



**AGENDA
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 19 November 2025**

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

**Commencement: 4.00 pm
Forum meeting to follow**

Corporate Photos – 3:00pm



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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

A handwritten signature in black ink, appearing to read 'Peter Naylor', written in a cursive style.

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 19 November 2025, commencing at 4.00 pm

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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:

Mrs Caroline Robinson - 150 Square

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

Mrs Caroline Robinson - 150 Square
Proposed Community Strategic Plan review.

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation

That the minutes of the Meeting of Council held 22 October 2025 be confirmed as a true and correct record of the proceedings.

7.2 Other Committee Meetings

Officer Recommendation

That the minutes of the following Committee meetings be received.

- 7.2.1 LEM Committee Minutes
- 7.2.2 EWBG Meeting Minutes AGM 20th Oct 2025
- 7.2.3 WNE SRRG Minutes - 28th October 2025

7.3 NEWROC Council Meeting Minutes 4 November 2025

Officer Recommendation

That:

1. Council receives the minutes.
2. Council endorses Item 8.1 of the minutes

The Shire of Trayning supports the policy positions of the Local Government Rural Health Funding Alliance; and calls on ALGA to commit to an impact assessment and call for action in response to local governments providing GP services in remote and very remote areas.

3. Council endorses Item 9.1 of the minutes

*NEWROC Executive recommends to NEWTRAVEL:
Ordinary members are local governments and businesses (one delegate).
Ordinary members are on the Committee.
Ordinary membership fee recommended at \$15K annually.
Three general meetings a year with all ordinary and associate members invited and held in conjunction with NEWROC meeting dates.*

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

9 REPORTS

9.1 REGULATORY SERVICES

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List October 2025

Date of Report:	12 November 2025
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 October 2025
Voting Requirements:	Simple Majority

Purpose of Report

To meet legislative requirements under the Local Government (Financial Management) Regulations.

Background

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of Payments each month.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Officer's Comment

The list of payments has been compiled for the month of October 2025 and is being presented at this meeting due to the September Ordinary Council Meeting being moved forward. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

Officer's Recommendation

That Council receives the list of payments, as presented, for the month of October 2025, totalling \$658 583.63

9.2.2 Monthly Financial Report for October 2025

Date of Report:	13 November 2025
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 October 2025
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 October 2025.

Background

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 -

6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as prescribed.

Local Government (Financial Management) Regulations 1996 -

34. Financial activity statement required each month (Act s. 6.4)

- (1A) In this regulation —

committed assets mean revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1) (d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue, and income to the end of the month to which the statement relates; and

- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets, and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub-regulation (1) (d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of the financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying document sub regulations on regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

The recommendation that follows is consistent with the legislative requirements.

Policy Implications

This proposal incorporates the requirements of policy 7.11 – Investment of Surplus Funds, specifically the requirement to report on Council's investments within the Monthly Financial Report.

Financial Implications

A copy of the Monthly Financial Report for the period ending 31 August 2025, including the report on significant variances, Investment of Councils reserve and surplus funds and the reconciliation of Councils bank accounts, has been provided to Council via attachment to this report.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

There are no social implications.

Officer's Comment

The Monthly Financial Report for October 2025 is being presented at this meeting due to the September meeting being moved forward.

Officer's Recommendation

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

9.2.3 Withdrawal of Caveat - 30 Lamond Street, Kununoppin

Date of Report:	11 th November 2025
Proponent:	N/A
File Ref:	3.1.1.7
Officer:	Abbie Harken – Senior Finance Officer
Senior Officer:	Peter Naylor – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Absolute Majority

Purpose of Report

This report seeks Council's authority to remove the caveat and meet the cost to remove the caveat on 30 Lamond Street, Kununoppin. The rates have been paid in full each year via instalments or a payment arrangement since May 2020 and are currently up to date.

One of the co-owners/ratepayers recently passed away and the remaining owner/ratepayer would like to sell the property in the near future, therefore has requested the removal of the caveat to make this possible.

Background

January 2017

The rate payer was recommended to Austral Mercantile Debt Collectors for outstanding rates. The Shire requested Austral Mercantile Debt Collectors to lodge a caveat on the property for outstanding rates.

November 2017

A relative of the ratepayer, who was residing at the property at the time entered into a special payment arrangement on behalf of the ratepayer to pay off the arrears. This agreement commenced on the 22nd November 2017 then defaulted in early 2018 with a significant balance remaining on the property.

August 2018

Sporadic payments were received between August 2018 and February 2019.

February 2019

A new payment arrangement was commenced in February 2019 which paid the balance off in full by February 2020.

September 2020

Since September 2020, a payment arrangement has been entered into each year to pay the rates off in full before 30th June.

September 2025

The rates are being paid via instalments this financial year and are currently up to date. The ratepayer contacted the Shire to advise that the co-owner/ratepayer had passed away and that they would be looking to sell the property in the near future. They requested Council's approval for the withdrawal of the caveat on the property to allow this to happen.

Consultation

There has been consultation with the Chief Executive Officer.

Statutory Environment

Local Government Act 1995 section 6.12(1)(b)

6.12 Power to defer, grant discounts, waive or write off debts

(b) Waive or grant concessions in relation to any amount of money

Local Government Act 1995 section 6.64(3)

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

** Absolute majority required.*

The recommendation that follows is consistent with these statutory requirements.

Policy Implications

7.6 Debt Recovery – Outstanding Rates and Sundry Debtors

Alternative payment arrangements

Should a ratepayer be experiencing difficulty in paying their rates or find the instalment method not suitable, application can be made to Council in writing specifying clearly the amount that can be paid and any reasons that would assist their application. This matter will then be referred to the Chief Executive Officer for determination.

Financial Implications

If the recommendation that follows is accepted there is an amount of \$10,290 in the 2025/2026 budget for Legal Expenses - Schedule 04 Governance - Account 2042061.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Officer's Comment

The lodging of caveats on properties when council rates are not being paid by the landowner has been a practice of past administration and complies with council's policy 7.6 where rates or service charges remain unpaid.

Where rates remain unpaid for a period in excess of one year, then a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests. Given that the ratepayer has now paid the rates in full and wishes to sell, it is recommended that Council agree to remove and meet the cost of removing the caveat from the property.

Officer's Recommendation

It is recommended that:

- 1) Council agrees to remove the caveat imposed on the property 30 Lamond Street, Kununoppin. Given the ratepayer is now meeting their obligations to pay the rates when due and also wishes to sell the property.
- 2) Council agrees to meet the solicitor and lodgement costs of approximately \$700 to withdraw the caveat on 30 Lamond Street, Kununoppin.

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Appointment of Fire Control Officers

Date of Report:	12 November 2025
Proponent:	N/A
File Ref:	5.1.4.1
Officer:	Belinda Taylor - MOCS
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.1 Attachment 2025 Trayning VFES AGM Minutes
Voting Requirements:	Simple Majority

Purpose of Report

Council is requested to amend the appointment of Fire Control Officers.

Background

At the Trayning Volunteer Fire and Emergency Services Annual General Meeting held 04 November 2025, the following Office Bearers were elected:

- Captain – Luke Yates
- Lieutenant – Bryce Mullins

Statutory Environment

Bush Fire Act, Section 38 (1) states, in part:

A Local Government may from time to time appoint such persons as it thinks necessary to be its Bush Fire Control Officers under and for the purpose of this Act and of those officers shall appoint 2 as Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

Policy Implications

Financial Implications

Strategic Implications

Environmental Implications

Social Implications

Officer's Comments

It is requested that Council approve the recommended appointment of Fire Control Officers as per the Trayning Volunteer Fire and Emergency Services Annual General Meeting of the 4 November 2025.

At this time, Council wishes to express their gratitude to Peter Barnes for his commitment as Captain with the Trayning VFES and his involvement with DFES for over 20 years. Thank you for your continued service.

Officer Recommendation

That in accordance with the Bush Fire Act 1954, the following appointments be made for the Shire of Trayning:

BFCO/ Captain – Luke Yates
DBFCO/ Lieutenant – Bryce Mullins

Fire Weather Officers for Permit signing only

Chief Executive Officer - Peter Naylor
Manager of Corporate Services - Belinda Taylor

9.3.2 StreetSkids Motorsports Inc Draft MOU

Date of Report:	11 November 2025
Proponent:	Streetskids Motorsports Inc
File Ref:	Agreements
Officer:	Peter Naylor
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 MOU Streetskids and Shire of Trayning_
Voting Requirements:	Simple Majority

Purpose of Report

For Council to consider entering into a Memorandum of Understanding (MoU) with Streetskids Motorsports Inc for the use of the Trayning Recreation Grounds for two-year period for the purpose of conducting motorsports events.

A copy of a draft MoU is attached to this report.

Background

The proposal for Streetskids Motorsports Inc to utilise the Trayning Recreation Grounds venue to conduct motorsports events was presented to the August 2025 meeting of Council for consideration.

Lisa and Nathan Street, on behalf of the proponents, also attended the August meeting and provided a presentation and answered questions relating to the proposal.

At the meeting Council resolved:

That Council supports the event as presented and invite the proponents to liaise with staff to facilitate compliance with all statutory and regulatory requirements for the holding of a public event.

Since the August meeting Lisa Street has been liaising with the CEO to ensure that the draft MoU meets the requirements of Council.

Officer's Comment

The draft MoU has previously been circulated to Councillors, and the document was discussed informally at the Council Forum held on Wednesday 22 October 2025, at which it was generally supported by Council.

The proponents continue to be very professional in their approach to working with Council and the community in conducting the events.

Whilst the MoU stipulates for a two-year period perhaps Council can request that following the conclusion of the three proposed 2026 events Council and Streetskids Motorsports have a meeting to discuss and evaluate the events conducted thus far. Clause 3.4 of the draft MoU addresses this.

Consultation

Lisa and Nathan Street (the proponents)

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There may be some financial implications for Council depending on the assistance the proponent's request, however, should only be minor and generally relate to wages and plant operation costs.

Strategic Implications

Shire of Trayning Community Strategic Plan 2022-2032
Item 2.2 Tourism Promotion and Attraction

Risk Implications

Minimal risk to Council as the proponents will have their own insurance cover.

Officer Recommendation

That Council:

1. Endorses the Memorandum of Understanding between the Shire of Trayning and Streetskids Motorsports Inc for the use of the Trayning Recreation Grounds for two-year period to conduct motorsports events.
2. Approves for the Shire President and Chief Executive Officer to execute the MoU on behalf of the Shire of Trayning and affix the Common Seal.
3. In accordance with clause 3.4 of the MoU, requests that at the completion of the 2026 events the two parties have a meeting to discuss and evaluate the events conducted thus far.

9.3.3 MOU Trayning & Districts Sporting Club Inc

Date of Report:	14 November 2025
Proponent:	Peter Naylor - CEO
File Ref:	Agreements
Officer:	Nil
Senior Officer:	Peter Naylor - CEO
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.3 MoU Draft 1 - Trayning and Districts Sporting Club 2025 9.3.3 MoU Draft 2 - Trayning and Districts Sporting Club 2025
Voting Requirements:	Simply Majority

Purpose of Report

Council is requested to consider entering into a revised Memorandum of Understanding (MOU) with the Trayning & Districts Sporting Club Inc.

Background

The existing MoU has been in operation since March 2017 and with time and changing demographics for the Sporting Club members and the Shire of Trayning in general, has become outdated.

The recent issues with the dampness and termite damage to the building identified some discrepancies in the MoU with regards to individual responsibilities.

In an endeavour to address these matters, the Chief Executive Officer drafted an amended MOU between the Trayning & District Sporting Club Inc. and the Shire of Trayning.

The purpose of the draft MOU is to formalise and clarify the intentions, commitments and responsibilities of the parties in respect of the provision, use and maintenance of premises by both parties

Consultation

The Chief Executive Officer met with President of the Trayning & District Sporting Club Inc. on several occasions during the remedial works process which resulted in the attached MOU.

Statutory Environment

There are no statutory implications.

Policy Implications

There are no policy implications.

Financial Implications

There are no additional financial implications.

Strategic Implications

The purpose of the MOU is strategic in nature.

Environmental Implications

There are no environmental considerations.

Social Implications

There are no social implications.

Officer's Comment

The initial draft MoU, attachment 1, was presented to a recent meeting of the Sporting Club Committee for consideration and comment.

In consideration of the document, the Committee resolved as follows:

The draft MOU as presented be accepted with the following additions/changes –

1(d) The Trayning & Districts Sporting Club will pay an annual fee to the Shire, being \$2000.00. The amount is to be reviewed in consultation with the Shire CEO and the committee each year (remove indexed by CPI each year).

4(d) Remove (committee agreed that the current arrangement of contacting the Sporting Club President to advise that the CEO or Manager of Corporate Services required access to the building was adequate and that unlimited access was not warranted).

In response to the comments the initial draft has been amended incorporating the changes and is enclosed as attachment 2.

It was deemed that the comments were quite valid, and necessary changes have been made to allow both parties to proceed with an agreed MoU document.

Officer's Recommendation

That Council:

1. Endorses the Memorandum of Understanding, as per attachment 2, between the Shire of Trayning and the Trayning & Districts Sporting Club Inc.
2. Approves for the Shire President and Chief Executive Officer to execute the MoU on behalf of the Shire of Trayning and affix the Common Seal.

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
Tuesday 4 Nov	GECZ Executive meeting - Teams
Tuesday 4 Nov	NEWROC Meeting Bencubbin
Thursday 13 Nov	GECZ Meeting Kellerberrin

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

11 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:

- (b) the personal affairs of any person; and*
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

11.1. Chief Executive Officer Completion of Probationary Period and Adoption of Key Performance Indicators

Date of Report:	10 November 2025
Proponent:	Peter Naylor, CEO
File Ref:	Personnel
Officer's Disclosure of Interest:	The CEO Declares an Interest
Attachments:	Confidential 11.1a Attachment CEO Contract 2025 Confidential 11.1b Attachment Shire of Trayning CEO KPI's
Voting Requirements:	Simple Majority

12 CLOSURE