

Attachment 1 — Trails Masterplan Consultative Committee Terms of Reference

A1. Establishment

The Shire of Ravensthorpe has established a Trails Masterplan Consultative Committee to provide structured advisory input during preparation of the Trails Masterplan.

The Committee is an advisory consultative body and does not have delegated authority to bind the Shire, approve expenditure, direct the consultant, approve construction projects or make statutory decisions.

A2. Purpose

The purpose of the Committee is to support preparation of a practical, community-informed and implementation-ready Trails Masterplan by providing local knowledge, agency coordination, feedback on draft work, advice on community engagement and consideration of walking, cycling, shared-use and other agreed trail opportunities.

A3. Objectives

The objectives of the Committee are to:

- guide the project toward recommendations that are realistic, staged, fundable and maintainable;
- provide advice on existing trails, current facilities, user needs, local priorities and known constraints;
- assist the Shire and consultant to identify stakeholders, engagement pathways and community consultation opportunities;
- review audit findings, engagement themes, preliminary opportunities, priority projects, draft maps and draft concept plans;
- support alignment with land management, environmental, cultural heritage, tourism, sport, recreation and community objectives; and
- identify issues requiring escalation to the Project Sponsor, Council, agencies or future detailed investigations.

A4. Scope of advice

Area	Description
Included	Shire-wide trail network planning; current facilities audit; walking, hiking, cycling, shared-use and other agreed trail types; trailheads; visitor facilities; signage and wayfinding; safety; accessibility; tourism opportunities; maintenance; implementation priorities; and concept plans.
Excluded	Detailed design, construction approvals, statutory environmental or heritage approvals, land acquisition negotiations, procurement decisions and Council budget decisions.

Project boundary	The Masterplan scope excludes detailed planning within Fitzgerald River National Park, but strategic interface issues, surrounding context and cross-boundary linkages may be considered where relevant.
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A5. Membership

Committee membership should be confirmed by the Shire at project commencement. The recommended membership is:

Member category	Composition
Shire of Ravensthorpe	Project Sponsor or delegate; Shire Project Manager; and relevant Shire officer/s by invitation.
DBCA	One nominated representative from the Department of Biodiversity, Conservation and Attractions.
State trails/sport/tourism agency	One nominated representative from the Department of Creative Industries, Tourism and Sport / successor agency, with final title to be confirmed by the Shire.
Community representatives	Three community representatives appointed by the Shire through an expression of interest or direct nomination process. Collectively, representatives should provide a balance of geography, trail interests, community perspectives, local knowledge and, where practical, walking, cycling, accessibility and tourism experience.
Consultant	Consultant Project Manager and technical specialists attend as non-member advisors to present work, answer questions and record advice.
Invited advisors	Traditional Owner representatives, Wagyl Kaip Southern Noongar Aboriginal Corporation, Main Roads WA, emergency services, tourism bodies, schools, access advocates or user groups may be invited for relevant agenda items.

A6. Appointment of community representatives

- The Shire will appoint three community representatives for the term of the project.
- Selection should seek balanced representation across Ravensthorpe, Hopetoun, Munglinup, Jerdacuttup and rural areas where possible.
- Selection should consider knowledge of walking, cycling, trail use, tourism, business, community wellbeing, accessibility, youth and family needs and/or environmental stewardship.
- Community representatives are expected to contribute constructively, respect confidentiality, declare conflicts of interest and encourage broad participation in public engagement.
- Community representatives do not speak on behalf of the Shire unless authorised by the Shire.

A7. Roles and responsibilities

Role	Responsibility
Chair	A Shire-nominated officer or representative chairs meetings, confirms agenda order, manages respectful discussion and summarises advice and actions.
Secretariat	The Shire Project Manager or delegate prepares agendas, circulates papers, records minutes/actions and maintains the committee register.
Committee members	Read papers, attend meetings, provide advice, identify risks/opportunities, declare conflicts and support community awareness of engagement opportunities.
Agency representatives	Provide advice on agency interests, land management considerations, approvals pathways, grant readiness and technical alignment, subject to agency roles and authority.
Consultant	Prepares papers, presents findings, explains options, records feedback and incorporates committee advice where approved by the Shire.
Project Sponsor	Receives escalated issues, resolves project direction matters and determines recommendations to Council or Shire executive processes.

A8. Meeting schedule

Meeting	Target timing	Main business
1	Late August 2026	Inception, Terms of Reference, project program, scope, stakeholder list and engagement plan.
2	Mid-November 2026	Desktop review, audit framework, facilities list, fieldwork plan, engagement readiness, field audit progress, consultation themes, local knowledge map, data gaps, issues, opportunities, priorities, constraints and concept candidates.
3	February 2027	Draft Masterplan review before or during public comment period; priority projects and implementation program.
4	March/April 2027	Final recommendations, implementation staging and close-out advice.

Additional meetings may be convened by the Chair where required to protect the project schedule or resolve a material issue. Out-of-session review may be used for minor changes, provided advice is recorded in the minutes or action register.

A9. Quorum and decision-making

- A quorum is the Chair or delegate, at least one Shire officer, at least one agency representative and at least two community representatives.

- The Committee will seek consensus wherever possible. Where consensus is not reached, the minutes must record the range of views and the Chair will escalate the matter to the Project Sponsor if required.
- Committee advice does not bind the Shire, the consultant, DBCA, the Department of Creative Industries, Tourism and Sport or any other agency.
- The Shire retains responsibility for final decisions, Council reporting, budget recommendations, procurement and contract management.

A10. Conflicts of interest, confidentiality and probity

- Members must declare actual, potential or perceived conflicts of interest at appointment and at the start of each meeting.
- A member with a material conflict may be asked by the Chair to leave the meeting for the relevant agenda item or may have their participation limited.
- Commercial-in-confidence information, draft documents and personal information from consultation must not be disclosed unless authorised by the Shire.
- Members must not direct the consultant outside approved meetings or agreed project communication channels.
- Media enquiries and public statements about the project must be referred to the Shire.

A11. Conduct and participation expectations

- Members will participate respectfully, listen to different views and focus on the Shire-wide public interest.
- Members will avoid using the Committee to advocate solely for a private benefit, personal project or single user group outcome.
- Members will provide feedback within agreed timeframes so the March 2027 completion date is maintained.
- Members will support inclusive community engagement and encourage participation through Shire-approved channels.
- Members will acknowledge that concept plans and priorities remain subject to funding, approvals, land manager consent, cultural heritage processes and detailed design.

A12. Reporting

Minutes and action items will be circulated to members within five business days of each meeting.

The Shire Project Manager will maintain a committee advice register showing major advice received, Shire response and influence on the Masterplan.

Key committee advice will be summarised in the final Masterplan engagement and governance section.

A13. Term, review and variation

The Committee commences when members are appointed and concludes when the final Trails Masterplan has been submitted for Council consideration or when the Shire determines the Committee is no longer required.

The Shire may vary these Terms of Reference at any time to meet governance, probity, project delivery or Council requirements