

# Wheatbelt Rail Trail Project

## Steering Committee Meeting — Minutes

---

|                   |  |
|-------------------|--|
| <b>Date:</b>      | Wednesday, 25 March 2026   |
| <b>Time:</b>      | 10:00 am   |
| <b>Venue:</b>     | Shire of Trayning Council Chambers   |
| <b>Chair:</b>     | Cr Christy Petchell  |
| <b>Attendees:</b> | Cr Christy Petchell (Shire of Wyalkatchem), Tom Kettle (CEO, Shire of Wyalkatchem), Selina Sergeant (Acting CEO, Shire of Nungarin), Cr Gary Coumbe (Shire of Nungarin), Peter Naylor (CEO, Shire of Trayning), Cr Dale Naughton (Shire of Trayning), Linda Vernon (NEWTRAVEL), Dylan Copeland (Project Manager) |
| <b>Apologies:</b> | Nil  |
| <b>Minutes:</b>   | Reconstructed from notes — Dylan Copeland  |

### 1. Committee Chair

---

Prior to commencing the formal agenda, the committee resolved to formally confirm the Chair role following the October 2025 Council elections.

*That Cr Christy Petchell be confirmed as Chair of the Wheatbelt Rail Trail Steering Committee on an ongoing basis.*

Moved: Not recorded   Seconded: Not recorded   Carried: Unanimously

### 2. Outstanding Actions from Previous Meetings

---

The following actions from the June and August 2025 Steering Committee meetings were addressed:

#### Proponent change and funds

It was confirmed that the Shire of Wyalkatchem had received the \$68,000 Year 1 grant payment from DoT and subsequently returned these funds to DoT as part of the grant variation process to change the project proponent to the Shire of Nungarin. The Shire of Nungarin has not yet received the \$68,000. These funds, together with the MS 2.1 payment of \$1,470, will be paid to the Shire of Nungarin (\$69,470 in total) upon achievement of Milestone 2.1.

#### Milestone variation

Selina Sergeant advised that she had been in contact with DoT regarding a formal variation to the milestone schedule. The committee agreed that a Variation Request Letter should be prepared and submitted to DoT. This was actioned on 26 March 2026 by John Merrick

(incoming Acting CEO, Shire of Nungarin), proposing 21 May 2026 as the revised due date for all 2025–26 milestones.

### 3. Project Manager Update — Progress Report

---

Dylan Copeland provided a verbal overview of the progress report circulated ahead of the meeting. The committee noted the report.

The committee requested more detailed procurement information for the Korrelocking rest stop facility, including photographs of the toilet and shelter options.

**Action:** Dylan Copeland to prepare and circulate an enhanced procurement document with photographs of all options as soon as practicable.

### 4. Grant Milestone Status

---

The revised milestone schedule (all milestones due 21 May 2026) was discussed. The MS 2.1 scope now includes Final IFC (Issued for Construction) Designs, which were originally deferred from Year 1.

Dylan Copeland noted uncertainty around the scope of IFC designs required. Linda Vernon suggested submitting what is available — a basic track cross-section, an alignment map, supplier drawings for the shelter and toilet, and a standard sign design — and allowing DoT to advise if further detail is required. The committee agreed with this approach. No formal resolution was made.

**Action:** Dylan Copeland to prepare draft IFC design package (track cross-section, alignment map, supplier drawings, standard sign design) for submission to DoT as part of MS 2.1 reporting.

### 5. Arc Infrastructure — Consultation Update

---

Dylan Copeland provided an update on the Arc Infrastructure consultation. The committee noted:

- Initial CBH consultations are complete for all three Stage 1 leases — Trayning, Kununoppin, and Wyalkatchem — with positive responses received in each case.
- An insurance query has been submitted to LGIS specifically addressing Arc's question about public liability for trail users who venture onto corridor land outside the licensed trail area. A response is pending.
- Arc's bushfire mitigation access requirement and amenity/litter management position are yet to be formally addressed in writing to Arc.

#### Trail closure approach

The committee discussed the approach to closing the trail twice yearly for Arc's bushfire mitigation works. Two practical options were identified:

- Permanent signage with a mechanism to indicate open/closed trail status.
- Shires deploy temporary roadworks-style 'Trail Closed' signs at trailheads when Arc provides advance notice of works.

It was suggested that the Shires could offer to take on bushfire mitigation activities (including weed spraying) as part of the licence arrangement. This offer was noted but not agreed — it was considered a negotiating position to hold in reserve if required.

## Trail Management Plan

It was agreed that a Trail Management Plan incorporating a communication plan should be developed and circulated to the committee for comment and review as soon as practicable. Once endorsed, this would be submitted to Arc as the formal written response to their outstanding concerns.

**Action:** Dylan Copeland to develop a draft Trail Management Plan (incorporating communication plan, bushfire closure process, litter management, and amenity maintenance responsibilities) for committee review and subsequent submission to Arc Infrastructure.

## 6. Trailhead Locations

---

The proposed trailhead locations for both Stage 1 sections were presented and discussed. The committee confirmed all four proposed locations without objection:

- Wyalkatchem: Near the aquatic centre, approximately 50 metres from the active railway line and approximately 350–400 metres from the town centre. This location avoids Shire of Wyalkatchem Lease 3700, CBH Lease 6746, and PTA land. Access from the town centre via existing road crossings.
- Korrelocking: Location confirmed. This is also the proposed site for the rest stop facility (shelter, toilet, and table setting).
- Trayning: Location confirmed. Access from the town centre via existing road crossings.
- Kununoppin: Near the public toilet facilities, approximately 160 metres from CBH infrastructure at Wilson Street. Consistent with CBH's written response.

## 7. CBH Lease Consultations

---

The committee noted the positive written responses received from CBH for all three Stage 1 leases. The committee expressed appreciation for CBH's cooperative approach to the consultation process. No further action required at this stage beyond ongoing communication as designs progress.

## 8. Budget and Procurement

---

### Gravel supply and track works

The committee discussed the need to confirm gravel supply arrangements for the trail construction. It was noted that the Trayning section is considered the worst in terms of track condition and that the Shire of Trayning intends to commence gravel treatment at that end.

**Action:** Shire of Trayning and Shire of Wyalkatchem to provide Dylan Copeland with gravel pit locations, haulage distances, and in-house plant rates for carting, spreading, and compaction as soon as practicable.

### Korrelocking rest stop — procurement

The committee reviewed the procurement options for the Korrelocking rest stop facility. The committee requested more detailed information including photographs before making procurement decisions. This is addressed under Item 3 above.

## 9. Indigenous Engagement

---

The committee discussed the approach to Indigenous engagement along the trail corridor. The following was agreed:

- The Shire of Wyalkatchem will take responsibility for establishing a relationship with the relevant Ballardong representative for the Wyalkatchem section. The committee noted this is something Wyalkatchem would need to do regardless of the trail project.
- Dylan Copeland to make contact with Mick Hayden (Njaki Njaki Cultural Tours) in the near term regarding the Trayning section.
- The committee's position is that engagement will be conducted on an informal basis and that no payment for consultation is anticipated at this stage.

**Action:** Shire of Wyalkatchem to identify and establish contact with the appropriate Ballardong representative.

**Action:** Dylan Copeland to contact Mick Hayden (Njaki Njaki Cultural Tours) to initiate informal engagement regarding the Trayning section.

## 10. Project Manager — Ratification of Hours and Ongoing Engagement

---

The committee considered the Project Manager's engagement to date and the ongoing management requirements of the project.

Dylan Copeland advised that approximately 40 hours had been expended against an original estimate of 30 hours. The committee agreed to ratify the hours worked to date and to appoint Dylan Copeland for a further 30 hours to progress the project through to the next Steering Committee meeting scheduled for 6 May 2026.

The Shire of Nungarin is to issue a Purchase Order as the appropriate procurement instrument.

*That Dylan Copeland be appointed as Project Manager for a further 30 hours at a rate of \$100/hr (ex GST, inclusive of travel time) plus travel reimbursement at \$1.00/km, and that the approximately 40 hours worked to date be ratified on the same terms. The Shire of Nungarin to issue a Purchase Order accordingly.*

Moved: Not recorded   Seconded: Not recorded   Carried: Unanimously

**Action:** Shire of Nungarin (John Merrick, Acting CEO) to issue Purchase Order to Dylan Copeland for hours worked to date and ongoing engagement.

## 11. Next Meeting

---

The next Steering Committee meeting was scheduled for Wednesday, 6 May 2026. Time and venue to be confirmed.

## 12. Meeting Close

---

The meeting closed at 11:55 am.