MINUTES

FOR
ORDINARY MEETING OF COUNCIL
Wednesday 18 November 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 18 November 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 24 November 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 4:10pm.

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)
Ms Kate Burton (Community Development Officer)

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 4:10pm.

There were no questions received, and the President closed Public Question Time at 4:10pm.

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

5.1 Applications Previously Approved

Nil

5.2 Leave of Absence

A request for Leave of Absence has been received from Cr Brown, seeking approval to be absent from the Ordinary Council Meeting scheduled for 11 December 2026.

Officer Recommendation/ Council Decision

Moved Cr CL Marchant	**Seconded Cr CF Harken**

That Council grants Leave of Absence to Cr Melanie Brown for the Ordinary Council Meeting held on 11 December 2026 pursuant to Section 2.25(1) of the Local Government Act 1995.

Resolution 11.2026.94 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie,

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*
Nil	Nil	Nil	Nil

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 ML McHugh**

That the minutes of the Meeting of Council held 14 October 2026 be confirmed as a true and correct record of the proceedings.

Resolution 11.2026.95 **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 ME Leslie**

That the minutes of the following Committee meetings be received.

7.2.1 TRAYNING VFES – AGM Minutes 9/8/2026
7.2.2 EWBG AGM 12th Oct 2026
7.2.3a 06.10.2026 - Newtravel GM Minutes
7.2.3b 2025 NEWTRAVEL MoU Document - v1.3- Final
7.2.3c NEWTravel AGM Minutes – 6 October 2026 Continue;

Proposed Council Resolution

That Council:

1. Receives the minutes of the NEWTravel Annual General Meeting held on 6 October 2026, noting the resolutions relating to the proposed Memorandum of Understanding (MOU) for the period 2025–2030.

2. Endorses in principle the proposed Memorandum of Understanding between NEWTravel and the Shires of Dowerin, Koorda, Mount Marshall, Mukinbudin, Nungarin, Trayning, Westonia, and Wyalkatchem.

3. Authorises the Shire's NEWTravel delegate, (CEO and Shire President) to present the proposed Memorandum of Understanding to Council for formal consideration, endorsement, and approval.

4. Agrees that, subject to formal endorsement by all participating Member Councils, the Memorandum of Understanding will be backdated to commence on 1 July 2025 and conclude on 30 June 2030.

5. Authorises the NEWTravel Committee to make minor administrative, formatting and drafting amendments to the Memorandum of Understanding, provided such amendments do not materially alter the financial commitments or obligations of the participating parties.

6. Authorises the NEWTravel Chairperson to execute the final Memorandum of Understanding on behalf of NEWTravel once formal endorsement has been received from all participating Member Councils.

Resolution 11.2026.96 **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

Date of Report:	11 November 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 September 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 September 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 Recommendation/ Council Decision

Moved Cr CL Marchant **Seconded Cr ME Leslie**

That Council receives the list of payments, as presented, for the month of September 2026, totalling $461,063.80.

Resolution 11.2026.97 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.2.2 Monthly Payment List October 2026

Date of Report:	9 November 2026
File Ref:	9.2.2 – Accounts Payable (Creditors)
Officer:	Jessi Shannon - Finance Officer
Senior Officer:	Abbie Harken – Senior Finance Officer
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.2 Monthly Payment List October 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 October 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 Recommendation/ Council Decision

Moved Cr DA Naughton **Seconded Cr PM Barnes**

That Council receives the list of payments, as presented, for the month of October 2026, totalling $438,911.05.

Resolution 11.2026.98 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.2.3 Monthly Financial Report September 2026

Date of Report:	9 November 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 September 2026
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 September 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 30 September 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 30 September 2026 as presented.

Officer Recommendation/ Council Decision

Moved Cr ML McHugh **Seconded Cr CL Marchant**

That the Monthly Financial Report for the period ending 30 September 2026 be accepted as presented.

Resolution 11.2026.99 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.2.4 Monthly Financial Report October 2026

Date of Report:	9 November 2026
File Ref:	N/A
Officer:	Wendy Stringer – LG Best Practices
Senior Officer:	Peter Naylor CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.2.4 Monthly Financial Report October 2026
Voting Requirements:	Simply Majority

Purpose of Report

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

Officer Recommendation/ Council Decision

Moved Cr PM Barnes **Seconded Cr ME Leslie**

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

Resolution 11.2026.100 **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 Business Continuity and Disaster Recovery Plan

Date of Report:	30 October 2026
Proponent:	N/A
File Ref:	
Officer	Belinda Taylor - MOCS
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Business Continuity & Disaster Recovery Plan
Voting Requirements:	Simple Majority

Purpose of Report

To seek Council's endorsement of the updated Business Continuity and Disaster Recovery Plan.

Background

The Shire previously prepared and presented a Business Continuity and Disaster Recovery Plan to Council in response to an audit recommendation that the Shire formalise arrangements for maintaining essential services and recovering from significant disruptions or emergencies.
The Plan has now been reviewed and updated to ensure it remains relevant and reflects the Shire's current operational requirements and business continuity arrangements. **Attachment 9.3.1**

Consultation

Relevant Shire staff.

Statutory Environment

There are no specific statutory requirements.

Policy Implications

There are no direct policy implications.

Financial Implications

There are no direct financial implications associated with endorsing the updated Plan. Costs may arise should the Plan need to be implemented following an incident or disruption.

Strategic Implications

The Plan supports the Shire's organisational resilience and its ability to maintain essential services to the community during and following unexpected disruptions.

Officer's Comment

The updated Business Continuity and Disaster Recovery Plan has been prepared to provide the Shire with a framework for responding to unexpected disruptions, minimising interruptions to essential services and supporting the recovery of the Shire's operations following an incident or disaster.

The Plan identifies key business continuity and disaster recovery arrangements to assist the Shire in maintaining critical functions and ensuring an organised response to operational disruptions.
Council is requested to review and endorse the updated Plan.

Risk Implementation

The updated Plan assists in mitigating operational and organisational risks associated with unexpected events, service interruptions, and potential loss of critical business functions.
Maintaining an up-to-date Business Continuity and Disaster Recovery Plan supports the Shire's preparedness and ability to respond to and recover from disruptive events.

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 Cr CF Harken **Seconded Cr PM Barnes**

That Council:
1. Endorses the updated Business Continuity and Disaster Recovery Plan as presented; and
2. Supersedes the previously endorsed Business Continuity and Disaster Recovery Plan adopted in December 2023, with the updated Plan taking effect from 18 November 2026.

Resolution 11.2026.101 **Carried 7/0**
For Cr Brown, Cr Marchant, Cr Naughton, Cr Barnes, Cr McHugh, Cr Leslie, Cr Harken

9.4 MANAGER OF WORKS

9.4.1 Manager of Works Report

Date of Report:	11 November 2026
Proponent:	Nil
File Ref:	N/A
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 Cr DA Naughton **Seconded Cr CL Marchant**

That Council adopts the report for September/October 2026 and accompanying attachments.

Resolution 11.2026.102 **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 4.16 pm.