



**MINUTES
FOR
ORDINARY MEETING OF COUNCIL
Wednesday 22 October 2025**

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

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



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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Trayning during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Trayning.

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

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



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.

MINUTES

Ordinary Meeting of the Trayning Shire Council,
held in Council Chambers,
66 Railway Street, Trayning,
on Wednesday 22 October 2025, commencing at 4.00 pm

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SWEARING IN OF COUNCIL MEMBERS

The Councillor Elects made their declaration of office to Mrs Valda Knott, JP.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

In accordance with the provision of the Local Government Act 1995, and in the absence of an elected Shire President following the October 2025 Local Government elections, the Chief Executive Officer Mr Peter Naylor assumed the Chair and opened the meeting at 4:01pm.

ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer declared the position of Shire President vacant and call for nominations.

One Nomination was received and Councillor MA Brown was re-elected as Shire President, unopposed.

The re-elected Shire President made her declaration of office before Mrs Valda Knott OAM, Justice of the Peace.

ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President assumed the Chair and declared the position of Deputy President vacant and called for nominations.

One nomination was received and Councillor CL Marchant was re- elected as Deputy Shire President.

The re-elected Shire Deputy President made his declaration of office before Mrs Valda Knott OAM, Justice of the Peace.

SEATING ALLOCATIONS

There were no changes to the current seating arrangements as there were no changes in Council and the Elected Members were happy with their current seating.

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 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:

Cr Mark Leslie

ON APPROVED LEAVE(S) OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Mrs Valda Knott OAM, Justice of the Peace

3 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

The President declared Public Question Time opened at 4:08pm.

There were no questions received, and the President closed Public Question Time at 4:08pm.

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

5.1 Applications Previously Approved

Cr Harken had previously applied for leave at the September 10, 2025, Ordinary Meeting of Council for the October meeting, however he is now able to attend.

5.2 Leave of Absence

Nil

5.3 Disclosure of Interest

Nil

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Petitions

Nil

6.2 Deputations

Nil

6.3 Presentations

Mrs Caroline Robinson of 150 Square – and EO of NEWROC Council has deferred her presentation to Council until the November Ordinary Meeting of Council.

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council

Officer Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr CF Harken

That the minutes of the Meeting of Council held 10 September 2025 be confirmed as a true and correct record of the proceedings.

Resolution 10.2025.79

Carried 6/0

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

7.2 Other Committee Meetings

Officer Recommendation/Council Decision

Moved Cr PM Barnes

Seconded Cr ML McHugh

That the minutes of the following Committee meetings be confirmed as a true and correct record of the proceedings.

7.2.1 GECZ Minutes 18 August 2025

7.2.2 NEWROC Executive Meeting 15 September 2025

7.2.3 WNE SRRG Minutes - 19th September 2025

Resolution 10.2025.80

Carried 6/0

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

8 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSIONS

New Motion

Moved Cr CF Harken	Seconded Cr DA Naughton
To accept the new business of an urgent nature item 10.1 Appointment of Fire Control Officer – Permit only	
Resolution 10.2025.81	Carried 6/0
For Cr Harken, Cr Naughton, Cr Brown, Cr Marchant, Cr McHugh, Cr Barnes.	

9 REPORTS

9.1 REGULATORY SERVICES

Nil

9.2 FINANCE REPORTS

9.2.1 Monthly Payment List August 2025

Date of Report:	16 September 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 August 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 August 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 Recommendation/Council Decision

Moved Cr CL Marchant	Seconded Cr CF Harken
That Council receives the list of payments, as presented, for the month of August 2025, totalling <u>\$453,692.99</u>	
Resolution 10.2025.82	Carried 6/0
For Cr Marchant, Cr Harken, Cr Brown, Cr Naughton, Cr Barnes, Cr McHugh.	

9.2.2 Monthly Payment List September 2025

Date of Report:	17 October 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 September 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 September 2025 will be provided prior to the meeting. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr CF Harken

That Council receives the list of payments, as presented, for the month of September 2025, totalling \$400,617.77

Resolution 10.2025.83

Carried 6/0

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

9.2.3 Monthly Financial Report for August 2025

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

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 31 August 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 August 2025 is being presented at this meeting due to the September meeting being moved forward.

Officer Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr PM Barnes

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

Resolution 10.2025.84

Carried 6/0

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

9.2.4 Monthly Financial Report for September 2025

Date of Report:	15 October 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 September 2025
Voting Requirements:	Simply Majority

Purpose of Report

This report presents for consideration the Monthly Financial Report, for the period ending 30 September 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 30 September 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 will be presented prior to the meeting.

Officer Recommendation/Council Decision

Moved Cr ML McHugh

Seconded Cr CF Harken

That the Monthly Financial Report for the period ending 30 September 2025 be accepted as presented.

Resolution 10.2025.85

Carried 6/0

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

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 Christmas/New Year Administration Office Hours

Date of Report:	22 September 2025
Proponent:	N/A
File Ref:	4.2.15.1
Officer:	Belinda Taylor - MOCS
Officer's Disclosure of Interest:	The author will be required to use leave for the proposed office closure
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider Christmas/New Year Administration Office hours.

Background

Christmas Day 2025 and New Year's Day 2026 fall on a Thursday.

The Shire usually closes the Shire Administration Office during the Christmas/New Year period. With Christmas falling on a Thursday this year it is recommended that the Administration Office be closed from close of business Friday 19 December 2025, reopening on Monday 5 January 2026.

Consultation

Preferred closing dates have been discussed with the administrative staff and they are supportive of the dates being recommended.

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 has been closed between Christmas and New Year.

Staff are recommending that this year the office be closed for two full weeks and reopen on Monday 5 January. During this time there will be three public holidays, administration staff will be required to take seven days leave for the balance of that period.

Risk Implications

Closing the office will provide an opportunity to reduce excessive Staff Leave balances as well as providing a continuous and more meaningful period of time off work for all administrative staff.

Appropriate call out/on call arrangements will be put in place regardless of how long the administration office is closed.

Officer Recommendation

That the Shire Administration Office be closed from 4:00pm Friday 19 December 2025 to Friday 2 January 2026, reopening 8:30am on Monday 5 January 2026.

Council Decision

Moved Cr CL Marchant	Seconded Cr DA Naughton
That the Shire Administration Office be closed from 4:00pm Tuesday 23 December 2025 to Friday 2 January 2026, reopening 8:30am on Monday 5 January 2026.	
Resolution 10.2025.86	Carried 5/1
For Cr Brown, Cr Marchant, Cr Naughton, Cr Harken, Cr Barnes.	
Against Cr McHugh	

Reason for Resolution Change

Council felt that two weeks was too long for the office to be closed.

9.3.2 Ordinary Meeting of Council Dates for 2026

Date of Report:	23 September 2025
Proponent:	Shire of Trayning
File Ref:	4.1.2.3
Officer:	Belinda Taylor - MOCS
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

Council is required to determine meeting dates for the 2026 calendar year.

Background

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, Council is required to advertise Ordinary Council meeting and Committee Meeting dates at least once per annum.

Consultation

There has been no consultation.

Statutory Environment

Local Government (Administration) Regulations 1996, clause 12

Policy Implications

There are no direct policy implications.

Financial Implications

There will be no costs incurred as the public notice is placed in the Ninghan News and on the Shire's website. There are costs relating to the attendance of Councillors at Ordinary Meetings of Council, including travel and meeting fees.

Strategic Implications

There are no strategic implications.

Environmental Implications

There are no environmental implications.

Social Implications

The advertising of Council meetings whilst meeting a statutory obligation also provides the opportunity for community members to be aware of when Council meetings are being held and attend if they choose which can improve the social interaction with Councillors.

Officer's Comments

Historically, the Shire had held an Ordinary Meeting of Council on the third Wednesday of every month, except January.

Advertising will occur in the Ninghan News, Public Notice Boards, Shire Facebook page and website when the dates for Ordinary Meetings of Council are set.

Officer Recommendation/Council Decision

Moved Cr PM Barnes

Seconded Cr CF Harken

That Ordinary Meetings of Council in 2026 be held in the Council Chambers commencing at 4:00 pm on the following dates:

- Wednesday 18 February 2026
- Wednesday 18 March 2026
- Wednesday 15 April 2026
- Wednesday 20 May 2026
- Wednesday 17 June 2026
- Wednesday 15 July 2026
- Wednesday 19 August 2026
- Wednesday 16 September 2026
- Wednesday 21 October 2026
- Wednesday 18 November 2026
- Wednesday 16 December 2026

Resolution 10.2025.87

Carried 6/0

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

9.3.3 Kerbside Recycling Bin Service

Date of Report:	2 October 2025
Proponent:	Peter Naylor, CEO
File Ref:	10.2.1.6
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.3 Letter L Masser
Voting Requirements:	Absolute Majority

Purpose of Report

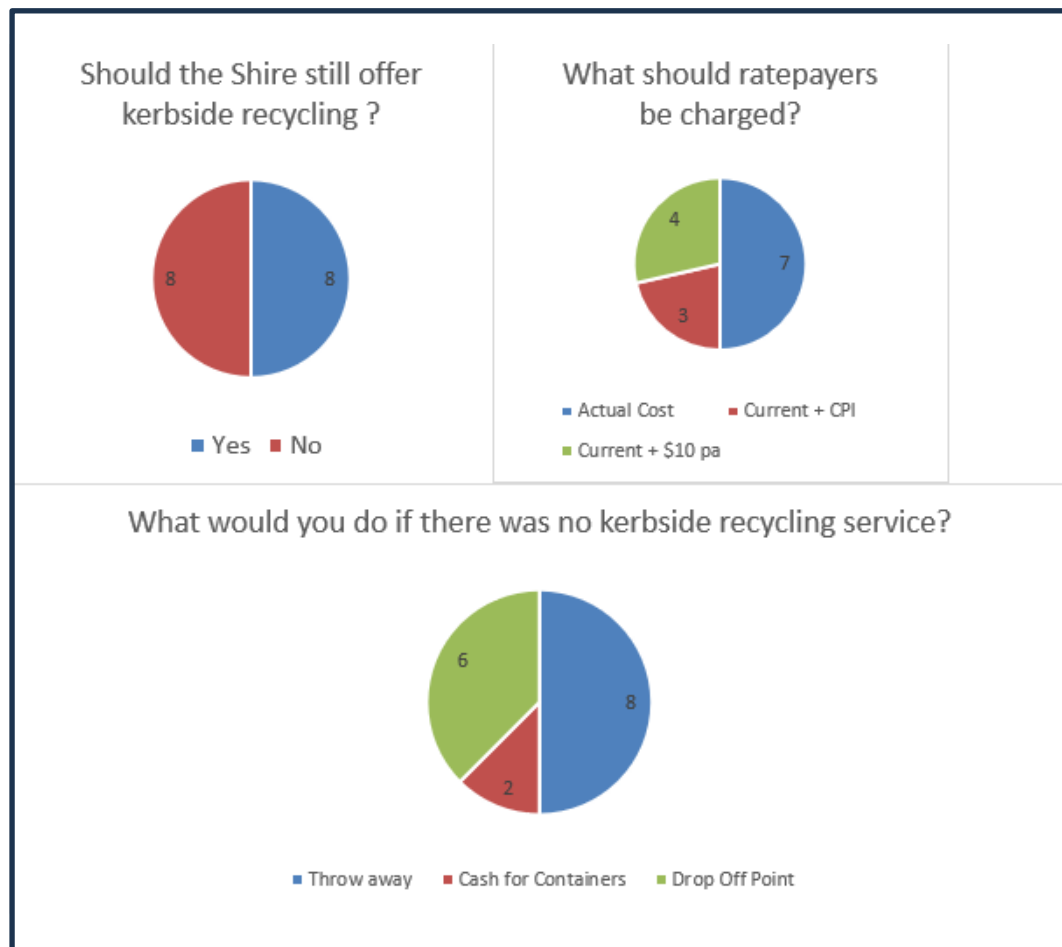
For Council to consider the future provision of the Kerbside Recycling Service.

Background

Council is in receipt of a letter from Ms Louise Masser enquiring as the ongoing viability and usage of the Recycling Service and requesting Council to reconsider the provision of this service.

Council in 2021, conducted a survey of local residents with regard to the provision of the recycling service.

17 completed surveys were returned with mixed comments with regards to the service.



Officer's Comment

Council in 2021, resolved to continue with the recycling service, however with the introduction of the Cash for Containers scheme many people are now recycling the containers themselves which in turn is reducing the amount of waste being placed in the recycling bins.

With Council planning to carry out a review of the Strategic Community and Corporate Business Plan later in 2025 it may be an opportune time to revisit the provision of this service with a view to perhaps discontinuing (or reducing) in the future.

Having discussed this matter with Avon Waste, there are some scenarios that Council can consider in addition to the existing service, these being:

Opt in / Opt Out:

Recycling bins only be placed at the premises of people that want to continue with the kerbside recycling service. This however will have little or no impact on the current cost to Council as Avon Waste will still need to provide a street-by-street service.

Bank of Wheelie Bins:

A number of bins can be provided at a central location for people to dispose of their recycled waste products. The bins could be marked for separate items or could be co-mingled. Collection of the bins could still be on a two-weekly basis.

Large (4.5m³) Front Lift Bins:

Bin could be located at suitable location for disposal of co-mingled recycled waste products and collected by Avon Waste on an agreed time frame.

Avon Waste are considering the various options with a view to discussing in more detail in a meeting with the CEO in November 2025.

Consultation

Ashley Fisher, Avon Waste.

Statutory Environment

There are no direct statutory implications.

Policy Implications

There are no direct policy implications.

Financial Implications

To be determined depending on how Council would like to proceed.

Strategic Implications

Shire of Trayning Strategic Community and Corporate Business Plan
Community Services and Facilities - Sanitation

To provide waste education and collection services that minimise our environmental footprint and are convenient for residents

Risk Implications

Nil

Officer Recommendation/Council Decision

Moved Cr CL Marchant

Seconded Cr CF Harken

That Council include the future provision of recycled services to the community as part of the review of the Shire of Trayning Strategic Community and Corporate Business Plan.

Resolution 10.2025.88

Carried By Absolute Majority 6/0

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

9.3.2 Appointment to Committees

Date of Report:	13 October 2025
Proponent:	Peter Naylor - CEO
File Ref:	4.1.1.10
Officer's Disclosure of Interest:	Nil
Attachments:	9.3.2 Current Committee Delegates
Voting Requirements:	Absolute Majority

Purpose of Report

To appoint members and delegates to Committees following the Ordinary Local Government Elections.

Background

All appointments by Council to committees expire at the ordinary election day every second year.

Council currently has the following committees:

- Audit Committee
- Local Emergency Management Committee

Council also has previously appointed representatives to the following external committees:

- Western Australian Local Government Association – Great Eastern Country Zone
- Northeast Wheatbelt Regional Organisation of Council
- Main Roads Western Australia Wheatbelt Northeast Sub-Regional Road Group
- NEW Travel (Wheatbelt Way)
- Kununoppin Medical Practice Committee
- Kununoppin Hospital Local Health Advisory Group
- Eastern Wheatbelt Biosecurity Group
- Development Assessment Panel
- Wheatbelt Rail Trail
- CEO Performance Review Panel

Consultation

Nil

Statutory Environment

Local Government Act 1995 sections:

- 5.8 Establishment of committees
- 5.9 Committees, types of
- 5.10 Committee members, appointment of
- 7.1A Audit Committee

Emergency Management Act 2005, section 38

Planning & Development Act 2005, section 171C

Policy Implications

The following policies apply for Council Committee and external organisations:

1.5 External Organisations – Council Representatives and Expenses

3.2 Conferences, Meetings & Training – Attendance & Expenses

Financial Implications

Councillors are paid to attend Committee Meetings and for expenses incurred in attending other meetings on behalf of Council.

Strategic Implications

Active participation in regional groupings is one of the strategies within the Strategic Community Plan.

Officer's Comment

Council is required to consider the participation in, and the appointment of delegates, to various committees as detailed below:

Audit Committee:

This is a statutory requirement under the Local Government Act 1995. Meets a minimum of two times per annum. At least three of the members (and the majority of them), are to be Councillors. After the legislative changes in 2025 an independent member was also appointed to the committee.

Previously Council has appointed all Councillors to this Committee.

Shires of Nungarin and Trayning Local Emergency Management Committee:

A statutory requirement (Emergency Management Act). Meets quarterly and comprises the Shire President, employees and representatives from emergency and community organisations.

In accordance with the Shire of Trayning Local Emergency Management Arrangements, the Chairperson or Deputy Chairperson of the Joint Local Emergency Management Committee is the Shire President. This is the only Council appointment to this Committee.

WALGA-Great Eastern Country Zone (GECZ):

By virtue of our membership of WALGA and our geographic location, we fall into this zone. A senior portfolio due to the lobbying and political influence this organisation can exert. Council is entitled to two representatives.

The CEO attends these meetings as well. Meets six (6) times per annum. Mainly in person and occasionally via teleconference. From this organisation, there is also an Executive Committee drawn from the representatives.

Previously Council has appointed the Shire President and Deputy Shire President to represent it.

Northeast Wheatbelt Regional Organisation of Council (NEWROC):

The Shire of Trayning is a financial member. An elected member and deputy are appointed to represent Council.

The Shire President would ordinarily be appointed plus a deputy to attend if the Shire President is unavailable. The CEO also attends these meetings and NEWROC meets six (6) times per annum generally on a Tuesday afternoon.

Previously Council appointed the Shire President with and Councillor Marchant as proxy to represent it.

MRWA Wheatbelt Northeast Sub-Regional Road Group (RRG):

This is an important appointment due to the amount of funding available and the complexity of transport funding issues. Meetings are held in Mukinbudin or by teleconference.

Councillor Naughton was previously appointed to represent Council, with Councillor Marchant as the proxy delegate.

NEW Travel (Wheatbelt Way):

This Committee deals with promoting the Wheatbelt Way. The Chief Executive Officer was previously appointed to represent Council.

Kununoppin Medical Practice Committee:

Meets as required but at least annually. A committee with two (2) members each from Trayning, Nungarin, Mt Marshall and Mukinbudin supporting the Kununoppin Medical Practice. Important in supporting the doctor and the services provided.

Councillors Brown and Councillor Leslie were previously appointed to represent Council.

WACHS Eastern District Health Advisory Group

Meets bi-monthly to support community having a voice in healthcare within the region. The representative will be representing the community rather than the Shire as a Local Government.

This a new Group introduced and not previously represented.

Kununoppin Hospital Local Health Advisory Group:

Meets on the last Friday of every second month. This is a support committee for the hospital. Council provides one delegate.

Councillor McHugh was previously appointed to represent Council.

Eastern Wheatbelt Biosecurity Group:

The Eastern Wheatbelt Biosecurity Group meetings twice per year in Merredin. Council provides one delegate. The Chair and Deputy Chair positions are rotated every two years

- the Shire of Trayning will be the Deputy Chair for the next two years, then Chair for the following two.

Councillor Barnes was previously appointed to represent Council.

Development Assessment Panel

Council is required to nominate two primary and two alternate members to its local Development Assessment Panel, however the likelihood of it meeting is remote (considers applications over \$2M).

Councillors Brown and Marchant were previously appointed as primary members and Councillor Barnes as an alternate member.

Wheatbelt Rail Trail

This Committee consists of two (2) members from each of the Shire's of Wyalkatchem, Trayning, and Nungarin. The committee was formed to drive the design and development of the Wheatbelt Rail Trail. The purpose of the Trail is to create an opportunity to cater to a diverse range of outdoor enthusiasts, encouraging both locals and visitors to engage in active recreation while exploring the Wheatbelt.

Councillors Naughton and Harken were previously appointed as members to represent Council.

CEO Performance Review Panel

The CEO Performance Review Panel meets several times a year as part of the CEO Performance Review Process and is guided by a Terms of Reference adopted by Council.

The Shire President, Deputy Shire President and all Councillors were previously appointed as members of the panel.

Officer Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr CL Marchant

That Council:

1. Appoint all Elected Members of Council to the ***Audit Committee***.
2. Appoint the Shire President, Cr Brown as Chairperson of the Shire of ***Trayning Local Emergency Management Committee***.
3. Appoint the Shire President Cr Brown and the Deputy Shire President Cr Marchant as Council delegates to the ***WALGA-Great Eastern Country Zone***.
4. Appoint the Shire President Cr Brown as Council delegate and Cr Harken as Council proxy delegate to the ***Northeast Wheatbelt Regional Organisation of Council***.
5. Appoint Cr Naughton as Council delegate to the ***MRWA Wheatbelt Northeast Sub-Regional Road Group*** and Cr Marchant as a proxy delegate.

6. Appoint Cr McHugh as Council delegate to ***NEW Travel*** (Wheatbelt Way).
7. Appoint Cr Brown as Council Delegate and Cr Leslie as a proxy delegate to the ***Kununoppin Medical Practice Committee***
8. Appoint Cr McHugh as Council delegate to ***Kununoppin Hospital Local Health Advisory Group***.
9. Appoint Cr Barnes as Council delegate to the ***Eastern Wheatbelt Biosecurity Group***.
10. Appoint Cr Brown as the representative to the ***Eastern District Health Advisory Group. (WACHS)***
11. Nominate Crs Brown and Marchant as primary delegates and Crs Naughton and Barnes as alternate members to the ***Development Assessment Panel***.
12. Appoint Crs Harken and Naughton as Council delegates to the ***Wheatbelt Rail Trail Committee***.
13. Appoint the Shire President Cr Brown, Deputy Shire President Cr Marchant and Cr Naughton to the ***CEO Performance Review***.

Resolution 10.2025.89

Carried By Absolute Majority 6/0

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

9.4 SHIRE PRESIDENT

Date	Calendar Meeting and Events
2 October 2025	GECZ, Central Zone & Avon Zone Presidents and Deputy Presidents Teams meeting. Preparation for lunch meeting with Minister Winton. Four priorities were identified as discussion points for the meeting – GROH (housing development, headworks assistance), Roads (Wheatbelt secondary freight & safer roads), Health, Energy/Renewables.
7 October 2025	Attended lunch at Parliament House with above zone representatives and WDC representatives.
14 October 2025	LEM Committee meeting
	Liaised with Caroline Robinson re NEWROC projects and meetings
	Liaised with Rob Cossart (WDC) re meeting with Minister Winton

Continued to meet with CEO to discuss Shire matters and projects.

10 NEW BUSINESS OF AN URGENT NATURE BY DECISION OF MEETING

10.1 Appointment of Fire Control Officer – Permit only

Date of Report:	20 October 2025
File Ref:	5.1.4.1
Officer:	Belinda Taylor – MOCS
Senior Officer:	Not Applicable
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

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

Background

At the Ordinary Meeting of Council held 18 September 2024, the following Fire Control Officers were appointed.

- Chief Bush Fire Control Officer Peter Barnes
- Deputy Chief Bush Fire Control Officer Bryce Mullins
- Bush Fire Control Officer (permits only) Leanne Parola
- Bush Fire Control Officer (permits only) Belinda Taylor

Consultation

Chief Executive Officer

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

Policy 8.1 Notification of Harvest Bans etc provides authorisations based on position instead of nominating individuals so does not need to be updated as a result of a change in appointments.

Policy 8.2 Fire Control Officer also refers to position holders instead of individuals.

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 Comments

The Trayning Volunteer Fire and Emergency Services is yet to hold their Annual General Meeting for 2025.

The Officer Recommendation will ensure that the Shire's appointed Fire Control Officers allow staff members to sign fire permits.

Officer Recommendation/Council Decision

Moved Cr DA Naughton

Seconded Cr PM Barnes

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

- | | |
|--|-----------------------|
| • Chief Bush Fire Control Officer | Peter Barnes |
| • Deputy Chief Bush Fire Control Officer | Bryce Mullins |
| • Bush Fire Control Officer (permits only) | CEO (Peter Naylor) |
| • Bush Fire Control Officer (permits only) | MOCS (Belinda Taylor) |

Resolution 10.2025.90

Carried 6/0

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

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 4:41pm.