldock - Lot 31 Wilson Street, Kununoppin

Date of Report:	7 October 2026
Proponent:	Peter Naylor - CEO
File Ref:	A0094
Officer	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

Council to consider further actions with regards to Mr Roger Waldock who was continuing to camp on his property at Lot 31 (8) Wilson Street, Kununoppin, without complying to Council's requirements to provide compliant plans for the construction of a small ablution facility (toilet, shower, laundry) as per Council resolution dated 20 August 2025.

Background

Mr Waldock purchased the property in September 2017, and camping on the property has been ongoing since that time, with or without the formal approval of Council.

On 7 May 2024 the Minister for Local Government, Hon Hannah Beazley MLA, granted approval to Mr Waldock to camp on the property in accordance with the provisions of the *Caravan Parks and Camping Grounds Regulations 1997* (regulation 11, sub regulation 2) for a period of 12 months, expiring on 30 April 2025.

The latest approval granted to Mr Waldock was at the Ordinary Meeting of Council held on 20 August 2025, at which Council resolved as follows:

That Council:

1. *Approves the application for Mr Roger Waldock to continue camping on his property, being Lot 31 (8) Wilson Street, Kununoppin, for period of 24 months effective from 20 August 2025, expiring on 19 August 2027.*
2. *Approval is subject to the provision of compliant plans for the construction of a small ablution facility (toilet, Shower, Laundry) within six (6) months of this approval being February 2026, and to begin within twelve (12) months.*

Since that time, Council staff (including the Environmental Health Officer) endeavoured to work with Mr Waldock to assist with the process to clean out old septic tanks on the property, to at least provide a starting point, and also advise of how Councils requirements may be achieved without a huge financial burden.

Unfortunately, whilst the staff were clearing the septics they found suspected contamination in the form of asbestos rubble which may have been from the former hotel building on the property which burnt down many years ago.

As a result of this work was ceased and the sample forwarded to the Department of Water and Environmental Regulation Contaminated Sites Regulation Branch and the Local Health Authorities Analytical Committee for formal assessment and advise.

The results of which were explained to Mr Waldock at an onsite meeting at the property on 1 April 2026 and provided to him in Council correspondence dated 9 April 2026.

- *Given the limited area on the site where ACM has been found, the department considers that any remaining ACM fragments can be managed outside of the Act and in accordance with the Department of Health's guidance 'Management of Small-Scale Low-Risk Soil Asbestos Contamination' (2009).*
- *Asbestos investigations have not been carried out to determine the extent of asbestos-impact to soils and whether they pose an unacceptable risk to human health.*
- *The report of a known or suspected contaminated site, in conjunction with the department enquiries, has provided insufficient grounds to indicate that possible contamination of the site is present from the current or historical land use. Therefore, the site is classified as 'report not substantiated'.*
- *No further management of the site in relation to the Act is currently required*.

Further to the above, the correspondence of 9 April 2026, also included the following comments and advise for Mr Waldock:

Taking into account the above I advised you of the following actions required:

- *With reference to Council correspondence of 1 September 2025 the six-month clause for the installation of construction of small ablution facility can now commence from 1 April 2026, this being due to time delay whilst waiting for the results of the sample assessment and advice from DWER (received on 18 March 2026).*
- *It will be your responsibility to engage suitably qualified person/s to continue with the digging out of the septic tanks to bring them up to a suitable operational standard.*
- *The contents of the tanks will need to be placed in small plastic bags for disposal at the Shires asbestos disposal site. The Shire will assist with the disposal process.*
- *Regarding the removal and safe handling of the contents of the tank I refer you to key Department of Health guidelines for handling and disposal of small scale low risk asbestos contamination, A4 Flyer 2 navy and Guidelines for the Assessment, Remediation and Management of Asbestos Contaminated Sites in Western Australia, WA Guidelines. The Shire will assist with the disposal process.*
- *With regards to the installation of a small ablution facility, should this not be completed within 6 months, by 30 September 2026, you will need to make a further application to Council for permission to remain on the property.*

Following on from the above, Mr Waldock has contacted and lodged formal complaints to the Department of Local Government, Industry Regulation and Safety, The Hon Hannah Beazley Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne, The Ombudsman Western Australia, and Mr Lachlan Hunter the Member for the Central Wheatbelt.

On each occasion following liaison with the Shire office and sourcing relevant correspondence between then Shire and Mr Waldock they have not pursued the complaint any further.

Officer's Comment

As previously reported to Council, amendments to the *Caravan Parks and Camping Ground Regulations 1997* (the Regs) which came into effect on 1 September 2024, have deleted former sub regulation 11 (2) which restricted local governments to approving a short period of camping tenure on property, and the matter to be forwarded to the Minister for an extended period.

The amendments to the Regs, effective from 1 September 2024, introduced a new Regulation 11A, which provides:

11A. Camping on private land with local government approval

(1) A person may apply in writing to a local government for approval to camp on land the person owns or has a legal right to occupy if the land is in the local government's district.

(2) The local government may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.

The amended regulation provided Council with the power to approve Mr Waldock's application, however the matter has now been ongoing for a very lengthy period and may be time for Council to seriously consider future obligations in accordance with the various legislative requirements and his unwillingness to comply with Councils resolution of 20 August 2025.

Recent Update:

As can be seen from recent email transactions with Mr Waldock, that have been circulated to Councillors, he has plans to move from the property however some of his personal items will remain in situ, this is not an issue as he owns the property. It was extremely difficult to obtain a response as to his actual plans with regards to the date of vacating the property and for the period of this. However, it appears he left the property on Friday 25 September or thereabouts as he was witnessed driving out of town with a caravan in tow.

Consultation

Tony Turner, Consulting Environmental Health Officer.
Office of the Ombudsman of WA
The Department of Local Government, Industry Regulation and Safety
The office of The Hon Hannah Beazley Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne
The office of Mr Lachlan Hunter the Member for the Central Wheatbelt.

Statutory Environment

Caravan Parks and Camping Ground Regulations 1997, as amended.
Health (Miscellaneous Provisions) Act 1911
Public Health Act 2016

Policy Implications

There are no direct policy implications.

Financial Implications

There are no direct financial implications.

Strategic Implications

There are no direct strategic implications.

Risk Implications

The applicant has been adamant in advising that he is not in a financial position to purchase and / or rent a residential dwelling in the current market environment and living in the camp bus on the property is his only means of accommodation.

However, Council has a responsibility to ensure the legislative provisions are being complied with.

Officer Recommendation/ Council Decision

Moved: DA Naughton **Seconded: PM Barnes**

That in recognition of the fact that it appears that Mr Waldock has vacated the property, Council notes:

1. That no further action is required with regards to this matter at the present time as it appears that Mr Waldock has vacated the property, as to whether this is a temporary or permanent arrangement only time will tell.
2. Any further approvals with regards to camping on the property will need to be addressed should Mr Waldock return to reside on the property in the future.

Resolution 10.2026.91 **Carried 6/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr Leslie, Cr Harken

4:53pm – Cr ML McHugh returned to the meeting.

9.4 MANAGER OF WORKS

9.4.1 Manager of Works Report

Date of Report:	1 October 2026
Proponent:	Nil
File Ref:	
Officer:	Paul Healy –Manager of Works
Officer's Disclosure of Interest:	Nil
Attachments:	9.4.1 Attachment Manager of Works Report
Voting Requirements:	Simple Majority

Purpose of Report

To inform Council of the progress of both capital and operational works.

Background

The Works Department is responsible for the maintenance of roads, footpaths, drainage systems, and public open spaces. This report provides an update to Council on the progress of works across both capital projects and operational activities.

Officer's Comment

The Manager of Works will provide monthly updates to Councillors to ensure transparency and accountability regarding works undertaken by the Works team.

Consultation

Capital works projects are considered through the annual budget process.

Statutory Environment

There are no direct statutory implications associated with this report.

Policy Implications

This report aligns with the Shire of Trayning Asset Management Plan 2023–2038.

Financial Implications

All works are being delivered within the budgets adopted for the 2025/2026 financial year.

Strategic Implications

Nil

Risk Implications

There is a potential risk of budget over-expenditure if works exceed allocated funding. This risk is managed through monthly budget monitoring and reporting processes.

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for continuous improvement
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical
High	Review risk reduction and take additional measures to ensure risk is a low as reasonably achievable
Severe	Unacceptable. Risk reduction measures must be implemented before proceeding

Officer Recommendation/ Council Decision

Moved: DA Naughton **Seconded: CL Marchant**

That Council adopts the report for August 2026 and accompanying attachments.

Resolution 10.2026.92 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

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 4.54pm.