



Agenda

Ordinary Meeting of Council

to be held on

Tuesday 18 August 2026

at

Hopetoun Community Resource Centre

commencing at

6:00 pm



Notice is hereby given that the Shire of Ravensthorpe
Ordinary Council Meeting will be held in the
Hopetoun Community Resource Centre on Tuesday 18 August 2026,
commencing at 6:00 pm.

Nicole O'Neill JP
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council.

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In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meetings is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application. This meeting will be recorded, and the recording will be made publicly available on the Shire of Ravensthorpe website, together with the publication of the meeting minutes upon completion, in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996.

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AGENDA

Mission Statement *To grow our community through the provision of leadership, services and infrastructure.*

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Shire President to declare the meeting open.

The Shire President acknowledges the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

This meeting will be recorded, and the recording will be made publicly available on the Shire of Ravensthorpe website, together with the publication of the meeting minutes upon completion, in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996.

2 RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Cr Rachel Gibson	Shire President
Cr Robert Miloskeski	
Cr Bill Auburn	
Cr Helen Burton	
Cr Geoff Fyfe	

OFFICERS

Nicole O'Neill JP	Chief Executive Officer
Paul Spencer	Director Infrastructure Services
Rod McGrath	Acting Director Corporate & Community Services
Michelle Grobler	Executive Assistant

APOLOGIES

Nil.

LEAVE OF ABSENCE

Cr Benno Sutherland	Deputy Shire President
Cr Sue Leighton	

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4 PUBLIC QUESTION TIME

In accordance with section 5.24 of the *Local Government Act 1995*, a 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration Towards Public

When public questions necessitate resolutions of Council, out of courtesy and at the Shire President's discretion, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates the need for the public to wait an undetermined period of time).

5 DECLARATIONS OF INTEREST

Nil.

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES - 21 JULY 2026

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or Committee, as the case requires, for confirmation.

OFFICER RECOMMENDATION:

That the minutes and associated attachments of the Ordinary Council Meeting held on 21 July 2026 be CONFIRMED as a true and correct record.

Attachments

1. Unconfirmed Minutes OCM 21.07.2026 [**7.1.1** - 32 pages]

7.2 SPECIAL COUNCIL MEETING MINUTES - 03 AUGUST 2026

Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or Committee, as the case requires, for confirmation.

OFFICER RECOMMENDATION:

That the minutes and associated attachments of the Special Council Meeting held on 03 August 2026 be CONFIRMED as a true and correct record.

Attachments

1. Unconfirmed Minutes Special Council meeting 28 July 2026 [**7.2.1** - 73 pages]

8 ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

8.1 CR RACHEL GIBSON (SHIRE PRESIDENT)

21st July – OCM (Ordinary Council Meeting) online

28th July – SCM (Special Council Meeting) online

- Adoption 2026/2027 BUDGET

29th July – Broome Shire President Chris Mitchell Phone Conversation

- Networked spoke about Broome issues/upgrades and experiences.

30th July – ABC Interview Rio Tinto Sale

- **what impact would a sale have on the local economy?**

It is early days to comment at this point, however there is the potential for maybe 100 - 150 jobs to be created. This of course will bring great employment opportunities, and our small businesses will also benefit.

- **how do locals feel regarding the proximity of the mine to town? Noise, dust etc.**

Things like noise and dust are certainly a community concern, and if the mine goes back to being operational it will certainly need to be carefully managed.

- **how has the local economy fared since the mines closure last year?**

Look from previous experiences we have proved we are definitely a strong and resilient community.

Our farmers in agriculture have continued to be the shining light, the mining industry does come and go but the farming industry will be here forever.

We are lucky to have had some pretty good seasons in farming recently, and we are shaping up well for this coming years crop too, which is very fortunate.

- Finally, our community and shires relationships with our mining operators is very important to us and we plan to continue this with open communications in the future.

4th August – Corporate Discussion online12th August – Interview with Tara Delandergraft on African Boxthorn Rust Release

- SOR & CSIRO are working together to target certain African Boxthorn locations with a release of RUST into the plant.

12th August – Community Engagement Workshop Hopetoun Sporting Complex Masterplan review

- Many people attended to go through the 2022 masterplan and update/amend/discuss
- A lot of ideas and questions were raised
- Positive feedback given
- Next stage is to assess the feedback and make changes if necessary and available
- Then to issue for community feedback and bring to council
- Project will rely on grant funding

14th August Australian Citizenship Ceremony

- I had the pleasure to be the presiding Officer for the Grobler & Treurnich Families.

15th August – Winter Sports Grand Finals at Ravensthorpe

- Huge turn out and great to see sport at its best.

8.2 CR BENNO SUTHERLAND (DEPUTY SHIRE PRESIDENT)

- Nil – Approved leave of absence.

8.3 CR SUE LEIGHTON

- Nil – Approved leave of absence.

8.4 CR ROBERT MILOSESKI

- Nil.

8.5 CR BILL AUBURN

- Nil.

8.6 CR HELEN BURTON

- Nil.

8.7 CR GEOFF FYFE

- Nil.

9 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

10 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11 REPORTS TO COUNCIL

Nil.

12 REPORTS OF OFFICERS

12.1 EXECUTIVE SERVICES

12.1.1 DISABILITY ACCESS AND INCLUSION PLAN

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. Shire of Ravensthorpe DAIP 2026 2031 Draft [12.1.1.1 - 21 pages] 2. DAIP survey responses All 251118 Nov 2025 [12.1.1.2 - 19 pages] 3. DAIP Achievements REVIEW 2019 to 2026 [12.1.1.3 - 16 pages]
Previous Reference:	Not applicable

PURPOSE

1. To endorse the draft Shire of Ravensthorpe Disability Access and Inclusion Plan 2026-2031 (DAIP) for the purposes of public advertising.

BACKGROUND

2. The Shire's previous DAIP was the Disability Access and Inclusion Plan 2019-2024.
3. The draft 2026-2031 Plan builds on the previous DAIP, together with the Shire's current public feedback mechanisms, the Shire's disability access and inclusion webpage and feedback form, the 2025 DAIP review survey, and the access and inclusion themes carried forward from the earlier plan.
4. The previous DAIP established the Shire's practical approach to access and inclusion across services, buildings and facilities, information, customer service, complaints, consultation, employment and local partnerships.
5. The draft 2026-2031 DAIP continues that framework and strengthens it through an implementation plan that can be translated into service-level work plans, capital works programs and operational budgets.
6. DAIPs are a key driver of positive change to eliminate discrimination and provide inclusive facilities, information, services and workplaces.

COMMENT

7. The draft Plan is framed around the following purpose statement: an accessible, inclusive and welcoming community for people with disability, their families, carers, staff, volunteers and visitors.
8. It recognises that access and inclusion are about enabling people with disability to participate in community life, use local facilities safely and confidently, receive information in accessible formats, be heard in local decision-making and have equitable opportunities to work with the Shire.
9. The draft DAIP takes a practical and place-based approach and recognises our ageing population, seasonal tourism and event activity, emergency management responsibilities,

limited local specialist disability services and the opportunity to embed universal design into asset renewal and capital projects.

10. The draft Plan is structured around seven statutory outcome areas and an eighth local outcome carried forward and strengthened from the Shire's previous DAIP.

No.	Outcome area	Outcome statement
1	Services and events	People with disability have the same opportunities as other people to access Shire services and events.
2	Buildings and facilities	People with disability have the same opportunities as other people to access Shire buildings and facilities.
3	Information	People with disability receive information in formats that enable access as readily as other people.
4	Quality of service	People with disability receive the same level and quality of service from Shire staff as other people.
5	Complaints	People with disability have the same opportunities as other people to make complaints to the Shire.
6	Consultation	People with disability have the same opportunities as other people to participate in Shire public consultation.
7	Employment	People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.
8	Partnerships and community inclusion	The Shire encourages inclusive community leadership, advocacy, partnerships and local capacity building.

11. The implementation plan is proposed to be reviewed annually and translated into service-level work plans, capital works programs and operational budgets.
12. Key actions include:
- adopting accessible event planning tools and accessible event information for Shire-run and supported events;
 - preparing a priority access audit schedule for Shire facilities, public toilets, recreation assets, playgrounds, paths, ACROD bays, beaches and high-use public spaces;
 - embedding universal design and access compliance review into project briefs, design reviews, procurement and handover;
 - using alternative format statements and improving accessible Word, PDF, forms, maps, image, social media and website practices;

- delivering practical disability awareness and inclusive customer service training;
- reviewing complaint, request and feedback forms so they can be used in accessible formats and with assistance;
- preparing accessible consultation guidance and establishing an access and inclusion reference group or advisory mechanism proportionate to local capacity;
- reviewing recruitment templates, onboarding, workplace adjustments, work health and safety and emergency procedures through an inclusion lens; and
- using partnerships, grants, sponsorship and advocacy to improve regional access and inclusion outcomes.

CONSULTATION

13. The Shires Disability Access and Inclusion Survey ran from 2 October–12 November 2025 with 18 responses. The survey was promoted through the Shire's website and online survey platform, supported by the availability of paper copies from Shire offices, via word of mouth and Shire ran communication channels. Results are summarised in the draft DAIP.
14. The Shire undertook further community consultation from 18 May to 12 June 2026 with a community scorecard which generated 380 responses across residents, local businesses, Council affiliates and other respondents. The main report is based on the weighted results of 283 resident respondents.
15. A printed scorecard was delivered by Australia Post to all households with a residential post office box within the Shire. This ensured that residents in Ravensthorpe, Hopetoun, Munglinup, West River, Jerdacuttup, Fitzgerald and surrounding rural areas could receive information about the survey directly, including residents who may not regularly access online communication. An online version of the scorecard was also made available, providing residents with the option of completing the survey electronically.
16. The Shire promoted the survey through its own communication channels during the consultation period including the website, Facebook, the Shire e-newsletter and it the local community spirit. Copies were also available at Shire locations. The combination of residential post office box delivery, online access and supporting Shire communications was intended to maximise community awareness and enable participation through both printed and digital formats.
17. A summary of results that have influenced the development of the 2026 – 2031 DAIP are:
 - Universal access and inclusion achieved a performance index score of 51, improving from 46 in 2018. It remained two points below the industry average of 53, with 73% of respondents rating performance as okay, good or excellent.
 - People with disability recorded a score of 40 for universal access and inclusion. • The disability subgroup rated community buildings, halls and toilets (80), library services (80), sport and recreation (77), and parks, playgrounds and reserves (75) strongly. These are important strengths to preserve and extend.
 - Community comments called for mobility-scooter-suitable paths, accessible beach access, and better links to key destinations, including the silos and coastal locations such as Starvation Bay and Mason Bay. Overall performance. The 2026 score of 51 was five points higher than the 2018 score of 46. It was two points below the industry average of 53 and 13 points below the industry high of 64. Rating distribution. 5% rated performance excellent, 29% good, 39% okay, 19% poor and 8% terrible. The positive rating was therefore 73%. The detailed dashboard was

based on 185 respondents after excluding unsure and no response results. The scorecard's qualitative comments identify practical access issues that sit behind the quantitative results. The clearest themes were:

- Footpaths and mobility: requests for safer, better maintained and more extensive footpaths and cycleways, including surfaces suitable for mobility scooters.
 - Accessible destinations: improved links between town centres, the Ravensthorpe silos, beaches and other key destinations.
 - Beach access: maintenance and improvement of paths that enable people with moderate disability to reach and enjoy coastal locations, specifically including Starvation Bay and Mason Bay.
 - Health access: stronger local access to GPs, community nursing, allied health, dental care, hospital and emergency care, reducing the need to travel to Esperance or Albany.
 - Ageing population: health, community and transport planning that supports older residents and people whose disability or mobility makes long-distance travel difficult. Community consultation has directly impacted the development of the 2026-2031 priorities areas.
18. The proposed Officer recommendation is to undertake consultation on the final draft.
19. Advertising the draft Plan before final adoption will enable Council to hear from people with disability, families, carers, service providers, seniors, Aboriginal community members, community groups, local businesses, contractors, staff and the wider community. Feedback received through the consultation period can then be considered and incorporated, where appropriate, before the final DAIP is presented to Council for adoption.

STATUTORY ENVIRONMENT

20. Western Australian public authorities, including local governments, are required to develop, implement and maintain a current Disability Access and Inclusion Plan under the Disability Services Act 1993.
21. The draft Plan has been prepared with reference to the following legislative and strategic instruments:
- Disability Services Act 1993 (WA) and Disability Services Regulations 2004 (WA);
 - Disability Discrimination Act 1992 (Cth);
 - Equal Opportunity Act 1984 (WA);
 - United Nations Convention on the Rights of Persons with Disabilities;
 - Australia's Disability Strategy 2021-2031;
 - State Disability Strategy: A Western Australia for Everyone 2020-2030;
 - Shire of Ravensthorpe Integrated Planning and Reporting documents, asset planning, workforce planning, customer service standards and community plans; and
- Shire of Ravensthorpe Disability Access and Inclusion Plan 2019-2024.

POLICY IMPLICATIONS

22. G16 Community Engagement Policy and Strategy

FINANCIAL IMPLICATIONS

23. The DAIP will be delivered within the current approved budget and future items considered as a part of the annual budget process.

RISK MANAGEMENT

The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance risk if the Shire does not progress a current DAIP and undertake required consultation.	Possible	Major	High	Endorse the draft DAIP for public advertising in accordance with statutory consultation requirements, then present a final DAIP to Council for adoption.
Reputational risk if people with disability and community stakeholders do not have a genuine opportunity to comment.	Unlikely	Major	Medium	Use multiple accessible consultation methods, targeted stakeholder contact and alternative formats to support participation.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

24. Nil.

STRATEGIC ALIGNMENT

This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 1	Economy <i>The population is growing, in tandem with a thriving, resilient local economy</i>
Objective 1.1	To grow business and employment
Strategy 1.1.2	Encourage high standards of customer service and local support for local businesses
Objective 1.2	The right resources and infrastructure are in place to support local commerce and industry

Strategy 1.2.1	Support local tourism infrastructure development
Outcome 2	Community <i>This is a safe and family-friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off</i>
Objective 2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
Strategy 2.1.1	Continue to support the development of and access to core aged care and health services and facilities
Objective 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 2.2.2	Support the capacity of clubs and groups to develop and advocate for the reduction of red tape
Objective 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.1	Protect public health and amenity
Objective 2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
Strategy 2.4.1	Provide a range of community facilities and associated services in a way that maximises use and community activity
Objective 2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment
Strategy 2.5.1	Enable people, particularly seniors and people with disability, to be able to move easily around the town and to use community facilities
Outcome 3	Built Environment <i>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</i>
Objective 3.1	The Shire of Ravensthorpe has appropriate housing choice available to the community
Strategy 3.1.1	Continue to advocate for and collaborate on housing options for older people (e.g. age-appropriate housing) and people with disability which enables them to stay in the community during their lives
Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.2	Ensure that there is good communication between the Shire of Ravensthorpe and the community via a range of methods
Objective 5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
Strategy 5.4.1	Recruit, retain and develop the skilled and diverse workforce needed to implement the Shire's plans
Objective 5.7	Customer service and other corporate systems are of high quality

Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed
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VOTING REQUIREMENTS

25. Simple Majority

OFFICER RECOMMENDATION

That Council:

- a. **ENDORSES** the draft Shire of Ravensthorpe Disability Access and Inclusion Plan 2026-2031, as attached, for the purposes of public advertising and community consultation;
- b. **AUTHORISES** the Chief Executive Officer to advertise the draft Shire of Ravensthorpe Disability Access and Inclusion Plan 2026-2031 for a minimum period of 21 days, including publication on the Shire website and by public notice circulating within the district;
- c. **REQUESTS** that the Chief Executive Officer make the draft Plan available in alternative formats upon request and undertake targeted consultation with people with disability, families, carers, service providers, community organisations, local businesses, contractors, staff and other relevant stakeholders;
- d. **NOTES** that submissions received during the public advertising period will be reviewed and considered before the draft Plan is presented back to Council for final adoption; and
- e. **NOTES** that implementation of the final Disability Access and Inclusion Plan 2026-2031 will be subject to annual budget consideration, operational capacity, asset management planning and available external funding opportunities.

12.1.2 INTEGRITY FRAMEWORK

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. Shire_of_Ravensthorpe_Integrity_Framework_Revised_Draft [12.1.2.1 - 17 pages]
Previous Reference:	Not applicable

PURPOSE

1. To seek Council approval of the Shire of Ravensthorpe Integrity Framework, establishing a coordinated, risk-based approach to ethical conduct, integrity risk management, fraud and corruption prevention, reporting, assurance and continuous improvement.

BACKGROUND

2. The Shire has a range of existing integrity-related controls, including codes of conduct, fraud and corruption controls, risk management arrangements, delegations, procurement controls, statutory registers, public interest disclosure arrangements, recordkeeping requirements and audit processes.
3. The proposed Integrity Framework consolidates these elements into a single governance structure so that responsibilities, risks, controls and assurance activities can be managed and reviewed as one coordinated system.
4. The Framework has been developed using the Western Australian Public Sector Commission Integrity Framework Guide and Template and aligns with Embedding Integrity: Integrity Strategy for WA Public Authorities.
5. The State strategy expressly includes local governments within the term "public authorities" and promotes four improvement areas: plan and act to improve integrity; model and embody a culture of integrity; learn and develop integrity knowledge and skills; and be accountable for integrity.

COMMENT

6. The Framework is designed to be proportionate to a regional local government. It does not create a separate compliance bureaucracy; rather, it links existing policies, registers, risk processes, training, complaints, audit and reporting arrangements to common integrity risks and accountable control owners.
7. The proposed Framework assigns clear roles to Council, the Audit, Risk and Improvement Committee, the CEO, Executive Management Team, managers, employees and contractors.
8. It also identifies priority integrity risks relevant to local government operations, including conflicts of interest, gifts and benefits, procurement and contract management, misuse of Shire resources, payroll and recruitment, grant compliance, information security and regulation.
9. The Framework is informed by the Public Sector Commission integrity resources.

CONSULTATION

10. Internal consultation has been undertaken with the Chief Executive Officer, Executive Management Team and Human Resources.

STATUTORY ENVIRONMENT

11. Local Government Act 1995
12. Local Government (Audit) Regulations 1996
13. Local Government (Model Code of Conduct) Regulations 2021
14. Local Government (Financial Management) Regulations 1996
15. Corruption, Crime and Misconduct Act 2003
16. Public Interest Disclosure Act 2003
17. State Records Act 2000
18. Freedom of Information Act 1992

POLICY IMPLICATIONS

19. Adoption of the Framework will operate as an overarching governance framework.

FINANCIAL IMPLICATIONS

20. Nil.

RISK MANAGEMENT

The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Unlikely	Major	Medium	Ensure Integrity framework is adopted and understood by all stakeholders.
Reputational	Unlikely	Moderate	Medium	Ensure Integrity framework is adopted and understood by all stakeholders.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

21. Adopt the Integrity Framework
22. Adopt the Framework with specified amendments;
23. Defer consideration and request further information or review; or
24. Decline to adopt the Framework and continue to manage integrity through existing separate policies and controls.

STRATEGIC ALIGNMENT

25. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 1	Economy <i>The population is growing, in tandem with a thriving, resilient local economy</i>
Objective 1.1	To grow business and employment
Strategy 1.1.2	Encourage high standards of customer service and local support for local businesses

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
Strategy 5.4.1	Recruit, retain and develop the skilled and diverse workforce needed to implement the Shire's plans
Objective 5.5	The value of community owned assets is maintained
Strategy 5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
Objective 5.7	Customer service and other corporate systems are of high quality
Strategy 5.7.1	The Shire strives for a best practice in its customer service, including governance support, and continually seeks ways to improve delivery where needed

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. **ADOPTS the Shire of Ravensthorpe Integrity Framework, as per Attachment 1;**
2. **AUTHORISES the Chief Executive Officer to make minor administrative and legislative-reference amendments prior to publication, including updates required, provided those amendments do not materially alter the intent of the Framework;**

3. **NOTES that the Integrity Framework is an overarching governance and assurance framework and does not replace any statutory obligation, adopted code, Council policy, delegation, procedure or mandatory external reporting requirement.**

12.2 CORPORATE SERVICES

12.2.1 SCHEDULE OF ACCOUNTS PAID JULY 2026

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Wendy Spaans, Finance Officer
Authorising Officer:	Acting Director Community & Corporate Services
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. BP fuel card report [12.2.1.1 - 1 page] 2. July Credit Card Statement 2026 [12.2.1.2 - 1 page] 3. Creditor List of accounts paid July 26 [12.2.1.3 - 37 pages]
Previous Reference:	Not applicable

PURPOSE

1. This item presents the schedule of payments for the month of July. Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

2. Each month the Shire prepares a Schedule of Payments for council information.
3. Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.12 Payments from the Municipal or Trust Funds.
4. Trade Creditors are subject to strict monitoring and control procedures. In accordance with the Local Government (Financial Management) Regulations 1996 (Regulation 13), reporting on payments made from Municipal Fund and Trust Funds must occur monthly.
5. Effective from 1 September 2023 under Local Government (Financial Management) Regulations 1996 (Regulation 13A), if a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month.

COMMENT

6. The following provides an overview of the payments made for the period 01/07/2026 – 31/07/2026

2026-27							
Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Total Creditors	Payroll	Total
Jul		1,026,350	85,817	6,796		360,953	1,479,916
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
Jan							-
Feb							-
Mar							-
Apr							-
May							-
Jun							-
Total	0	1,026,350	85,817	6,796	0	360,953	1,479,916
25/26	54,343	8,963,542	952,648	102,255	10,072,788	3,818,922	13,891,710

7. The schedule of accounts as presented, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods, the performance of services, to prices computation, costings and the amounts that have been paid.

CONSULTATION

8. Accountant and Acting Director of Corporate and Community Services

STATUTORY ENVIRONMENT

9. Regulation 13 (1) – (3) of the Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

10. Nil.

FINANCIAL IMPLICATIONS

11. This item discloses Council's expenditure from Municipal funds which have been paid under delegated authority.

RISK MANAGEMENT

12. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That council does not receive the schedule of accounts.	Rare	Insignificant	Low	That Council receives the schedule of account payments

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)

Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

13. Nill.

STRATEGIC ALIGNMENT

14. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.2	The Council ensures its decisions are well informed and considered
Objective 5.3	The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future
Objective 5.6	Financial systems are effectively managed
Objective 5.7	Customer service and other corporate systems are of high quality

VOTING REQUIREMENTS

15. Simple Majority

OFFICER RECOMMENDATION

That Council:

- RECEIVE the electronic payments as per the attached schedules of accounts for payment totalling \$1,479,916 (one million, four hundred and seventy-nine thousand, nine hundred and sixteen).**

12.2.2 MONTHLY FINANCIAL REPORT JULY 2026

File Reference:	Nil
Location:	Not applicable
Applicant:	Not applicable
Author:	Rod McGrath, Acting Director Corporate & Community Services
Authorising Officer:	Nicole O'Neill, Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. July 2026 Monthly Financial Report [12.2.2.1 - 19 pages]
Previous Reference:	Not applicable

PURPOSE

1. This report presents the monthly Financial Statements for the period from 1 July 2026 to 31 July 2026 for Council endorsement.

BACKGROUND

2. The Monthly Statement of Financial Activity is prepared in accordance with the Local Government (Financial Management) Regulations 1996 r. 34 s. 6.4. The purpose of the report is to provide Council and the community with a reporting statement of year-to-date revenues and expenses as set out in the Annual Budget, which were incurred by the Shire of Ravensthorpe during the reporting period.

COMMENT

3. The Monthly Financial Report for the period ending 31 July 2026 is contained in the Attachments.

CONSULTATION

4. Nil.

STATUTORY ENVIRONMENT

5. Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2026/2027 Annual Budget or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

8. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Reputational – That Council does not receive the Financial Activity Statements as required by S6.4 of the LG Act 1995	Rare	Insignificant	Low	That council receives the Financial Activity Statements as required by legislation

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.5	The value of community owned assets is maintained
Strategy 5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
Strategy 5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
Objective 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

11. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. **RECEIVE the July 2026 Monthly Financial Reports as presented.**

12.2.3 FEES & CHARGES 2026-2027 REVISED

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Rod McGrath, Acting Director Corporate & Community Services
Authorising Officer:	Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. Fees & Charges 18 August 2026 [12.2.3.1 - 25 pages]
Previous Reference:	12.2.3 OCM 16 June 2026 and 7.1.1 SCM 28 July 2026

PURPOSE

1. To adopt the updated Schedule of Fees and Charges for 2026/2027, with minor amendments.

BACKGROUND

2. The Council adopts the Schedule of Fees and Charges on annual basis in accordance with section 6.1 (1) of the Local government Act 1995. This section allows for a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide other than a service for which a service charge is imposed.

COMMENT

3. Council has previously adopted the Schedule of Fees and Charges for the budget year 2026-2027.
4. Minor amendments plus a slight change in presentation of the Schedule of Fees and Charges for the 2026-2027 document have been incorporated in the Attachment. (Attachment 1)
5. The proposed amendments and change in presentation do not make a significant material difference to Council's previous adoptions of the Schedule of Fees and Charges for 2026-2027.

CONSULTATION

6. Before the June 2026 Ordinary Council Meeting, Councillors were consulted at a Corporate Discussion held on 2 June 2026.
7. Shire staff have been consulted and have been involved in several reviews of the documentation which have needed to be undertaken in the submission here of the Schedule of Fees and Charges for the budget year, 2026-2027.

STATUTORY ENVIRONMENT

8. Sections 6.16 and 6.17 of the Local Government Act (Imposition of fees and charges and Setting the level of fees and charges) Clauses 24 & 25 of the Local Government (Financial Management) Regulations 1996 (Service charges & fees and charges).

POLICY IMPLICATIONS

9. Nil

FINANCIAL IMPLICATIONS

10. Setting of fees and charges is an integral part of the budget preparation and will assist in predicting other revenue forecasts, other than rates.

RISK MANAGEMENT

11. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial	Unlikely	Minor	Low	Fees to be reviewed at budget reviews.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

12. Nil proposed.

STRATEGIC ALIGNMENT

13. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.1	The Shire's community is engaged and involved
Strategy 5.1.1	The community is provided with opportunities to engage on strategic, corporate, asset and financial plans, and other major plans and issues
Objective 5.2	The Council ensures its decisions are well informed and considered
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision making process
Objective 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

VOTING REQUIREMENTS

14. Absolute Majority

OFFICER RECOMMENDATION

That Council:

- 1. ADOPT the updated 2026/2027 Schedule of Fees and Charges as presented.**

12.3 REGULATORY SERVICES

12.3.1 8 FORREST WAY, HOPETOUN, WA, 6346

File Reference:	A13261 / P26-12
Location:	8 Forrest way, Hopetoun, WA, 6346
Applicant:	Billy Beecroft (owner)
Author:	Planning Officer
Authorising Officer:	Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. Shed and Site Plan cropped [12.3.1.1 - 2 pages]
Previous Reference:	Not applicable

PURPOSE

1. For Council to consider a development application for a proposed oversized outbuilding (shed) at 8 Forrest Way, Hopetoun, which exceeds the maximum outbuilding wall and ridge height permitted under Local Planning Policy 3 at the proposed boundary setback, and does not meet the minimum boundary setback under the Residential Design Codes of WA (R-Codes).

BACKGROUND

2. The Shire received application P26-12 on 4 April 2026 from Mr Billy Beecroft and Ms Ella Groves, owners of 8 Forrest Way, Hopetoun, for the construction of a shed within the rear yard of their existing residential lot.
3. The property is occupied by a single dwelling in which the owners currently reside. The proposed shed is for storage purposes, including the owners' boat, and is ancillary to the existing residential use of the lot.
4. The proposal is for a Colorbond-clad, steel-framed shed measuring 6.08m x 9m (approximately 54.7m²), with a wall height of 3.5m and a maximum ridge height of 4.09m under an 11-degree gable roof.
5. The shed is sited 0.5m from both the side (western) and rear boundaries of the lot.
6. As the proposal does not comply with the maximum outbuilding wall and ridge height under Local Planning Policy 3, or the minimum boundary setback under the R-Codes, the application was referred to the adjoining landowners for comment.

COMMENT

7. Statutory Consideration
 - a. Local Planning Policy 3 sets a graduated maximum outbuilding wall and ridge height relative to the boundary setback provided. Where a 0.5m side boundary setback is proposed, as is the case here, the Policy permits a maximum wall height of 2.4m and a maximum ridge height of 3.9m. The proposed shed has a wall height of 3.5m and a ridge height of 4.09m, variations of 1.1m and 0.19m respectively above the Policy standards applicable at that setback.
 - b. The Residential Design Codes of WA (R-Codes) deemed-to-comply provisions for outbuildings (cl 5.4.3) require a minimum setback of 1.0m from side and rear boundaries. The proposed shed is sited 0.5m from both the side and rear boundaries, a variation of 0.5m against each boundary.

- c. None of these variations is capable of approval under staff delegation, as delegated authority does not extend to approving a departure from an adopted Local Planning Policy standard or an R-Codes deemed-to-comply provision.
 - d. As the variations sought fall outside staff delegation, the application is referred to Council for determination. Given the reduced setbacks sought, the two adjoining landowners were also invited to comment on the proposal (refer Consultation, below).
8. Wall Height
- a. The proposed wall height of 3.5m is 1.1m above the 2.4m standard that applies under Local Planning Policy 3 at the 0.5m boundary setback proposed; the associated ridge height (4.09m) is a more modest 0.19m above the corresponding 3.9m standard. While the wall height variation is more significant than a minor departure, it reflects a standard commercial shed profile (11° gable) rather than a deliberate increase in scale. The shed remains a small (54.7m²), single-storey structure, and no objection has been raised by either adjoining owner directly affected by the reduced setback. On balance, the variation is not considered likely to result in unreasonable amenity, bulk or overshadowing impacts sufficient to warrant refusal.
9. Boundary Setback
- a. The reduced 0.5m setback applies to both the side and rear boundaries. Having regard to the R-Codes design principles for outbuildings and given that no objection has been raised by either adjoining owner directly affected by the reduced setbacks, the variation is not considered to give rise to unreasonable amenity impacts.
10. Appearance and Materials
- a. The shed is finished in Colorbond cladding, matching the colour palette of the existing dwelling. This is considered a reasonable and consistent approach for a residential outbuilding and is not considered to raise a significant amenity concern.

CONSULTATION

- 11. Given the reduced boundary setbacks sought, the application was referred to the two adjoining landowners for comment with one neighbour responding on 25 June 2026 confirming no objection to the proposal. The second neighbour did not respond by the closing date of 15 July 2026 and this is treated as no objection consistent with the advice given to submitters.
- 12. One submission was received from neighbours without objection.

STATUTORY ENVIRONMENT

- 13. Planning and Development Act 2005.
- 14. Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions), including Clause 64 (advertising of applications) and Clause 67 (matters to be considered by the local government).
- 15. Shire of Ravensthorpe Local Planning Scheme No. 6.
- 16. Residential Design Codes of WA (R-Codes).
- 17. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

18. Local Planning Policy 3 sets a graduated maximum outbuilding wall height and ridge height relative to the boundary setback provided; at the proposed 0.5m boundary setback, the maximum wall height is 2.4m and the maximum ridge height is 3.9m. The proposed 3.5m wall height and 4.09m ridge height represent variations of 1.1m and 0.19m respectively against these standards.
19. The R-Codes deemed-to-comply provisions for outbuildings (cl 5.4.3) require a minimum 1.0m setback from side and rear boundaries. The proposed 0.5m setback from both the side and rear boundaries represents a variation of 0.5m against this standard.

FINANCIAL IMPLICATIONS

20. Planning application fees have been received in accordance with the Shire's adopted Schedule of Fees and Charges.

RISK MANAGEMENT

21. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Statutory / Procedural	Possible	Minor	Medium	Consultation obligations have been discharged in relation to seeking comment from the adjoining owners regarding the reduced boundary setbacks.
Reputational	Rare	Insignificant	Low	Consistency with decision making, subject to consistent application of the relevant Policy and R-Codes standards.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

22. Council may resolve to refuse the application on the basis of non-compliance with the outbuilding of wall height and boundary setback standards. This is not recommended given the planning merits outlined in this report and the absence of any objection from adjoining owners.

STRATEGIC ALIGNMENT

23. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 3	Built Environment <i>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</i>
Objective 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town

VOTING REQUIREMENTS

24. Simple Majority

OFFICER RECOMMENDATION

That Council:

Approve Development Application P26-12 for a proposed oversized outbuilding (shed) at 8 Forrest Way, Hopetoun, incorporating a variation to the maximum outbuilding wall height and ridge height under Local Planning Policy 3 (wall height 3.5m proposed, 2.4m standard at the proposed 0.5m setback; ridge height 4.09m proposed, 3.9m standard) and a variation to the minimum boundary setback under the Residential Design Codes of WA (0.5m proposed, 1.0m standard, to the side and rear boundaries), subject to the following conditions:

- 1. Development shall be carried out in accordance with the approved plans and details submitted with the application.**
- 2. External wall and roof cladding colours shall be non-reflective and complementary to the existing dwelling.**
- 3. Stormwater from the outbuilding shall be contained and disposed of on-site.**
- 4. The outbuilding shall not be used for human habitation or a commercial purpose.**
- 5. The development shall not adversely affect the amenity of the locality by reason of noise, dust or visual impact.**

And the following advice notes:

- 1. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**
- 2. The development is to comply with the Building Code of Australia, Building Act 2011, Building Regulations 2012 and the Local Government Act 1995.**
- 3. It is the responsibility of the applicant to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.**
- 4. It is the responsibility of the applicant to ensure that building setbacks correspond with the legal description of the land. This may necessitate re-surveying and re-pegging the site. The Shire of Ravensthorpe will take no responsibility for incorrectly located buildings.**

12.3.2 LOT 49 LECHENAULTIA DRIVE, HOPETOUN (P26-20)

File Reference:	P26-20
Location:	Lot 49 (49) Lechenaultia Drive, Hopetoun
Applicant:	Rowe Group (on behalf of the operator, Comiskey's Contracting Pty Ltd, trading as Hopelime)
Author:	Leah Davies, Regulatory Services manager
Authorising Officer:	Chief Executive Officer
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. 1. Signed Planning Application and Rowe Group Submission Letter dated 22 June 2026 [12.3.2.1 - 9 pages] 2. 2. Certificate of Title [12.3.2.2 - 2 pages] 3. 3. Extraction Plan [12.3.2.3 - 2 pages] 4. 4. Landform Research Environmental Report [12.3.2.4 - 17 pages] 5. 5. Neighbour letter 1 [12.3.2.5 - 2 pages] 6. 6. Neighbour letter 2 [12.3.2.6 - 1 page] 7. 10. Neighbour letter 3 [12.3.2.7 - 2 pages] 8. 7. Email from Water Corporation - 23.07.2026 [12.3.2.8 - 1 page] 9. 8. Letter from DMPE - 22.07.2026 [12.3.2.9 - 2 pages] 10. 9. Letter from DBCA - 06.08.2026 [12.3.2.10 - 2 pages]
Previous Reference:	Not applicable

PURPOSE

1. For Council to consider a development application for the continuation of an existing limestone and gravel extractive industry, including blasting, at Lot 49 (49) Lechenaultia Drive, Hopetoun, and to consider a variation to the Shire's Local Planning Policy 6- Extractive Industry to support a reduced buffer distance for blasting.

BACKGROUND

2. The subject site has a long-established history of limestone and gravel extraction, documented as occurring since at least the early 1980s. Shire records do not contain evidence of an original development approval for the use; the operation has instead been administered through successive Extractive Industry Licence (EIL) renewals.
3. On identifying the absence of a formal development approval, the Shire required the current landowner, RVT Holdings Pty Ltd, to lodge a development application to regularise the operation. This report addresses that application, prepared by Rowe Group on behalf of the operator, Comiskey's Contracting Pty Ltd.
4. The site is zoned 'Rural' under Local Planning Scheme No. 6 (LPS6) and forms part of Special Control Area 3- Basic Raw Materials Protection Area. Surrounding land includes rural lots and a residential subdivision to the south-east, created some years after the quarry commenced operating. Owners of dwellings in that subdivision, and other nearby lots, hold notifications on their certificates of title acknowledging proximity to an existing mining/extractive operation.
5. The application seeks approval for the continuation of the existing operation within its current, historically disturbed footprint, including blasting where required to loosen limestone. The application does not seek approval for any new or additional clearing of vegetation.

6. The application seeks a buffer of approximately 300 metres between blasting activity and the nearest sensitive premises, rather than the 1,000 metre generic buffer specified in the Shire's Local Planning Policy 6- Extractive Industry for operations involving blasting. This represents a variation to the Policy, addressed in detail under Comment below.
7. As the application involves a discretionary ('A') use under LPS6 and a variation from the Shire's adopted Local Planning Policy, it was advertised for the statutory 21-day period under Clause 64 of the deemed provisions, and referred to Water Corporation, the Department of Water and Environmental Regulation (DWER), Department of Biodiversity, Conservation and Attractions (DBCAs) and the Department of Mines, Petroleum and Exploration (DMPE) for comment.

COMMENT

8. Zoning and Land Use Permissibility

'Industry – Extractive' is a defined, discretionary ('A' / advertised) use under LPS6 in the Rural zone. The use is capable of approval, subject to the exercise of Council's discretion following advertising, which has now occurred.

9. Special Control Area 3 – Basic Raw Materials Protection Area

The site falls within SCA3, which recognises the site's long-standing strategic value as a basic raw materials resource area and supports its continued, appropriately managed use, consistent with State Planning Policy 2.4.

10. Local Planning Policy 6 – Extractive Industry: Buffer Requirements

The Policy sets generic buffer distances of 300–500 metres for sand and limestone extraction without blasting, and 1,000 metres for extractive operations involving hard rock quarrying, blasting, crushing and screening. The application, as lodged, seeks a reduced buffer of approximately 300 metres for blasting, representing a variation from the Policy's 1,000 metre standard for blasting operations.

11. Blasting Buffer Variation – Technical Advice from DMPE

DMPE's referral response has materially informed this assessment. DMPE has confirmed the 1,000 metre figure is a generic guidance value drawn from EPA Guidance Statement No. 3, addressing fly-rock risk associated with hard rock quarry blasting, rather than a mandatory setback, and has advised that site-specific studies can justify an alternative distance. DMPE has drawn a distinction between that higher-risk category and the lower-intensity blasting proposed at this site, used to loosen limestone rather than to fracture hard rock at a quarry face, and has not objected to a reduced buffer, subject to the blasting methodology and controls being clearly defined and confirmed against actual site practice.

Officers consider this technical advice provides a reasonable basis to support a variation from the Policy's generic 1,000 metre buffer to a site-specific buffer of 300 metres, subject to conditions requiring an approved Blast Management Plan and confirmation of on-site buffer compliance in practice (see recommended conditions). This is a case-specific variation, informed by the particular blasting method and site circumstances, and should not be treated as a precedent for other extractive industry proposals without equivalent technical justification (see Policy Implications).

Officers also note that dwellings in the vicinity of the site, including within the residential subdivision to the south-east, hold notifications on their certificates of title acknowledging proximity to an existing mining/extractive operation. While these notifications do not specifically reference blasting, they reflect that the subdivision creating those dwellings

proceeded with knowledge of the site's extractive use and the buffer/amenity considerations addressed in the environmental assessment prepared at that time.

12. Vegetation Clearing

The application does not include, and this approval does not authorise, any clearing of vegetation. This is recommended to be expressly conditioned, so the approval cannot be relied upon, now or in the future, to justify clearing beyond the existing disturbed footprint without separate approval.

13. Department of Biodiversity, Conservation and Attractions (DBCA) – Fauna, Vegetation and Rehabilitation Matters

DBCA's referral response, received 6 August 2026, raises a number of matters requiring further information rather than confirming no objection outright. DBCA advises blasting has the potential to disturb threatened fauna, including Black Cockatoos and Malleefowl, and that a Section 40 authorisation under the Biodiversity Conservation Act 2016 may be required where protected fauna are likely to be disturbed, taken or otherwise impacted. DBCA also recommends a detailed Rehabilitation and Revegetation Plan be prepared, addressing rehabilitation works completed to date, success criteria and monitoring methods, timelines for progressive rehabilitation and closure, species and seed provenance information, and the storage and management of stripped topsoil.

DBCA further recommends a comprehensive Dust Suppression and Dust Management Plan, and a current, site-specific Dieback Management Plan addressing hygiene measures for vehicles, machinery, water sources and earthworks, given water-based dust suppression has the potential to introduce or spread *Phytophthora dieback* into the adjacent Kwongan Threatened Ecological Community (TEC).

DBCA notes the Proteaceae Dominated Kwongan Shrublands TEC was conservation-listed after the quarry commenced operating but advises that clearing associated with the operation has continued following that listing and has requested the extent of this be demonstrated. DBCA also notes the recent listing of *Cassia arcuata* as threatened flora known to occur near the operational footprint, and recommends a survey be undertaken to demonstrate the species will be avoided.

As this application does not authorise any new clearing (see Vegetation Clearing above), the additional impact on the TEC and on *Cassia arcuata* from continuation of the existing footprint is limited. However, DBCA's advice that clearing has continued since the TEC's listing raises a separate compliance question that this application does not resolve; officers recommend this be referred back to DBCA and followed up by the Shire independently of this determination. DBCA's other matters are recommended to be addressed through conditions requiring a fauna/Section 40 confirmation prior to blasting, an expanded Rehabilitation and Revegetation Plan, a Dust Suppression and Dust Management Plan, a Dieback Management Plan, and a *Cassia arcuata* survey prior to any further disturbance (see Officer Recommendation below).

14. Regularisation of an Existing Use

This application does not authorise a new use or an expansion of activity; it formalises a use that has operated for over three decades under successive Extractive Industry Licences without a corresponding development approval. Any approval granted should make clear it regularises the existing operation within its current footprint and does not endorse expansion, new clearing, or an increase in scale beyond recently observed levels (up to 20 heavy vehicle movements per day).

15. Approved Application Area

The extent of this approval is defined by the Site Plan – Physical Features and Application Area (Planning Enterprises, 23 December 2005) (Attachment 1), which shows the application area, the existing quarry, and other physical features and constraints identified during field inspections. This approval does not extend to any land outside the application area shown on Attachment 1 and does not authorise extraction or any other activity the subject of this application outside that area. Attachment 1 also identifies indicative limestone and gravel resource areas; this is provided for information only, and approval of this application does not authorise the extraction of those resources where they are located outside the application area.

16. Established Use and Changed Circumstances

The quarry pre-dates the residential subdivision to the south-east, and there is a legitimate planning basis, reflected in State Planning Policy 2.4, for protecting an established basic raw materials operation from encroachment by later sensitive uses, rather than the reverse. That subdivision proceeded with title notifications addressing general proximity to the extractive operation, informed by the environmental assessment prepared at the time.

However, this principle does not resolve the blasting question on its own. Blasting specifically has never been the subject of any approval, planning or otherwise, and the subdivision notifications do not specifically reference it. Officers have therefore treated blasting as a matter requiring its own justification on the evidence now available (in particular, DMPE's technical advice), rather than as an activity carried over automatically by virtue of the site's history. This is reflected in the buffer variation and Blast Management Plan conditions recommended below.

17. Regulatory Completeness – Benchmarking Against Comparable WA Extractive Industry Approvals

Given the scrutiny this application is likely to attract, officers have benchmarked the recommended conditions against extractive industry approvals and policies of other WA local governments, including the Shires of Capel, Harvey, Waroona, Augusta-Margaret River, Manjimup and Northam. This review identified several matters of standard or common practice not addressed in the application as lodged, and which officers recommend be included as conditions of approval:

- a. Time-limited approval: WA extractive industry approvals are commonly granted for a fixed term (typically 2–10 years), rather than indefinitely, with a further application required for continuation. This approval is recommended to be limited to 5 years.
- b. Rehabilitation bond/bank guarantee: it is standard practice for an approval of this kind to be secured by a financial security (bond or bank guarantee) toward site rehabilitation, calculated from an itemised cost estimate and held for a period following completion of rehabilitation works. No such security currently applies to this site.
- c. Rehabilitation Plan: a current, detailed rehabilitation plan (materials, staging, re-contouring, revegetation) is recommended as a standing condition, rather than reliance on the general measures described in the 2005/06 Landform Research report.
- d. Part V (Environmental Protection Act 1986) licensing: crushing and screening operations at or above 50,000 tonnes per annum design capacity fall within Category 5 prescribed premises, requiring a works approval/license from DWER. This has not been confirmed for the current operation and is recommended to be addressed by condition.
- e. Haulage route: given the volume of heavy vehicle movements associated with the operation, and noting the operator has recently constructed a new access/egress road

to the pit, officers recommend the approved haulage route be a matter for written agreement between Council and the operator as part of this approval, rather than assumed from the road the operator has constructed. This is consistent with the approach taken by other local governments in respect of comparable operations.

- f. Aboriginal heritage: Shire records do not show that a search of the Aboriginal Cultural Heritage Inquiry System (ACHIS), or any assessment under the Aboriginal Heritage Act 1972, has been undertaken for this site. It is recommended that this be confirmed by condition before any extraction occurs outside the currently disturbed footprint.

These matters are reflected in the recommended conditions in Section 12 (Officer Recommendation) below.

CONSULTATION

18. The application was advertised for the statutory minimum period of 21 days by letter to owners of properties in the vicinity of the site, and referred to Water Corporation, DWER, DBCA and DMPE for comment. The advertising period closed on 4 August 2026. Three public submissions and three agency referral responses (Water Corporation, DBCA and DMPE) were received; a response from DWER had not been received at the time of this report.
- A nearby landowner. Support. Considers the proposal consistent with the basis on which the quarry was originally developed and wishes to see the operation continue as per the status quo.
- A nearby resident. Support. Advises she has not experienced any unreasonable dust or noise impacts from the existing operation, including from previous blasting, which she considers has been conducted professionally with appropriate communication to surrounding landholders. Considers the operation a long-established and appropriate use of the site and supports approval, including the proposed provision for controlled blasting, subject to standard conditions.
- Nearby residents. Objection. Consider information in the application to be incorrect and request a site meeting; note the environmental report/mapping references the former Lot 6382 and is dated 2004; raise the mortgage recorded on the Certificate of Title; consider blasting will be required within 1,000 m of dwellings; request a special Council meeting to view footage of a prior blast.
- Water Corporation — No objection. No existing or planned water/wastewater infrastructure within the subject area.
- Department of Mines, Petroleum and Exploration (DMPE). Support, with recommended conditions. No significant issues raised, regards the 2005/06 Landform Research report as adequate for a renewal/continuation application (though would be inadequate for a new licence application). Recommends the blasting methodology and controls be clearly defined and confirmed against actual site practice (refer Comment).
- Department of Biodiversity, Conservation and Attractions (DBCA) — Further information required. Identifies several matters requiring further information before the environmental impacts of the proposal can be adequately assessed, including fauna disturbance from blasting, rehabilitation performance and topsoil management, dust suppression and dieback risk, and potential impacts to a recently listed threatened flora species and an adjacent threatened ecological community (see Comment).

19. The objection has been carefully considered. Consistent with the approach previously communicated to the submitters, this submission has been treated as their formal input to the advertising process, rather than as the basis for a separate site meeting or special Council meeting. The submitters remain welcome to address Council directly by way of deputation when this item is listed on the agenda.
- a. Currency and accuracy of the application material. Lot 49 is understood to be a resultant lot from the subsequent subdivision of the former, larger Lot 6382, which explains the earlier lot reference in the 2004/2005 mapping. Officers agree the currency of that report is limited, a view shared by DMPE. This is addressed through the recommended Blast Management Plan and site-procedure-review conditions, rather than reliance on the 2005/06 report alone.
 - b. Mortgage recorded on the Certificate of Title: this is a civil and contractual matter between the vendor and purchaser. RVT Holdings Pty Ltd is the registered proprietor of the land and is entitled to make, or authorise, this application. It is not a planning consideration relevant to the assessment of the application.
 - c. Extent of blasting and focus on agricultural limestone. The application seeks continuation of the existing operation, not an expansion or change in the nature of extraction. The buffer and methodology concerns raised are addressed through the recommended Blast Management Plan and buffer conditions, which will require the operator's blasting practices to be defined, confirmed and made available for the Shire's ongoing monitoring.
 - d. Request for a special Council meeting. Officers do not consider a special or separate site meeting necessary to determine this application. The submitters remain welcome to make a deputation to Council when this item is listed on the agenda for the ordinary Council meeting at which it is considered. The submitters have been advised of this via email.

STATUTORY ENVIRONMENT

- 19. Planning and Development Act 2005.
- 20. Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 (deemed provisions) – Clause 64 (advertising of applications) and Clause 67 (matters to be considered by the local government).
- 21. Shire of Ravensthorpe Local Planning Scheme No. 6.
- 22. Shire of Ravensthorpe Local Planning Policy 6 – Extractive Industry.
- 23. State Planning Policy 2.4 – Basic Raw Materials.
- 24. Environmental Protection Act 1986, Part V (Division 3) and Environmental Protection Regulations 1987, Schedule 1 – prescribed premises works approvals and licensing, administered by the Department of Water and Environmental Regulation.
- 25. Aboriginal Heritage Act 1972.
- 26. Biodiversity Conservation Act 2016, including Section 40 authorisation requirements for impacts to protected fauna.
- 27. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

28. Approval on the terms recommended represents a case-specific variation from the Shire's Local Planning Policy 6- Extractive Industry, supported by technical advice from DMPE. This variation applies to the particular circumstances of this site and blasting methodology.

FINANCIAL IMPLICATIONS

29. Planning application fees were received in accordance with the Shire's adopted schedule of fees and charges.

RISK MANAGEMENT

The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Statutory / Procedural	Possible	Minor	Medium	Consultation obligations under Clause 64 of the deemed provisions have been properly discharged, including referral to Water Corporation and DMPE and advertising to adjoining and nearby owners.
Amenity / Environmental (blasting)	Possible	Moderate	Medium	Mitigated through the recommended Blast Management Plan, buffer condition, compliance with AS 2187.2 and the Environmental Protection (Noise) Regulations 1997, and complaints-register/record-keeping conditions enabling Shire oversight.
Reputational	Possible	Minor	Medium	Managed through transparent consideration of submissions, the CEO's offer to receive a deputation from the objecting submitters, and consistent application of the Policy variation on stated technical grounds.
Financial / Rehabilitation	Possible	Moderate	Medium	Mitigated by the recommended rehabilitation bond/bank guarantee and approved Rehabilitation Plan conditions, ensuring the Shire is not exposed to the cost of site reinstatement in the event of default.
Environmental – Flora, Fauna and TEC	Possible	Moderate	Medium	Mitigated by recommended conditions requiring a fauna/Section 40 confirmation, an expanded Rehabilitation and Revegetation Plan, Dust Suppression and Dieback Management Plans, and a threatened flora survey prior to further disturbance, consistent with DBCA's advice of 6 August 2026.

Risk Matrix:

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
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Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

30. To refuse the application.
31. To approve with amendment to the conditions
32. To defer the item and request more information.

STRATEGIC ALIGNMENT

This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 3	Built Environment <i>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</i>
Objective 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
Strategy 3.2.3	Plan for appropriate location of activities within the Shire, in a way that is consistent with the community's vision for the future

VOTING REQUIREMENTS

33. Simple Majority

OFFICER RECOMMENDATION

That Council:

APPROVE Development Application P26-20 for the continuation of an existing Industry – Extractive (limestone and gravel) use, including blasting, at Lot 49 (49) Lechenaultia Drive, Hopetoun, and APPROVE a variation to the Shire's Local Planning Policy – Extractive Industry to permit a reduced buffer of 300 metres for blasting subject to the following conditions:

1. **This approval relates to the continuation of the existing extractive industry operation within the application area shown on Attachment 1 (Site Plan – Physical Features and Application Area, Planning Enterprises, 23 December 2005) only, and does not authorise any extraction, or any other activity the subject of this approval, outside that area, any expansion of the operational area, or any increase in scale beyond recently observed levels (up to 20 heavy vehicle movements per day).**
2. **Prior to the commencement of any further extraction under this approval, the operator shall engage a licensed surveyor to survey and clearly mark out the extent of the application area shown on Attachment 1 (Site Plan – Physical Features and Application Area, Planning Enterprises, 23 December 2005) and shall provide a copy of that survey to the Shire. The Shire may inspect the site to confirm the surveyed extent of the application area and to confirm that no native vegetation exists within it.**

3. **No clearing of vegetation is permitted under this approval. Any future clearing requires separate approval, including any necessary clearing permit.**
4. **Extraction, processing and ancillary activities shall be managed generally in accordance with the measures described in the Landform Research Environmental Report, including operation below natural ground level where practicable, perimeter bunding, vegetation screening and dust suppression, to the satisfaction of the Shire.**
5. **Blasting is not permitted until a Blast Management Plan has been submitted to, and approved in writing by, the Shire. The Blast Management Plan shall clearly define the blasting methodology and controls to be used, and shall include confirmation, based on a review of current site procedures, that a minimum buffer of 300 metres is achieved and maintained between the blast area and the nearest sensitive premises.**
6. **Once an approved Blast Management Plan is in place, blasting may be undertaken only in accordance with that Plan and this approval, subject to a minimum 300 metre buffer between the blast area and the nearest sensitive premises.**
7. **Written notice shall be given to the Shire, and to the occupiers of dwellings within the approved buffer, no less than 48 hours prior to any intended blast.**
8. **The operator shall maintain a complaints register recording any noise, dust or blasting-related complaints from adjoining or nearby landowners and shall make blast records and the complaints register available to the Shire and DMPE upon request.**
9. **The operator shall maintain a current public liability insurance policy, noting the Shire's interest, and shall provide evidence of that policy to the Shire upon request.**
10. **This approval is valid for a period of 5 years from the date of grant, after which a further development application is required for continuation of the operation.**
11. **Prior to any further extraction occurring under this approval, the operator shall submit a detailed Rehabilitation and Revegetation Plan for the Shire's written approval (having regard to DBCA's advice of 6 August 2026), addressing: details of rehabilitation works completed to date; rehabilitation success criteria and monitoring methods; proposed timelines for progressive rehabilitation and mine closure activities; species lists and seed provenance information for revegetation works; and the location, storage and management of stripped topsoil intended for future rehabilitation. The operator shall carry out rehabilitation in accordance with that Plan as extraction proceeds.**
12. **The operator shall provide written confirmation to the Shire of the design or production capacity of any crushing and screening plant used on site and shall obtain and maintain any works approval or licence if required under Part V of the Environmental Protection Act 1986 for that plant, prior to its continued use.**
13. **Vehicles associated with the operation shall access and egress the site via a route to be agreed in writing between Council and the operator. The construction of any access or egress road by the operator does not, of itself, constitute Council's agreement to its use as the approved haulage route. Any future variation to the approved haulage route requires the further written agreement of Council. No other local road shall be used for through-haulage associated with the operation, other than for direct local deliveries. Any road constructed by the operator for site access or egress shall not involve the removal of native vegetation. Where removal of vegetation is required for the construction of any access or egress road, the operator shall submit a suitable plan addressing that removal to the Shire for its consideration and approval prior to any works occurring.**

14. **The operator shall prepare and implement a Dust Suppression and Dust Management Plan to the Shire's satisfaction, which shall address how dust suppression activities (including water application to roads and disturbed areas) will be managed to avoid the introduction or spread of Phytophthora dieback and other soil-borne pathogens into the adjacent Kwongkan Threatened Ecological Community.**
15. **The operator shall prepare and implement a current, site-specific Dieback Management Plan to the Shire's satisfaction, addressing hygiene measures for vehicles, machinery, water sources and earthworks activities associated with the operation, including where dust suppression relies on water cart operations.**
16. **The operator shall provide to the Shire a written assessment demonstrating the extent of clearing undertaken within the Proteaceae Dominated Kwongkan Shrublands Threatened Ecological Community since its conservation listing, and the impacts of that clearing on the ecological community.**

And the following advice notes:

17. **This approval does not constitute the granting or renewal of an Extractive Industry Licence; a separate licence application/renewal is required under the Shire's extractive industry licensing arrangements.**
18. **It is the responsibility of the operator to hold all other approvals required under any other written law, including any licence or works approval administered by the Department of Water and Environmental Regulation, and any requirements of the Department of Mines, Petroleum and Exploration.**
19. **This approval does not authorise vegetation clearing. A separate clearing permit and/or development approval would be required for any future clearing.**
20. **It is recommended that the Shire and the operator agree a review timeframe (e.g. 12 months from commencement of blasting) for the approved Blast Management Plan and buffer arrangements, to allow reassessment based on operational experience and any complaints received.**
21. **The operator's attention is drawn to the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries and the DBCA Guidelines for the Management and Rehabilitation of Basic Raw Material Pits.**
22. **The identification of limestone and gravel resource areas on Attachment 1 (Site Plan – Physical Features and Application Area, Planning Enterprises, 23 December 2005) is for information purposes only. This approval does not authorise the extraction of any resource located outside the application area shown on that plan.**
23. **Blasting is to comply with the Mines Safety and Inspection Act 1994, the Dangerous Goods Safety (Explosives) Regulations 2007 (including preparation of a blast plan and written blast records for each blast), the Environmental Protection (Noise) Regulations 1997, and Australian Standard AS 2187.2 in respect of ground vibration and airblast limits.**
24. **Prior to any extraction occurring outside the currently and historically disturbed footprint, the operator should ensure, based on a search of the Aboriginal Cultural Heritage Inquiry System and any assessment required under the Aboriginal Heritage Act 1972, that the extraction will not harm any Aboriginal site or object.**
25. **Prior to any blasting or other high-intensity disturbance activity, the operator shall provide written confirmation to the Shire addressing the potential impacts of that**

activity on threatened fauna, including Black Cockatoos and Malleefowl, and shall obtain and provide evidence of any authorisation required under Section 40 of the Biodiversity Conservation Act 2016 if required prior to that activity occurring.

26. **Prior to any extraction occurring outside the currently and historically disturbed footprint, the operator shall undertake a survey for Cassia arcuata (or engage a suitably qualified person to do so) and shall demonstrate to the Shire's satisfaction that this species will be avoided and protected from operational impacts.**

12.4 INFRASTRUCTURE SERVICES

12.4.1 RFT-2026-2027-001 : SUPPLY OF FUEL TANKS, FUEL MANAGEMENT SYSTEM AND DIESEL

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Paul Spencer, Director Infrastructure Services
Authorising Officer:	Chief Executive Officer Director Infrastructure Services
Date:	18 August 2026
Disclosure of Interest:	Nil
Attachments:	1. CONFIDENTIAL REDACTED - Cost [12.4.1.1 - 1 page] 2. CONFIDENTIAL REDACTED - Cost Comparisons - Stable Price [12.4.1.2 - 1 page]
Previous Reference:	Not applicable

PURPOSE

1. To recommend to Council a fuel supply contractor for the next five (5) years commencing 1st October 2026 with an option to extend this term for a further five (5) years.

BACKGROUND

2. In 2021 WA Fuel Supplies were approved for a five (5) year contract to supply tanks and fuel to the Shire that ends in September 2026. Feedback from Shire staff and firefighting groups about the fuel supply system at the Shire has been very positive and similar process for the future is preferred.
3. On 16 July 2026, Council Officer's invited several fuel suppliers already operating in the Shire to participate in a closed tender process, as fuel is exempt from a full open tender process. The request for tender document included the provision of two large, fixed tanks at the Shire Depots in Hopetoun and Ravensthorpe and a smaller tank for use on the Shire's service truck. The document gave tenderers the option to provide tanks on leased basis and/or to be purchased up-front by the Shire. On 3 August 2026 the Shire sent Addendum #1 (answers two questions from tenderers) to all tenderers.

COMMENT

4. Submissions closed at 4:00pm Thursday 6 August 2026 with four conforming proposals (each acknowledging Addendum #1) received from: (in alphabetical order)
 - a. Fuel Distributors Western Australia (FDWA)
 - b. South East Petroleum (SEP)
 - c. WA Fuel Supplies (WAFS) - incumbent (Tank lease option only)
 - d. Western Fuels Group (WFG)
5. All are well known operators who already support other business in the Shire, they are well resourced and are capable to provide a service to the Shire of Ravensthorpe.

6. The tender evaluation was completed on Tuesday 11 August 2026. The evaluation process commenced with the review of compliance criteria.
7. A qualitative analysis was conducted that scored each proposal against several predetermined criteria as summarized in the table below for each option.

QUALITATIVE CRITERIA ANALYSIS					
Scoring :					
5 = Outstanding offer, greatly exceeds criterion					
4 = Very good offer, exceeds criterion					
3 = Good offer, no deficiencies, meets criterion					
2 = Fair offer, few deficiencies, almost meets criterion					
1 = Marginal offer, some deficiencies, partly meets criterion					
0 = Inadequate offer, many deficiencies, does not meet criterion					
QUALITATIVE CRITERIA ANALYSIS : OPTION 1 - TANK LEASE					
Item	Weighting	Fuel Distributors WA	South East Petroleum	WA Fuel Supplies	Western Fuel Group
EXPERIENCE	15%	4	4	4	3
TASK UNDERSTANDING	15%	3	4	5	5
SUSTAINABILITY	15%	4	3	4	4
PRICE	40%	3	3	4	3
RESOURCES	15%	4	3	4	3
TOTAL SCORE	100%	3.45	3.3	4.15	3.45
QUALITATIVE CRITERIA ANALYSIS : OPTION 2 - TANK PURCHASE					
Item	Weighting	Fuel Distributors WA	South East Petroleum	WA Fuel Supplies	Western Fuel Group
EXPERIENCE	15%	4	4	NO OFFER	3
TASK UNDERSTANDING	15%	3	4		5
SUSTAINABILITY	15%	4	3		4
PRICE	40%	4	3		3
RESOURCES	15%	4	3		3
TOTAL SCORE	100%	3.85	3.3		3.45

8. Key technical points from each tenderer's proposal include:
 - a. FDWA
 - i. nominated their Terminal Gate location at Caltex Kwinana
 - ii. indicated a 1-month tank delivery schedule was not sufficient, but did not provide a specific timeframe, this could be problematic
 - iii. relied on daily "dip" measurements by Shire officers and submit formal orders, they did not provide an automated "dip" process. Requesting this feature would increase the cost of Option 2
 - b. SEP
 - i. nominated their Terminal Gate location at BP Esperance
 - ii. indicated a 18–22-week lead time for tanks, this would be problematic
 - c. WAFS

- i. nominated their Terminal Gate location at Mobil Kwinana
 - ii. Did price Option 2
 - iii. Had the largest dedicated fleet of fuel trucks
 - iv. Had the largest number of 400 internal tanks in their fleet
 - d. WFG
 - i. nominated their Terminal Gate location at Shell Esperance
 - ii. indicated 2 months were needed for tanks; this was considered acceptable
9. The financial aspects of this tender are detailed in the confidential attachments (as they contain pricing information that should remain confidential as per Clause 5.23.4(c) (i) and Clause 5.23.4(c) (ii) of the Local Government Act 2024) and include comparisons against fluctuations of +/- 20% on fuel price and +/- 10% on fuel usage, with:
 - WAFS being the leading supplier for all nine possible scenarios in Option 1 (tank lease) and it scored more highly than all tenderers for Option 2
 - FDWA being the leading supplier for all nine possible scenarios Option 2 (tank purchase)
10. Shire Officers then compared the costs of Option 1 against Option 2 and found that the WAFS results for Option 1 gave the lowest overall cost to Council over 10yrs for each of the nine (9) price and usage scenarios considered than the FDWA cost for Option 2, however should prices drop more than 25% and / or usage increase above 22,000 litres per month, then FDWA's Option 2 would become increasingly more attractive. However, purchasing the tanks under Option 2 would also result in some additional costs for tank maintenance and tank insurance that have not been costed in this process that further support Option 1.
11. The Tender Evaluation Panel concluded that the WAFS proposal for Option 1 was the most advantageous for the Shire, it requires no upfront investment from the Shire, has the lowest ongoing costs and is seamless to implement.

CONSULTATION

12. Chief Executive Officer
13. Director Infrastructure Services
14. Works Manager

STATUTORY ENVIRONMENT

15. Local Government Act 1995, (Functions and General) Regulations 1996, Provision of goods and services Part 4.

POLICY IMPLICATIONS

16. As per Council Policy – F2 Purchasing Policy.

FINANCIAL IMPLICATIONS

17. An expected cost of around \$600,000 per year (inc. GST) for a period of 10 years, assuming consumption of approximately 240,000 litres per year and subject to modest fluctuations in price (+/- 25%) and volume (+/- 10%).

RISK MANAGEMENT

18. The following risks have been identified as part of this report:

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)				
Risk of the Shire running out of fuel if a secure supplier is not contracted, causing machines to stop working and financial loss	Possible	<u>Moderate</u>	<u>Medium</u>	Ensure a reliable fuel contractor to implement maintenance and construction programs.
Reputational				
Risk of the Shire running out of fuel if a secure supplier is not contracted, causing machines to stop working and receiving critical feedback from residents and media	<u>Unlikely</u>	<u>Moderate</u>	<u>Medium</u>	Secure a reliable supplier to ensure Shire can undertake all required works and is not impacted by a reputational issue.

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

ALTERNATE OPTIONS

19. Defer the report and request more information.

STRATEGIC ALIGNMENT

20. This Item is relevant to the Council's approved Strategic Community Plan 2020-2030 as follows:

Outcome 3	Built Environment <i>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</i>
Objective 3.4	It is easy and safe to move around and in and out of the district
Strategy 3.4.1	Provision of a road network with service levels that meet the needs of industry, residents and tourists

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
Objective 5.5	The value of community owned assets is maintained

Strategy 5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
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VOTING REQUIREMENTS

21. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. **Endorses the Officer's recommendation that WA Fuel Supplies Pty Ltd be nominated as the preferred supplier**
2. **Endorse the CEO to finalize negotiations with the preferred supplier that are consistent with the Request for Tender 2026-2027-001, subject to any variations (of a minor nature) and sign a suitable contract.**

13 MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15 MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

16 CLOSURE

The Presiding Member to declare the meeting closed.