



AGENDA

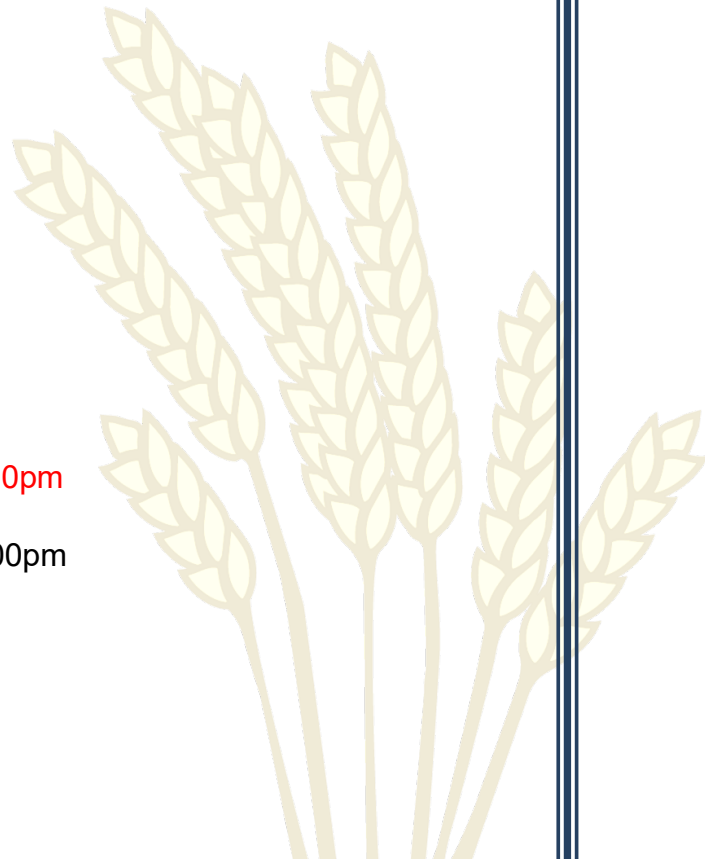
**FOR
ORDINARY MEETING OF COUNCIL
Wednesday 17 June 2026**

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

Commencement: 4.00 pm

Timetable

- Budget Meeting – 3:00pm
- Forum Meeting
- Ordinary Meeting of Council – 4:00pm



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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



AGENDA

Ordinary Meeting of the Trayning Shire Council,
to be held in Council Chambers,
66 Railway Street, Trayning,
on Wednesday 17 June 2026, commencing at 4:00 pm

CONTENTS

| | | |
|----|--|----|
| 1 | DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS | 4 |
| 2 | ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE..... | 4 |
| 3 | RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE | 4 |
| 4 | PUBLIC QUESTION TIME | 4 |
| 5 | APPLICATIONS FOR, AND PREVIOUSLY APPROVED, LEAVE OF ABSENCE AND DISCLOSURES OF INTEREST | 4 |
| | 5.1 Applications Previously Approved | 4 |
| | 5.2 Leave of Absence..... | 4 |
| | 5.3 Disclosure of Interest..... | 4 |
| 6 | PETITIONS/DEPUTATIONS/PRESENTATIONS | 4 |
| | 6.1 Petitions | 4 |
| | 6.2 Deputations | 4 |
| | 6.3 Presentations | 4 |
| 7 | CONFIRMATION OF MINUTES | 5 |
| | 7.1 Ordinary Meeting of Council | 5 |
| | 7.2 Kununoppin Medical Practice Committee | 5 |
| 8 | ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS..... | 5 |
| 9 | REPORTS | 5 |
| | 9.1 REGULATORY SERVICES..... | 5 |
| | 9.2 FINANCE REPORTS | 5 |
| | 9.2.1 Monthly Payment List May 2026 | 6 |
| | 9.2.2 Monthly Financial Report for May 2026..... | 7 |
| | 9.2.3 Appointment of Independent Deputy Presiding Member of Audit, Risk and Improvement Committee | 10 |
| | 9.3 CHIEF EXECUTIVE OFFICER | 13 |
| | 9.3.1 Change of Meeting Dates | 13 |
| | 9.3.2 Trayning Primary School Library Merger Proposal..... | 15 |
| | 9.4 MANAGER OF WORKS | 19 |
| | 9.4.1 Manager of Works Report..... | 19 |
| 10 | NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING | 20 |
| 11 | MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... | 20 |
| 12 | CLOSURE..... | 20 |

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2 ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Cr Melanie Brown (Shire President)
Cr Clayton Marchant (Deputy Shire President)
Cr Michelle McHugh
Cr Peter Barnes
Cr Mark Leslie
Cr Dale Naughton
Cr Corey Harken

STAFF:

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

APOLOGIES:

ON APPROVED LEAVE(S) OF ABSENCE:

ABSENT:

VISITORS:

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

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

5.1 Applications Previously Approved

5.2 Leave of Absence

5.3 Disclosure of Interest

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

6.2 Deputations

6.3 Presentations

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation

That the minutes of the Meeting of Council held 20 May 2026 be confirmed as a true and correct record of the proceedings.

7.2 Kununoppin Medical Practice Committee

Officer Recommendation

That:

1. Council receives the minutes of the February 17 meeting.
2. Council endorses Item 6.1 of the minutes.
and
3. Authorise the affixing of the common seal by the appropriate authorised officers.

Moved Cr Sachse Second Cr Shadbolt

That the Kununoppin Medical Practice Committee endorse the Memorandum of Understanding (MOU) 1 December 2025 to 31 December 2029 and authorise the affixing of the common seal by the appropriate authorised officers.

Carried 3/0

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List May 2026

| | |
|-----------------------------------|---------------------------------------|
| Date of Report: | 10 June 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 May 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 May 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.

Officer's Recommendation

That Council receives the list of payments, as presented, for the month of May 2026, totalling \$287,392.75.

9.2.2 Monthly Financial Report for May 2026

| | |
|-----------------------------------|---|
| Date of Report: | 10 June 2026 |
| File Ref: | N/A |
| Officer: | Wendy Stringer – LG Best Practices |
| Senior Officer: | Peter Naylor CEO |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.2.3 Monthly Financial Report May 2026 |
| Voting Requirements: | Simply Majority |

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 May 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 May 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 May 2026 as presented.

Officer's Recommendation

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

9.2.3 Appointment of Independent Deputy Presiding Member of Audit, Risk and Improvement Committee

| | |
|-----------------------------------|--|
| Date of Report: | 11/06/2026 |
| Proponent: | Nil |
| File Ref: | 3.2.6.5 |
| Officer | Peter Naylor – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Voting Requirements: | Absolute Majority |

Purpose of Report

For Council to consider the appointment of a suitably qualified and experienced person to the position of Independent Deputy Presiding Member to the Shire of Trayning Audit, Risk and Improvement Committee.

Background

Recent legislative reforms in accordance with the *Local Government Amendment Act 2024*, proclaimed late last year, amended sections 5.12 and 5.13 of the *Local Government Act 1995*. The amendments required local governments to change the name of the Audit Committee to the Audit, Risk, and Improvement Committee (ARIC), and to appoint an independent presiding member of the committee, by absolute majority of Council. These processes were adopted by Council at the Ordinary Meeting of Council held on 16 July 2025.

In addition to the independent presiding member, it is a requirement for Council to appoint an Independent Deputy Presiding Member to the ARIC.

The position of Independent Deputy Presiding Member was advertised recently throughout the Shire seeking expressions of interest with applications closing on Friday 24 April 2026.

During the advertising period we did not receive any enquiries pertaining to the position and at the close of applications nothing was received.

Officer's Comment

Since the closure of the advertising period, I have spoken with former Councillor, Mrs Valda Knott, regarding her potential interest in the position. Mrs Knott has indicated that should Council be supportive of her appointment then she will be willing to accept the role.

The appointment of Mrs Valda Knott is being presented for Council consideration.

Consultation

Not applicable.

Statutory Environment

Local Government Amendment Act 2024

Division 1A — Audit, risk and improvement committee

7.1A. Establishment of audit, risk and improvement committee

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

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

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

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

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

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

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

Policy Implications

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

Financial Implications

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

Strategic Implications

Nil

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 as low as reasonably achievable |
| Severe | Unacceptable. Risk reduction measures must be implemented before proceeding |

Officer Recommendation

That Council:

- Appoints Mrs Valda Knott to the position of Independent Deputy Presiding Member to the Shire of Trayning Audit, Risk and Improvement Committee, with immediate effect; and
- Approve that the remuneration of the Deputy Presiding Member to be negotiated by the Chief Executive Officer, within budget provisions and in accordance with the Salaries and Allowances Tribunal determination.

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Change of Meeting Dates

| | |
|-----------------------------------|--|
| Date of Report: | 4 June 2026 |
| Proponent: | Nil |
| File Ref: | 4.1.2.3 |
| Officer | Belinda Taylor – Manager of Corporate Services |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Voting Requirements: | Absolute Majority |

Purpose of Report

To seek Council approval to amend the dates of two previously advertised Ordinary Council Meetings for the 2026 calendar year.

Background

Council previously adopted and advertised the schedule of Ordinary Council Meetings for 2026. Due to operational requirements and scheduling considerations, it is proposed that the Ordinary Council Meeting scheduled for Wednesday 15 July 2026 be rescheduled to Wednesday 22 July 2026, and the Ordinary Council Meeting scheduled for Wednesday 16 December 2026 be rescheduled to Friday 11 December 2026.

Officer's Comment

The proposed amendments will ensure meeting dates remain practical and operationally suitable for Council administration and elected members. Subject to Council approval, the amended meeting dates will be publicly advertised in accordance with the requirements of the Local Government Act 1995.

Consultation

Internal consultation has been undertaken with relevant officers and meeting scheduling requirements considered.

Statutory Environment

Pursuant to Section 5.25 of the Local Government Act 1995, Council is required to give local public notice of the dates, times, and locations of Ordinary Council Meetings.

Policy Implications

There are no direct policy implications associated with this report.

Financial Implications

There are no significant financial implications associated with this report.

Strategic Implications

There are no significant strategic implications associated with this report.

Risk Implications

There is a minor risk of community confusion regarding meeting dates if changes are not adequately communicated. This risk will be managed through public advertising and updating Council's meeting schedule on all relevant platforms.

| 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. Approves the change of the Ordinary Council Meeting scheduled for Wednesday 15 July 2026 to Wednesday 22 July 2026; and
2. Approves the change of the Ordinary Council Meeting scheduled for Wednesday 16 December 2026 to Friday 11 December 2026; and
3. Authorises the Chief Executive Officer to publicly advertise the amended meeting dates in accordance with the Local Government Act 1995

9.3.2 Trayning Primary School Library Merger Proposal

| | |
|-----------------------------------|---|
| Date of Report: | 11 June 2026 |
| Proponent: | Peter Naylor, CEO |
| File Ref: | 11.4.1 |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | 9.3.2a Shire CEO re Community Library Hub 9.3.2b Community Library Hub Proposal 9.3.2c Public Library Statistics Report |
| Voting Requirements: | Absolute Majority |

Purpose of Report

For Council to consider a proposal from the Trayning Primary School for a merger of the School and Shire libraries.

Background

Correspondence has been received from the School Principal, Vicky McDonald, proposing a merger of the School and Shire library operations.

This not a totally new concept and is becoming more common in rural areas.

The proposal is for the community library which is currently located within the Shire Administration Building to be relocated to the Trayning Primary School Library and be operated in coordination with and from the School Library.

Officer's Comment

The CEO and Manager Corporate Services had a meeting with the Principal and School Manager Corporate Services on 20 May 2026 to discuss how the proposal may work and to address several matters which may be of interest and / or concern to the Council and community should the merger proceed.

Following the meeting further information has been provided in support of the proposal, as detailed hereunder in italics:

Background

Trayning Primary School proposes a shared-use Community Library Hub to expand access to literacy resources, strengthen community engagement, and maximise the use of existing facilities and opportunities for intergenerational engagement.

Through this project we hope to:

- Enhance community services and facilities.*
- Strengthen community participation and connection.*
- Support lifelong learning and social wellbeing.*

Following initial discussions, additional clarification has been requested by the Chief Executive Officer regarding operational and governance considerations.

Proposal

The Community Library Hub will operate during school days, with controlled community/public access, supported by clear supervision, sign-in processes, and restricted access zones.

Key Considerations

There will be supervised access and restricted zones within the school that will be clearly marked with direct entry/exit pathway to library available through the Staff Carpark.

Directions with signed and safe access to staff toilet facilities will be made available.

Movement of visitors will be restricted to approved areas only to ensure student and community safety.

Parking is available in the staff car park or in the marked bays on Adam Street.

Student and Adult collections will be separated. In general, the students will have their library access outside of the hours proposed for community access, unless there is a specific event, at which time the community will be advised and an invitation extended to attend the function/activity.

The library will be staffed by Trayning Primary School staff trained in the library system.

The library will be open for community access for set hours during the school term.

The library will be open for community access for set hours during the school holidays.

A published timetable will be made available to ensure clarity around availability.

Opportunities for community partnerships and volunteer support will be explored to enhance sustainability.

Any changes to times will be made available on the Trayning Shire site and the Trayning Primary School Facebook page.

Times that may be suitable but are open for negotiation and adjustment may be as follows.

- *1:00pm to 3:30pm Monday to Friday*
- *There is a possibility to include some am hours.*

Possible activities could be (but are not limited to):

- *public reading events*
- *author workshops*
- *Mothers and Father's Day activities*
- *Grandparents' day activities*
- *Read to a student day*
- *Afternoon tea with an Elder*
- *Family events*
- *Christmas Carols in the Library*

Separation of Children/Adult Books

The library will maintain clearly defined sections:

- *Student/children's collection*
- *Adult/Community collection*

This will ensure age-appropriate access and supports for both educational and community use.

Financial Implications

Any freight costs, staffing costs, etc associated with sourcing or exchanging library resources will be managed through existing school/library arrangements.

Risk Management

Risks relate to supervision, safety, and sustainability. Mitigation strategies include controlled access, clear procedures, and compliance with policy and procedures.

Recommendation

Council is invited to review, provide feedback, and support further collaborative planning.

Should Council be supportive of the proposal, in addition to, and to formalise the arrangement, it is proposed that a Memorandum of Understanding be entered into between the Shire of Trayning and the Trayning Primary School to ensure that the proposed merger is a smooth transition and to protect each of the entity's interests. This may be of particular need should there be a change in the principal and / or Council members who do not support the arrangement.

Public Library borrowing figures for the 2024–2025 period totalled 147 transactions, as shown in the statistics provided in Attachment 9.3.2c.

Given the minimal amount of usage of the Shire Library the relocation and merger of the two libraries seem to be a reasonable proposal especially if the concept of the various community activities as provided above were to evolve.

The proposal is certainly worthy of Council consideration and perhaps be advertised seeking community comment.

Consultation

School Principal, Vicky McDonald.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Minor (based on the information provided by the School Principal).

Strategic Implications

Shire of Trayning Strategic Community and Corporate Business Plan 2025.

Community Services and Facilities.

Library: To provide Library Services that engage the local community and encourage life-long learning.

The proposed Library merger has the capacity to further enhance this strategic goal.

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 as low as reasonably achievable |
| Severe | Unacceptable. Risk reduction measures must be implemented before proceeding |

Officer Recommendation

That Council:

1. Provides "In Principle" support for the proposed merger of the Shire of Trayning and Trayning Primary School Library services.
2. Undertakes public consultation with the local community seeking comment on the proposal.
3. Agrees that it will be necessary for a Memorandum of Understanding to be entered into between the Shire of Trayning and the Trayning Primary School to ensure that the proposed merger, if it is to proceed, is a smooth transition and to protect each of the entity's interests.
4. The matter be referred back to Council for final consideration following the community consultation process.

9.4 MANAGER OF WORKS

9.4.1 Manager of Works Report

| | |
|-----------------------------------|--|
| Date of Report: | 11 June 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 as low as reasonably achievable |
| Severe | Unacceptable. Risk reduction measures must be implemented before proceeding |

Officer Recommendation

That Council adopts the report for May/June 2026 and accompanying attachments.

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12 CLOSURE