



Agenda

Ordinary Meeting of Council

to be held on

Tuesday 22 September 2026

at

Ravensthorpe Council Chambers

commencing at

6:00 pm



Notice is hereby given that the Shire of Ravensthorpe
Ordinary Council Meeting will be held in the
Ravensthorpe Council Chambers on Tuesday 22 September 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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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 Benno Sutherland	Deputy Shire President
Cr Sue Leighton	
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
Stephen Cope	Director Regulatory Services
Rod McGrath	Acting Director Corporate & Community Services
Michelle Grobler	Executive Assistant

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

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 SPECIAL COUNCIL MEETING MINUTES - 28 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 Special Council Meeting held on 28 July 2026 be CONFIRMED as a true and correct record.

Attachments

1. Unconfirmed Minutes SCM 28.07.2026 [7.1.1 - 69 pages]

7.2 ORDINARY COUNCIL MEETING MINUTES - 18 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 Ordinary Council Meeting held on 18 August 2026 be CONFIRMED as a true and correct record.

Attachments

1. Unconfirmed Minutes OCM 18 August 2026 [7.2.1 - 55 pages]

8 ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

8.1 CR RACHEL GIBSON (SHIRE PRESIDENT)

8.2 CR BENNO SUTHERLAND (DEPUTY SHIRE PRESIDENT)

8.3 CR SUE LEIGHTON

8.4 CR ROBERT MILOSESKI

8.5 CR BILL AUBURN

8.6 CR HELEN BURTON

8.7 CR GEOFF FYFE

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 COUNCIL PLAN

File Reference:	
Location:	Shire of Ravensthorpe
Applicant:	
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. Survey results CD 7 May 2024 [12.1.1.1 - 69 pages] 2. 26-013 - MARKYT Community Scorecard - Report - 260708 [12.1.1.2 - 88 pages] 3. Council Plan 2026 -2036 [12.1.1.3 - 30 pages]
Previous Reference:	Resolution #53/21

PURPOSE

1. For Council to consider the Draft Shire of Ravensthorpe Council Plan 2026–2036, for endorsement to advertise for community comment.

BACKGROUND

2. Western Australian local governments are required to plan for the future of their district under section 5.56 of the Local Government Act 1995.
3. Section 5.56 provides that a local government is to plan for the future of the district and ensure that plans made for this purpose comply with relevant regulations.
4. Under the current Local Government (Administration) Regulations 1996, the statutory planning framework requires a Strategic Community Plan and Corporate Business Plan.
5. Regulation 19C requires the Strategic Community Plan to cover at least 10 financial years, set out the community's vision, aspirations and objectives, be reviewed at least once every four years, and be developed with consultation with electors and ratepayers.
6. Regulation 19DA requires the Corporate Business Plan to cover at least four financial years, set out local government priorities consistently with the Strategic Community Plan, govern internal business planning and integrate asset management, workforce planning and long-term financial planning.

COMMENT

7. The Draft Council Plan 2026–2036 is intended to become the Shire's principal strategic planning document. It establishes an integrated planning framework that connects community aspirations with practical delivery, resourcing and accountability.
8. The Plan outlines:
 - a. the community's long-term vision for the Shire;
 - b. the values that should guide Council and organisational decision-making;
 - c. the Shire's key aspirations and service expectations;

- d. strategic priorities across economy, community, built environment, natural environment, governance and leadership;
 - e. actions and projects for the first four years of delivery;
 - f. advocacy priorities where outcomes require support from State Government, Federal Government, industry or service partners;
 - g. links between community priorities, service delivery, asset management, workforce planning and long-term financial planning;
 - h. monitoring, reporting and review arrangements.
9. The importance of the Council Plan is that it provides a single, clear line of sight between what the community has said is important and how Council allocates resources through its annual budget, workforce, assets and services. It is not intended to be an unfunded wish list. The Plan provides a framework for prioritising actions within available resources, identifying where external funding is required, and ensuring that asset, service and financial plans are integrated.
10. The Shire has utilised the 2024 consultation (Attachement 1) and workshops, along with the 2026 survey to develop the draft plan.
11. The 2026 MARKYT Community Scorecard identified that the Shire continues to be valued as a place to live, while also highlighting areas requiring sustained focus. Key priorities identified through the engagement include roads, economic development, footpaths, trails and cycleways, housing, sport and recreation, health and community services, safety and crime prevention, parks, playgrounds and reserves, tourism and destination marketing, community engagement, Council leadership, youth services and community buildings. These priorities have been reflected in the Draft Council Plan's objectives, service expectations and action plan. The full scorecard results are provided as Attachment 2.
12. The Draft Council Plan also recognises that a number of the community's priorities cannot be delivered by local government alone. Matters such as housing supply, health services, policing, regional transport, telecommunications, major road funding and economic diversification require advocacy and partnership with other levels of government, industry and community organisations. The full draft plan is provided as attachment 3.
13. The Draft Council Plan is presented to Council for public advertising rather than final adoption at this stage. This approach provides the community with an opportunity to review the draft, confirm whether it reflects community priorities, and provide feedback before Council considers the final Plan.
14. Following the public advertising period, submissions will be reviewed and a further report will be presented to Council. That report will recommend any modifications arising from community feedback and seek final adoption of the Council Plan.

CONSULTATION

15. Subject to Council's decision, the Draft Council Plan will be advertised for public comment for a minimum period of 28 days.

Proposed public advertising activities include:

- a. publication of the Draft Council Plan on the Shire's website;
- b. public notice inviting submissions;
- c. availability of hard copies at Shire administration offices and libraries;

- d. social media and newsletter promotion;
 - e. direct notification to key community groups and stakeholders;
 - f. invitation for written submissions;
 - g. Pop up community sessions.
16. A further report will be presented to Council following the close of the advertising period.

STATUTORY ENVIRONMENT

- 17. Local Government Act 1995
- 18. Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

- 19. Community Engagement Policy and Strategy

FINANCIAL IMPLICATIONS

- 20. There are no material financial implications arising directly from adopting the Draft Council Plan for public advertising, other than minor advertising, printing and engagement costs that can be met through the adopted budget.
- 21. Final adoption of the Council Plan will have future financial implications. The Plan will guide the preparation of annual budgets, long-term financial planning, asset renewal programs, workforce planning and future grant applications.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance - Council does not maintain an up-to-date plan for the future consistent with statutory requirements.	Unlikely	Major	Medium	Progress the Draft Council Plan to public advertising and final adoption following community consultation.
Reputational - Community expectations are not adequately reflected in the Plan.	Possible	Moderate	Medium	Publicly advertise the Draft Council Plan, invite submissions and report feedback to Council before final adoption.
Performance - The organisation does not have sufficient capacity to deliver identified actions.	Possible	Moderate	Medium	The plan has staged actions over the life of the Plan, identify responsible officers, assess workforce capacity and report progress annually.

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

23. Defer the Council Plan and seek further information.

STRATEGIC ALIGNMENT

24. 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
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision-making process

VOTING REQUIREMENTS

25. Absolute Majority

OFFICER RECOMMENDATION

That Council:

- NOTE** the results of the community scorecard (Attachment 1 and 2)
- ENDORSE** the Council Plan (Attachment 3) for the purposes of public advertising.
- REQUEST** the Chief Executive Officer to undertake a 28-day advertising period for the draft Plan.

12.1.2 WORKFORCE PLAN

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. Workforce Plan 2026-2030 [12.1.2.1 - 42 pages]
Previous Reference:	Res #53/21

PURPOSE

1. The purpose of this item is to present the draft Shire of Ravensthorpe Workforce Plan 2026–2030 (Attachment 1) for adoption.

BACKGROUND

2. Workforce planning is an important component of the Shire's broader strategic and corporate planning framework. Council establishes the strategic direction and desired levels of service for the community, while the organisation must ensure that it has the people, skills, systems and organisational capability required to deliver those priorities.
3. The Shire's previous Workforce and Diversity Plan 2020–2030, published in April 2021, established three broad workforce objectives:
 - a. maintaining a flexible and family-friendly workplace that supports learning and growth;
 - b. developing a culture of teamwork, pride, productivity, performance and leadership; and
 - c. maintaining human resource systems and processes aligned with a high-performing organisation.
4. The previous Plan identified a number of workforce challenges that continue to be relevant, including recruitment and retention, succession planning, corporate knowledge, specialist positions, service continuity, training and development, and the need to provide opportunities for existing employees to develop their careers.
5. At the time of the previous workforce planning exercise, the Shire also identified a relatively high proportion of employees approaching retirement, short employee tenure across parts of the organisation and comparatively high turnover. These factors highlighted the importance of succession planning, organisational knowledge management and the development of internal capability.

COMMENT

6. The new Workforce Plan builds upon this work while adopting a more structured and measurable approach to workforce planning.
7. The Workforce Plan provides a strategic framework to ensure the Shire has the right number of people, with the right capabilities, in the right roles and locations, at the right time and at a sustainable cost.
8. While the organisation is relatively small, the breadth of responsibilities undertaken by the workforce is significant and includes:
 - a. governance and Council support;
 - b. finance, rates, payroll, procurement and records;

- c. information and communication technology;
 - d. customer service and communications;
 - e. Asset Management, including roads, drainage, parks, gardens and reserves; fleet, plant and building management;
 - f. town planning and building services;
 - g. environmental health and ranger services;
 - h. waste management;
 - i. environmental programs;
 - j. recreation centres, swimming pools and community facilities;
 - k. community development and events;
 - l. emergency management and bushfire preparedness;
 - m. economic development and tourism;
 - n. campgrounds;
 - o. airport operations; and
 - p. other specialist services required by local community circumstances.
9. This diversity provides significant career-development opportunities for employees, with staff often able to gain exposure to a broader range of work than may be possible within larger organisations.
10. The 2026 Workforce Plan establishes the following vision, 'A capable, connected and future-ready workforce that grows people and delivers trusted services.'
11. The Workforce Plan has a strong focus on:
- a. attracting and retaining employees in a competitive regional labour market;
 - b. training, professional development and career growth;
 - c. developing leadership capability and succession pathways;
 - d. supporting a safe, inclusive and high-performing workplace;
 - e. reducing reliance on individual employees for critical organisational knowledge;
 - f. cross-training and improving service continuity;
 - g. creating traineeships, apprenticeships, work experience and graduate pathways;
 - h. improving workforce information and evidence-based decision-making; and
 - i. ensuring future Council projects, services and facilities appropriately consider workforce requirements and whole-of-life staffing costs.
12. The Workforce Plan is structured around five strategic pillars.
- a. 1. Attract and Retain - The Plan seeks to position the Shire as an attractive regional employer and strengthen the organisation's capacity to recruit and retain employees in difficult-to-fill positions.
 - b. 2. Learn, Grow and Lead - A major emphasis of the Plan is the development of existing employees. The Shire aims to create an environment where employees can identify and pursue realistic development and career pathways.
 - c. 3. Safe, Inclusive and High-Performing - The Workforce Plan reinforces the importance of a workplace where employees are safe, respected, supported and accountable.
 - d. 4. Smart Systems and Knowledge - The Plan acknowledges the organisational risk created when critical knowledge is concentrated with individual employees.
 - e. 5. Agile Services and Partnerships - The Workforce Plan recognises that the Shire does not need to deliver every capability exclusively through directly employed staff.
13. Training and development are a central feature of the Workforce Plan.
14. The Plan establishes five areas of workforce learning:
- a. Mandatory and compliance training – including work health and safety, Code of Conduct requirements, records, cyber security, equal opportunity, emergency requirements, licences and statutory competencies.

- b. Core Shire capability – including customer service, community engagement, procurement, risk, project fundamentals, writing, financial awareness and local government knowledge.
 - c. Role and technical capability – professional qualifications, technical development, licences and skills relevant to individual positions.
 - d. Leadership capability – supervision, coaching, feedback, performance management, conflict resolution, wellbeing, workforce planning, change management and financial accountability.
 - e. Future capability – including digital literacy, data use, responsible artificial intelligence, climate resilience, contract management, grants and partnerships
15. Training will increasingly be linked to identified organisational and employee needs rather than viewed only as attendance at individual courses.
16. The effectiveness of significant training investment will be assessed by considering how acquired skills are being applied in the workplace and whether the training has improved service delivery, reduced risk or increased internal workforce capacity.
17. Adoption and effective implementation of the Workforce Plan will therefore reduce organisational, operational, financial, safety, compliance and service-continuity risk.

CONSULTATION

18. The workforce plan has been developed in conjunction with all Directorates of the Shire and with significant internal consultation.
19. Ongoing employee participation will occur through:
- a. performance and development discussions;
 - b. individual development planning;
 - c. employee feedback;
 - d. engagement and wellbeing surveys;
 - e. career discussions;
 - f. onboarding and offboarding feedback;
 - g. training and mentoring; and
 - h. continuous improvement activities.

STATUTORY ENVIRONMENT

20. *Local Government Act 1995* and associated regulations;
21. *Work Health and Safety Act 2020* and associated regulations;
22. *Equal Opportunity Act 1984*;
23. Applicable industrial relations legislation and industrial instruments.

POLICY IMPLICATIONS

24. N/A

FINANCIAL IMPLICATIONS

25. The workforce plan will be implemented within approved budgets with no additional funding sought.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Likely	Major	High	Adoption and implementation of

Inability to recruit and retain critical positions. The Shire operates within a constrained regional labour market and may experience difficulty attracting suitably qualified professional, technical, regulatory, operational and leadership employees.

the Workforce Plan; targeted recruitment strategies; development of talent pools; employee value proposition; attraction and retention measures; internal development; shared-service arrangements; and interim contractor support where required.

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

27. Defer the item and request further information.

STRATEGIC ALIGNMENT

28. 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
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision-making process
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 5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels

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
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

1. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. **ADOPTS the Shire of Ravensthorpe Workforce Plan 2026–2030, as contained in the attachment to this report.**
2. **AUTHORISES the Chief Executive Officer to make minor amendments that are administrative in nature.**

12.1.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Reference:	
Location:	Not applicable
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. SOR LEMA 2026 [12.1.3.1 - 32 pages] 2. SOR Local Recovery Plan 2026 [12.1.3.2 - 41 pages] 3. CONFIDENTIAL REDACTED - Incident Support Handbook 2026 Draft [12.1.3.3 - 40 pages]
Previous Reference:	Not applicable

PURPOSE

1. The purpose of this report is for Council to consider the adoption of the Shire of Ravensthorpe Local Emergency Management Arrangements 2026 and Local Recovery Plan 2026, and to note the associated Incident Support Handbook 2026 as the Shire's controlled operational emergency management document.

BACKGROUND

2. Section 36 of the *Emergency Management Act 2005* (the Act) establishes that it is a function of a local government to ensure effective local emergency management arrangements are prepared and maintained for its district and to manage recovery following an emergency affecting its community.
3. The Shire's existing Local Emergency Management Arrangements were comprehensively updated in August 2024. Those arrangements combined strategic emergency management information with detailed operational information, including contacts, resources, critical infrastructure, emergency coordination locations, evacuation centres and other rapidly changing information.
4. The existing Local Recovery Sub Plan was also dated August 2024 and formed part of the Shire's local emergency management arrangements. It established the Shire's recovery governance and Local Recovery Coordination Group arrangements, together with recovery resources, checklists and recovery centre information.
5. Since those documents were prepared, there have been significant developments in the Western Australian emergency management framework. The State Emergency Management Committee, DFES and WALGA have undertaken the LEMA Improvement Program, with new templates and guidance released in August 2026. The updated approach encourages local governments to separate strategic emergency management arrangements from rapidly changing operational information.

COMMENT

6. The Shire has consequently undertaken a comprehensive review and prepared a new emergency management document suite comprising:
 - a. Local Emergency Management Arrangements 2026 – Local Emergency Management Plan
 The strategic and publicly available document setting out the Shire's statutory

emergency management framework, local risk environment, roles, responsibilities, priorities, coordination arrangements, evacuation and relief considerations, exercising, review and recovery requirements.

- b. Incident Support Handbook 2026

A controlled operational document containing the information required by Shire officers and emergency management partners during an incident, including current contacts, coordination locations, facility information, resources, maps, checklists and operational support arrangements.

- c. Local Recovery Plan 2026

The strategic and operational framework for preparing for and coordinating recovery following an emergency, including the Local Recovery Coordinator, Local Recovery Coordination Group, recovery activation, community engagement, communications, finance and the social, built, economic and natural recovery environments.

7. The 2026 LEMA establishes an all-hazards framework specifically tailored to the Shire of Ravensthorpe and recognises the district's geographic, environmental and economic characteristics, including:
 - a. extensive bushland and the Fitzgerald River National Park;
 - b. dispersed rural and coastal communities;
 - c. broadacre agriculture;
 - d. mining and processing operations;
 - e. long road and freight corridors;
 - f. seasonal visitor populations;
 - g. limited access routes to some communities;
 - h. dependence on telecommunications, electricity, fuel and freight networks; and
 - i. significant coastal and bushfire exposure.
8. The revised risk profile identifies priority local hazards and disruptions including:
 - a. bushfire;
 - b. severe weather, storms and heavy rainfall;
 - c. coastal erosion, inundation and storm surge;
 - d. heatwave and extreme heat;
 - e. human biosecurity incidents;
 - f. animal and plant biosecurity;
 - g. HAZMAT and industrial incidents;
 - h. road and transport emergencies;
 - i. marine and search and rescue incidents;
 - j. earthquake;
 - k. essential service disruption; and
 - l. aerodrome emergencies.
9. The arrangements also strengthen governance, LEMC responsibilities, public information, evacuation planning, critical infrastructure considerations, recovery readiness, exercising, lessons management and the requirement to maintain current operational information separately from the public strategic document.
10. The State's new August 2026 LEMA guidance specifically encourages the separation of strategic and operational content. The State advises that the Local Emergency Management Plan or equivalent strategic document should be approved by Council, while an Incident Support Handbook and other operational documents may be approved administratively by the CEO.
11. The Incident Support Handbook has been developed as the practical operational companion to the LEMA.

12. It provides a single controlled source of information for Shire officers and authorised emergency management personnel when supporting an emergency and includes:
 - a. Shire emergency management roles and contacts;
 - b. current LEMC and agency contacts;
 - c. Incident Support Group and coordination locations;
 - d. emergency relief and evacuation facility information;
 - e. Shire plant and resources;
 - f. Bush Fire Brigade and emergency service resources;
 - g. utility and essential service contacts;
 - h. mining and industry contacts and capabilities;
 - i. critical infrastructure;
 - j. road, facility and district maps;
 - k. communications arrangements;
 - l. incident support checklists;
 - m. incident logging and record keeping tools; and
 - n. validation and review requirements.
 13. The State's Local Government Emergency Management Knowledge Hub recommends that local governments maintain a handbook containing operational arrangements, resources, contacts, critical infrastructure, facilities, communications and other local information required during an emergency.
 14. The Handbook is marked Controlled Operational Document – Not for Public Distribution because it contains personal contact information and operational information that should be available to authorised users rather than generally published.
 15. The Local Recovery Plan has also been comprehensively rewritten and replaces the August 2024 Local Recovery Sub Plan.
 16. The Plan identifies the Local Recovery Coordinator and provides scalable local recovery governance through the Local Recovery Coordination Group.
 17. The Plan recognises that recovery commences during the response phase of an emergency and should not be deferred until response activities have concluded.
 18. The revised Plan incorporates the current State recovery model and provides arrangements for local government involvement across recovery events.
 19. It establishes recovery planning across the four recognised recovery environments:
 - a. Social – people, health, housing, education, psychosocial wellbeing and community support;
 - b. Built – infrastructure, transport, utilities, telecommunications, buildings, water, sanitation and waste;
 - c. Economic – agriculture, mining, tourism, local business, employment and supply chains; and
 - d. Natural – land, water, biodiversity, coastal systems, contamination, cultural values and environmental health.
 20. The State Emergency Management Policy requires local governments to plan and prepare for recovery, maintain a Local Recovery Plan, nominate and train one or more Local Recovery Coordinators and exercise recovery arrangements.
 21. Collectively, the three documents provide a effective emergency management framework by:
 - a. clearly distinguishing strategic governance from operational information;
 - b. improving the currency and maintainability of emergency contacts and resources;
 - c. strengthening the Shire's all-hazards approach;
 - d. better reflecting Ravensthorpe's local risk environment;
 - e. providing clearer responsibilities for officers, agencies and emergency management partners;
-

- f. improving transition from response into recovery;
- g. incorporating current State recovery arrangements;
- h. providing practical tools for activation;
- i. improving arrangements for community communications and people requiring additional support;
- j. strengthening exercising, review and continuous improvement; and
- k. reducing the risk that rapidly changing operational information makes the entire LEMA obsolete.

CONSULTATION

- 22. Relevant emergency management agencies and organisations represented through the Shire of Ravensthorpe Local Emergency Management Committee provide an important validation mechanism for the arrangements.
- 23. Section 39 of the Emergency Management Act 2005 provides that the LEMC is to advise and assist local government in establishing its local arrangements and liaise with agencies in their development, review and testing.
- 24. The draft suite of documents has been presented to the LEMC Committee on the 2 September 2026 and endorsed subject to minor modifications. These changes have been incorporated into the documents which are attached for Council consideration as a part of this report.
- 25. The draft Suite of documents have also been presented to the BFAC on the 8 September 2026.

STATUTORY ENVIRONMENT

- 26. Emergency Management Act 2005
- 27. Section 41 of the Act requires a local government to prepare Local Emergency Management Arrangements (LEMA). The arrangements are required to address local emergency management policies, roles and responsibilities, coordination arrangements, emergencies likely to occur, and local strategies and priorities. They must also be consistent with State emergency management policies and plans
- 28. Section 41(4) further requires the local emergency management arrangements to include a recovery plan and nomination of a Local Recovery Coordinator. Section 42 provides for review and amendment or replacement of the arrangements, while section 43 requires the strategic arrangements to be available for public inspection.

POLICY IMPLICATIONS

- 29. The LEMA, Incident Support Handbook and Local Recovery Plan will operate in conjunction with relevant Shire policies and procedures dealing with risk management, work health and safety, procurement, financial management, asset management, community engagement, communications and business continuity.

FINANCIAL IMPLICATIONS

- 30. There is no material additional financial implication arising directly from the adoption of the documents

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
------	------------	-------------	---------------	------------

Compliance / Governance – Local emergency management arrangements do not reflect current State requirements or local circumstances.	Unlikely	Major	Medium	Adoption of the comprehensively reviewed 2026 LEMA and Local Recovery Plan, together with scheduled reviews, exercises and LEMC oversight.
Reputational-Inadequate coordination during response or recovery results in delayed support or inconsistent community information.	Unlikely	Major	Medium	Clear roles, incident support arrangements, recovery governance, communications arrangements, exercises and post-incident lessons management.

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

31. Adopt the Officer Recommendation;
32. Adopt the Local Emergency Management Arrangements and Local Recovery Plan subject to specified amendments;
33. Defer consideration pending further information or additional LEMC/agency consultation; or
34. Not adopt the documents, noting this would leave the Shire relying on the existing August 2024 arrangements and would delay implementation of the contemporary 2026 State approach.

STRATEGIC ALIGNMENT

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

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 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.2	Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- a. **ADOPTS the Shire of Ravensthorpe Local Emergency Management Arrangements 2026 – Local Emergency Management Plan, as presented at Attachment 1.**
- b. **NOTES AND ENDORSES the Shire of Ravensthorpe Incident Support Handbook 2026, as presented at confidential Attachment 2, as the controlled operational companion document to the Local Emergency Management Arrangements.**
- c. **ADOPTS the Shire of Ravensthorpe Local Recovery Plan 2026 as presented at Attachment 3.**
- d. **AUTHORISES the Chief Executive Officer to make minor administrative, formatting and non-substantive amendments to the Local Emergency Management Arrangements and Local Recovery Plan prior to final publication.**
- e. **REQUESTS the Chief Executive Officer arrange for the adopted Local Emergency Management Arrangements and Local Recovery Plan to be made available for public inspection and provided to the relevant District Emergency Management Committee and State Emergency Management Committee in accordance with the Emergency Management Act 2005 and State emergency management arrangements.**

12.1.4 MEDICAL SERVICES TENDER

File Reference:	<text>
Location:	52 Martin Street, Ravensthorpe and 46 Veal Street, Hopetoun.
Applicant:	Not applicable
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	
Attachments:	1. CONFIDENTIAL REDACTED - Pricing Summary [12.1.4.1 - 4 pages]
Previous Reference:	

PURPOSE

1. For Council to consider the evaluation of tenders received for RFT 2026-2027-002 – Provision of Medical Services from the Shire-owned Ravensthorpe and Hopetoun Doctors Surgeries and to award the tender to Livingston Medical Pty Ltd.

BACKGROUND

2. Many countries face the problem of shortages of health workers in rural and remote areas. Health workers generally prefer to be located close to major hospitals and health facilities where they trained and with good professional support and resources, and in areas with family and social support and access to schools for their children.
3. There are minimum floor costs that exist to maintain basic medical services in any location. These include GPs, nursing and administration staff, premises, equipment and ongoing overheads. In remote communities, Medicare billing alone cannot cover these floor costs, because the patient base is too small to generate the volume of consultations on which activity based payments depend.
4. The Shire currently facilitates the provision of medical services from its medical practices located at 52 Martin Street, Ravensthorpe and 46 Veal Street, Hopetoun.
5. In 2026 the Shire commenced a formal procurement process for the future provision of these services. The first stage was Expression of Interest No. 2026-1, which was used to identify suitably experienced and capable medical service providers for progression to an invited tender process.
6. Three responses to the expression of interest were received.
7. WALGA's 2025 General Practice Support Survey found that 41 Western Australian local governments contributed approximately \$9.5 million in 2024-25, of which around 91% came from councils serving fewer than 5,000 residents. Economic analysis by Econis of a regional generalist hub model returns a benefit cost ratio of 3.08 and a net present value of approximately \$8.61 million.

COMMENT

8. RFT 2026-2027-002 was issued on 17 August 2026 and closed at 5.00pm on 31 August 2026. The RFT was expressly an invited tender following EOI 2026-1 and only parties invited following the EOI process were eligible to lodge a tender.
9. The RFT sought a safe, reliable and sustainable rural medical service operating from both Shire-owned surgeries. The minimum service model required:
 - a. medical services generally available between 9.00am and 5.00pm during the Monday-to-Friday working week;
 - b. Hopetoun Doctors Surgery to operate for a minimum of three days per week;
 - c. Ravensthorpe Doctors Surgery to operate for a minimum of two days per week;
 - d. capacity and willingness to participate in after-hours and on-call arrangements associated with Ravensthorpe Hospital and WACHS;
 - e. appropriate relief, fatigue-management and contingency arrangements so the service is not dependent on one practitioner; and
 - f. responsibility for staffing, records, billing, accreditation, privacy, insurance, equipment and clinical governance.
10. Two tenders were received and progressed through the Shire's evaluation process.
11. Tenders were evaluated against the mandatory requirements and then the weighted selection criteria contained in the RFT where all mandatory requirements had been met.
12. The weighted criteria were:

Selection Criterion	Weighting
Service delivery model and compliance with requirements,	25%
Practitioner qualifications and rural, emergency and hospital capability,	20%
Workforce resilience, organisational capacity and continuity,	20%
Clinical governance, quality, risk and community integration,	15%
Transition and implementation,	5%
Price and whole-of-contract value,	15%
TOTAL,	100%
13. The evaluation panel undertook individual assessment of the tenders followed by a comparative evaluation.
14. The panel considered that Livingston Medical demonstrated particular strength in the areas of:
 - a. established service delivery in Ravensthorpe and Hopetoun;
 - b. rural generalist, emergency and hospital capability;
 - c. existing WACHS relationships and current hospital/on-call arrangements;
 - d. depth of workforce and capacity to provide relief;
 - e. continuity and business resilience;
 - f. established clinical governance and accreditation;
 - g. local workforce and community integration;

- h. readiness to commence without a mobilisation or patient-record transition period; and
 - i. overall value and allocation of operational costs and risks.
15. Livingston Medical has proposed to operate above the minimum service level. Its tender commits to the contractual minimum of three clinic days per week at Hopetoun and two at Ravensthorpe, while its proposed operating model provides four days at Hopetoun and three days at Ravensthorpe, commencing from 8.30am on clinic days. The enhanced level above the contractual minimum remains subject to the qualifications identified in its tender.
16. Following completion of the tender evaluation process, the Evaluation Panel determined that the tender submitted by Livingston Medical Pty Ltd achieved the highest overall weighted assessment against the published selection criteria and represents the most advantageous tender to the Shire.
17. The Evaluation Panel therefore recommends that Council accept the tender submitted by Livingston Medical Pty Ltd and award RFT 2026-2027-002 to Livingston Medical Pty Ltd, subject to completion of the required pre-contract verification and execution of the formal Medical Services Deed of Agreement.

CONSULTATION

18. Internal consultation has occurred with:
- a. Chief Executive Officer;
 - b. Acting Director Corporate and Community Services;
 - c. Director Regulatory Services;
19. The EOI was advertised state wide.

STATUTORY ENVIRONMENT

20. Local Government Act 1995 – section 3.57 requires a local government to invite tenders before entering into contracts of the kind prescribed by regulation.
21. Regulation 11 of the Local Government (Functions and General) Regulations 1996 currently requires tenders to be publicly invited where the contract consideration exceeds \$250,000, unless an exemption applies.
22. The Regulations permit a preliminary EOI process and, where the CEO has prepared a list of acceptable tenderers following that process, the subsequent tender invitation may be issued directly to those acceptable tenderers rather than again advertised Statewide.
23. Regulations 21 to 24 prescribe the EOI process. Expressions of interest that comply with the submission requirements are considered to determine which respondents are capable of satisfactorily supplying the required services, after which the CEO prepares the list of acceptable tenderers and provides respondents with written notice of the outcome.
24. Regulation 18 requires tenders not otherwise rejected to be assessed by written evaluation against the predetermined tender criteria, with the local government determining which tender, if any, it considers most advantageous.
25. Following Council's decision, regulation 19 requires the CEO to advise each tenderer in writing of the outcome. The successful tender and accepted consideration must also be appropriately recorded in the Shire's tender register

POLICY IMPLICATIONS

26. Council Policy F2 – Purchasing Policy, Version 15.1.

FINANCIAL IMPLICATIONS

27. Livingston Medical's Year 1 financial proposal comprises:

- a. Component, Year 1 – ex GST
 - i. Annual medical service contribution, \$209,905.16
 - ii. Vehicle/fuel/travel allowance, \$21,709.00
- b. Total Year 1 cash contribution, \$231,614.16

28. CPI Increase per year of the contract.

29. Provision of the surgeries at no cost.

30. Provision of a house for 1 doctor.

31. Livingston Medical will meet utilities, IT, telecommunications, cleaning, clinical waste, staffing, insurance and other operational costs identified in its proposal. No transition or establishment payment is sought

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Financial – increasing service contribution over the contract term.	Possible	Major	High	Continued advocacy as a part of the work with the Rural Health Alliance to showcase the contribution that local government is making towards the provision of GP services in the district per year, with the aim of removing the Shire contribution.

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

33. Council may resolve not to accept either tender and recommence procurement.

34. Council may defer determination pending further clarification or due diligence.

STRATEGIC ALIGNMENT

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

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 2.3	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

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
Strategy 5.2.1	Provision of robust information, sound advice and effective processes to support the Council's decision-making process

VOTING REQUIREMENTS

36. Simple Majority

OFFICER RECOMMENDATION

That Council:

1. AWARDS RFT 2026-2027-002 – Provision of Medical Services from the Shire-owned Ravensthorpe and Hopetoun Doctors Surgeries to Livingston Medical Pty Ltd for an initial term of five (5) years, with an option for a further five (5) years, subject to the terms and conditions of the Medical Services Contract.

2. AUTHORISES the Chief Executive Officer to finalise and execute the contract with Livingston Medical Pty Ltd, substantially in accordance with RFT 2026-2027-002, the tender submitted by Livingston Medical Pty Ltd and this resolution, including making minor contractual and

administrative amendments that do not materially alter the scope, tendered service levels, contract value or evaluated outcome;

12.2 CORPORATE SERVICES

12.2.1 SCHEDULE OF ACCOUNTS PAID AUGUST 2026

File Reference:	Nil.
Location:	Not applicable
Applicant:	Not applicable
Author:	Wendy Spaans, Finance Officer
Authorising Officer:	Acting Director Community & Corporate Services
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. BP fuel card report August 2026 [12.2.1.1 - 1 page] 2. Creditor list of accounts paid August 2026 [12.2.1.2 - 27 pages]
Previous Reference:	Not applicable

PURPOSE

1. This purpose of this report is for Council to receive the schedule of payments for the month of August 2026. 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. Under the Local Government (Financial Management) Regulations 1996 (Regulation 13A) Act, 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 01/08/2026 – 31/08/2026

2026-27							
Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Total Creditors	Payroll	Total
Jul		1,026,350	85,817	6,796	1,118,964	360,953	1,479,916
Aug		366,137	112,574	9,368	488,079	371,719	859,798
Sep					0		-
Oct					0		-
Nov					0		-
Dec					0		-
Jan					0		-
Feb					0		-
Mar					0		-
Apr					0		-
May					0		-
Jun					0		-
Total	0	1,392,487	198,391	16,164	1,607,043	732,672	2,339,714
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
L	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. Nil.

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>
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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:

1. **RECEIVE the electronic payments as per the attached schedules of accounts for payment totalling \$859,798 (Eight hundred and fifty-nine thousand, seven hundred and ninety-eight dollars).**

12.2.2 MONTHLY FINANCIAL REPORT AUGUST 2026

File Reference:	Nil
Location:	Not applicable
Applicant:	Not applicable
Author:	Rod McGrath, Acting Director Corporate & Community Services
Authorising Officer:	Nicole O'Neil, Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. Monthly Financial Report August 2026 [12.2.2.1 - 22 pages]
Previous Reference:	Not applicable

PURPOSE

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

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 attached Monthly Financial Statements indicate there are several areas where the year-to-date actuals are less than the year-to-date budget. This is most timing related, as the budgets for most areas have been split evenly throughout the year instead of reflecting when funds are expected to be spent/received. Staff will adjust the budget timings in October to better reflect the expected timing of income and expenditure for future reports.
4. End of financial year process for 2025/26 are still being completed which are impacting on the opening surplus but are expected to be largely complete for the September 2026 Monthly Financial Statements.

CONSULTATION

5. Nil

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

7. Nil

FINANCIAL IMPLICATIONS

8. 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

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Compliance – 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

10. Nil

STRATEGIC ALIGNMENT

11. 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
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

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. RECEIVE the August 2026 Monthly Financial Report

12.3 REGULATORY SERVICES

12.3.1 PROPOSED CLOSURE OF PORTION OF OLD NEWDEGATE ROAD, RAVENSTHORPE

File Reference:	A14540
Location:	Portion of Old Newdegate Road, Mt Cattlin (adjoining proposed Lot 3, comprising former Lots 7, 30, 31, 36 and 177), Ravensthorpe
Applicant:	N/A – closure request initiated by the Shire
Owner:	Crown Land (road reserve) – care, control and management vested in the Shire of Ravensthorpe
Author:	Planning Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. Plan of Subdivision [12.3.1.1 - 1 page]
Previous Reference:	WAPC Ref 157336 (lapsed)

PURPOSE

1. For Council to consider giving local public notice of its intention to request the Minister for Lands to close a portion of Old Newdegate Road, Ravensthorpe, under section 58 of the Land Administration Act 1997 (LAA), in connection with the New Floater Road diversion at Mt Cattlin.

BACKGROUND

2. The New Floater Road diversion has a long planning history dating back to 2011, when Albany Mapping and Surveying Services (AM&SS) was first engaged by the mining proponent, then known as Galaxy Resources Ltd, to establish an alternative access route around the Mt Cattlin lithium mine. A WAPC application (157336) lodged in 2018 was conditionally approved in 2019 but has since lapsed, and the underlying Deposited Plan (DP 414403) was never finalised to "In Order for Dealings" status.
3. In 2025 the Shire engaged AM&SS to carry out an aerial and ground survey to establish the as-constructed position of the New Floater Road, which identified discrepancies between the constructed alignment and the previously approved plan.
4. Williams Consulting (town planner) has since been engaged to prepare a fresh subdivision application to the Western Australian Planning Commission (WAPC), currently being progressed, to formalise the as-constructed road position. That application involves the consolidation of the former Lots 7, 30, 31, 36 and 177 into four proposed lots (Lots 1-4) – refer Plan of Subdivision, Attachment 1.
5. That work identified that a section of Old Newdegate Road, now buried beneath mine tailings associated with the Mt Cattlin operation, no longer serves a public road function. It is proposed that this section be closed and consolidated into proposed Lot 3 as part of the subdivision.
6. The WAPC subdivision process and the closure of an existing road reserve are separate statutory processes. The WAPC has no power under the Planning and Development Act 2005 to close a gazetted road; a road may only be permanently closed by the Minister for Lands under section 58 of the LAA, on the request of the local government. This report addresses the steps required for the Shire to progress that closure request.

COMMENT**7. Statutory Basis – Section 58 of the Land Administration Act 1997**

Section 58 of the LAA provides that a road may only be permanently closed by order of the Minister for Lands, on the request of a local government. Before making such a request, the local government must, under section 58(3), give not less than 35 days' local public notice of its intention to pass the resolution to request closure, and must have regard to any submissions received before finalising its position.

8. Extent and Description of the Redundant Road

The redundant section of Old Newdegate Road is now buried beneath mine tailings associated with the Mt Cattlin operation and no longer provides through access. Its extent is shown on the Plan of Subdivision at Attachment 1.

9. Proposed Consolidation into Proposed Lot 3

Once closed, the Department of Planning, Lands and Heritage (DPLH) will generally value the closed road land and offer it to adjoining landowners, consistent with section 87 of the LAA, before disposal is finalised. Consistent with the current Plan of Subdivision, it is proposed that the closed road land be consolidated into proposed Lot 3- which is owned by Galaxy Resources/Rio Tinto, via a further survey/plan action at Landgate.

10. Relationship to the Parallel WAPC Subdivision Application

The closure of the redundant road reserve and the WAPC subdivision application (which deals with the dedication of the new road and the reconfiguration of lot boundaries) are legally independent processes that can, and are intended to, proceed concurrently. The closed road land can be consolidated into proposed Lot 3 once the section 58 closure has been finalised, whether that occurs before or after the WAPC subdivision is determined.

CONSULTATION

11. Should Council resolve to proceed, local public notice of the intention to request closure will be given for a period of not less than 35 days, in accordance with section 58(3) of the LAA. Notice will be published in a newspaper circulating in the district and displayed at the Shire offices, inviting submissions.
12. A further report will be presented to Council following the notice period, addressing any submissions received, prior to Council resolving whether to proceed with the formal closure request to the Minister for Lands.
13. The Shire has kept Rio Tinto- the Mt Cattlin mine operator - informed of the proposed road diversion works and the parallel WAPC subdivision application. Galaxy Resources/Rio Tinto landowner's agreement to the proposed consolidation of the closed road land into proposed Lot 3 will be addressed as part of the WAPC subdivision process.

STATUTORY ENVIRONMENT

14. Land Administration Act 1997, sections 58, 58(3) and 87.
15. Planning and Development Act 2005 (in respect of the parallel WAPC subdivision application).
16. Local Government Act 1995.

POLICY IMPLICATIONS

17. Nonapplicable to this item.

FINANCIAL IMPLICATIONS

18. The cost of local public notice (newspaper advertisement) will be borne by the Shire in the first instance. Officers note the Shire's separate fee arrangement with the landowner for the associated subdivision work contemplates cost recovery for consultant and officer time associated with the road matters generally.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Statutory/ Procedural	Possible	Minor	Medium	Mitigated by following the notice and consultation requirements of section 58(3) of the LAA before any substantive closure resolution is made.
Financial	Unlikely	Minor	Low	Costs associated with public notice are modest and are budgeted for within normal Shire operations.

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

20. To not proceed with the proposed closure at this time.

STRATEGIC ALIGNMENT

21. 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
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VOTING REQUIREMENTS

22. Simple Majority

OFFICER RECOMMENDATION

That Council resolve to:

- 1. GIVE local public notice, for a period of not less than 35 days, of its intention to resolve to request the Minister for Lands to close the portion of Old Newdegate Road, Ravensthorpe, shown on the Plan of Subdivision at Attachment 1, pursuant to section 58(3) of the Land Administration Act 1997; and**
- 2. NOTE that a further report will be presented to Council following the public notice period, addressing any submissions received, prior to Council resolving whether to proceed with a formal request to the Minister for Lands to close the road.**

And the following advice notes:

- 1. This resolution does not itself close the road; closure can only be effected by Order of the Minister for Lands following the Shire's formal request and the Minister's determination.**
- 2. The closed road land, once available, is proposed to be consolidated into proposed Lot 3 under the parallel Western Australian Planning Commission subdivision application for the Floater Road diversion.**

12.3.2 P26-27 LOT 257 (205) BANKSIA ROAD, HOPETOUN

File Reference:	A1316
Location:	Lot 257 (205) Banksia Road, Hopetoun WA 6348 (Krystal Park Estate)
Owner:	Bruce Mulder
Applicant:	Off2Site Projects Pty Ltd (agent) - Ann Tuppen
Author:	Planning Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. P 26-27 Site Plan Elevations [12.3.2.1 - 5 pages]
Previous Reference:	Not applicable

PURPOSE

1. For Council to consider Development Application P26-27 for a two-storey Single House and Outbuilding (Shed) at Lot 257 (205) Banksia Road, Hopetoun, within the Krystal Park Rural Residential Estate, including a variation to Local Planning Policy: Outbuildings (maximum floor area and maximum ridge height).

BACKGROUND

2. The subject land is Lot 257 (205) Banksia Road, Hopetoun and comprises a vacant Rural Residential lot within the Krystal Park Estate under Local Planning Scheme No. 6 (LPS6).
3. The applicant proposes a two-storey Single House (160m² total: 80m² ground floor including veranda; 80m² first floor including balconies) and a Shed (18m x 12m, 216m², 4.5m eave).
4. The applicant's cover letter (Off2Site Projects, 23 July 2026) confirms the Owner intends to construct the Shed first, with the Single House to follow within the currency of the Building Approval, funded by the sale of another property owned by Mr Mulder in Denmark.
5. The application was formally lodged with the Shire on 31 July 2026.
6. The Shed exceeds the standards of Local Planning Policy- Outbuildings for a lot of this size (i.e., <2ha). A maximum aggregate floor area of 200m² (proposed: 216m²) and a maximum ridge height of 5.5m (proposed: 5.666m). The proposed 4.5m wall/eave height complies with the Policy's 4.5m maximum wall height for lots under 2ha.
7. As a variation is proposed to the provisions of Local Planning Policy: Outbuildings, the application is required to be determined by Council. As the Single House and Outbuilding form part of the one application, the entire application is before Council rather than only the Outbuilding component.
8. The application was referred to adjoining landowners. No objections or comments were received.

COMMENT

9. Zoning and Permissibility under LPS6
 - a. The land is zoned Rural Residential, within the Krystal Park Estate. 'Single House' is a 'D' (discretionary) use in this zone under the LPS6 zoning table; the Shed is an ancillary outbuilding to that use rather than a separate use class. The Single House component does not, of itself, raise any matter requiring Council's determination – see 'Determination Pathway' below.

10. Single House – Compliance Matters

- a. The Single House is otherwise capable of compliance with LPS6 and Local Planning Policy: Housing, subject to standard conditions on the matters below. None of these require substantive consideration by Council.
- b. Building envelope and external finishes: not yet shown/confirmed on the plans – addressed by conditions 5 and 6.
- c. Height: cannot be confirmed from the plans as submitted. Elevations 01 and 03 dimension the single storey wing only (2700mm floor-to-eave); elevations 02 and 04, which show the full two storey form and 25° roof, carry no height dimension at all. Addressed by condition 7.
- d. Servicing: the proposed 4,000L septic system is appropriate subject to Health approval-addressed by condition 10.
- e. Bushfire: the lot is not within an identified Bushfire Prone Area, so no bushfire-related conditions are required.

11. Outbuilding Variation – Local Planning Policy: Outbuildings (the matter requiring Council's determination)

- a. The proposed Shed (216m² floor area, 4.5m wall height, 5.666m ridge height) is compliant with the Policy's 4.5m wall height standard for lots under 2ha but exceeds the 200m² floor area standard by 16m² and the 5.5m ridge height standard by 0.166m.
- b. Having regard to the matters in Local Planning Policy: Outbuildings, the Planning Officer advises as follows:
 - i. There will be some visibility from Banksia Road given the setback, but consistent with the Estate's semi-rural character and able to be softened with landscaping.
 - ii. The lot is largely cleared; no native vegetation removal is required.
 - iii. Adjoining landowners were referred and raised no objection.
 - iv. The House and Shed together cover roughly 376m², under 4% of the 1.0057ha lot – substantial open space remains.
 - v. The lot's size and setting allow reasonable scope to screen the Shed with landscaping if desired.
 - vi. The requested scale of variation, at 8% over the floor area standard and 3% over the ridge height standard is modest, and consistent with what Council has previously supported with other such outbuilding variations.
- c. The proposal remains consistent with the objectives of the Rural Residential zone and is otherwise compliant.

12. Construction Sequencing and Vacant Land

The Outbuilding is proposed to be constructed ahead of the House. As per the Local Planning Policy, for an Outbuilding to be constructed ahead of the House, a valid Building Permit must be in place for the House. Given the Outbuilding is proposed well ahead of the House, Planning Officers recommend the approval be conditioned so that a current Building Permit is required for the Single House, and that if the Development Approval or Building Permit lapses or expires without the Single House being constructed while the Shed has been constructed, the Shed is

required to be removed. This ties the ongoing lawful existence of the Shed to delivery of the House under the one approval.

13. Determination Pathway

The Single House component alone would ordinarily be capable of determination under officer/staff delegation. However, as it is lodged as part of the one application as the Outbuilding, and a variation is proposed to Local Planning Policy: Outbuildings, the Deemed Provisions and the Shire's practice require the entire application- Single House included- to be determined by Council rather than under delegation.

CONSULTATION

14. The application was referred to adjoining landowners. No objections or comments were received.

STATUTORY ENVIRONMENT

15. Planning and Development Act 2005.

16. Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions).

17. Shire of Ravensthorpe Local Planning Scheme No. 6, in particular Clause 4.15 (Rural Residential Zone).

18. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

19. The application involves a variation to Local Planning Policy: Outbuildings (maximum floor area and maximum wall height for outbuildings on lots under 2ha). Local Planning Policy: Housing also applies to the Single House component.

FINANCIAL IMPLICATIONS

20. Planning application fees have been 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
Policy Variation/ Precedent	Possible	Minor	Medium	Variation is modest in scale, no objections received from adjoining landowners, and consistent with variations previously supported by Council at Boronia Street, Hopetoun.
Building Height	Possible	Minor	Medium	Compliance with the 7.5m height limit cannot be confirmed

from the plans submitted; secured by a pre-commencement condition requiring written confirmation referencing NGL, FFL and ridge RL.

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 or approve subject to additional or modified conditions. Refusal is not recommended given the modest scale of the policy variation, the absence of objections from adjoining landowners, and the availability of appropriate conditions to manage the outstanding matters identified in this report.

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 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation), and gives priority to development/ infill of currently zoned land

VOTING REQUIREMENTS

23. Simple Majority

OFFICER RECOMMENDATION

That Council:

Approve Development Application P26-27 for a Two Storey Single House and Outbuilding (Shed) at Lot 257 (205) Banksia Road, Hopetoun, under Local Planning Scheme No. 6, including a variation to Local Planning Policy: Outbuildings (maximum floor area and maximum ridge height), subject to the following conditions:

1. **Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.**
2. **The land and buildings the subject of this approval shall be used for the purposes of a Dwelling only and for no other purpose unless otherwise approved in accordance with the provisions of Local Planning Scheme No. 6.**
3. **The approved Outbuilding (Shed) shall be used for purposes incidental and ancillary to the Single House on the land only, and shall not be used for human habitation, commercial or industrial purposes, without the express written permission of the Shire of Ravensthorpe.**
4. **In the event the Outbuilding (Shed) is constructed prior to the Single House, and the Single House has not been substantially commenced on the lot within two (2) years of the date of completion of the Outbuilding (Shed), the Outbuilding (Shed) shall be removed from the lot within three (3) months of the expiry of that two (2) year period, or of written notice from the Shire requiring removal (whichever is earlier), at the landowner's cost.**
5. **A building envelope, generally in accordance with the submitted site plan, shall be nominated and shall not exceed 20% of the lot area or 4,000m², to the satisfaction of the Shire of Ravensthorpe, prior to the commencement of works.**
6. **External roof and wall cladding, and any water tank, shall be finished in a non-reflective material in green, brown or red tones to blend with the surrounding landscape, to the satisfaction of the Shire of Ravensthorpe.**
7. **Height compliance has not been demonstrated by the plans submitted with this application. Prior to the commencement of works, the applicant shall submit written confirmation, prepared by a suitably qualified person and referencing natural ground level, finished floor levels and ridge RL, demonstrating the Single House complies with the maximum building height requirement of Clause 4.15.4(b) of Local Planning Scheme No. 6 (7.5m). Works shall not commence until this has been reviewed and accepted by the Shire of Ravensthorpe.**
8. **During the construction stage, adjoining lots are not to be disturbed without the prior written consent of the affected owner(s).**
9. **All stormwater and drainage run-off from all roofed and impervious areas is to be retained on-site to the satisfaction of the Shire of Ravensthorpe.**
10. **The approved development must be connected to a water supply (tank or reticulated) and an effluent disposal system, to the satisfaction of the Shire of Ravensthorpe (Health Services), before occupation.**

And the following advice notes:

11. **All fencing shall be in accordance with Shire of Ravensthorpe Local Planning Policy: Fencing.**
12. **THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted to and approved by the Shire of Ravensthorpe prior to any works commencing on-site. A current Building Permit must be in place for construction of the Outbuilding (Shed), and a current Building Permit for the Single House must also be in place at the time of the construction of the Outbuilding (Shed).**

- 13. The development is to comply with the Building Code of Australia, Building Act 2011, Building Regulations 2012 and the Local Government Act 1995.**
- 14. It is the responsibility of the applicant to ensure building setbacks correspond with the legal description of the land, and to search the title for easements or restrictive covenants that may apply.**

12.3.3 P26-22 LOT 1596 (22374) SOUTH COAST HIGHWAY, WEST RIVER

File Reference:	A189
Location:	Part Lot 1596 on Deposited Plan 208476, South Coast Highway, West River (CT Vol 4714 Folio 534)
Owner:	Dick Kuiper (registered proprietor)
Applicant:	Co-operative Bulk Handling Ltd (CBH) – c/- Tim Roberts, Lead – Planning & Approvals
Author:	Planning Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. 1. Letter from CBH dated 23.06.2026 with stormwater and traffic report [12.3.3.1 - 31 pages] 2. 2. Email from Main Roads with enc - 20.08.2026 [12.3.3.2 - 11 pages] 3. 3. Letter to Main Roads and enc - 17.08.2026 [12.3.3.3 - 9 pages] 4. 4. Email from Timothy Roberts with enc - 31.08.2026 [12.3.3.4 - 3 pages]
Previous Reference:	WAPC subdivision approval 201493 (19 June 2025); Shire Temporary Works Exemption, Our Ref A189 (19 May 2025)

PURPOSE

1. For Council to consider Development Application P26-22 for the retention and permanent approval of two open storage grain bulkheads (TBH04 and TBH05) and associated vehicular access and drainage works at CBH's West River grain receival facility, including conditions relating to heavy vehicle access arrangements to South Coast Highway and West River Road recommended by Main Roads Western Australia (MRWA).

BACKGROUND

2. The subject land is Part Lot 1596 on Deposited Plan 208476, South Coast Highway, West River adjoining CBH's existing grain receival facility on Lot 2041 on DP183553. The land is zoned Rural under Local Planning Scheme No. 6 (LPS6).
3. CBH constructed two open storage grain bulkheads (TBH04 and TBH05) on the land in 2025 under a temporary works exemption issued by the Shire (Our Ref A189, 19 May 2025), in response to a record FY25/26 harvest that exceeded the facility's existing storage capacity. That exemption expires 29 October 2026 (12 months after construction). CBH lodged Development Application P26-22 on 22 July 2026 to convert this to a permanent approval, increasing total site storage from approximately 75,000 tonnes to approximately 165,000 tonnes, at an estimated cost of \$2,000,000.
4. 'Industry – Primary Production' is a Class 'P' (Permitted) use in the Rural zone under the LPS6 zoning table. As a P use, the Shire may not refuse the use itself, and the application does not trigger mandatory advertising under the Deemed Provisions.
5. CBH's standing to sign the application as owner is supported by an executed Contract of Sale (14 November 2025) between Dick Kuiper (Seller) and CBH (Buyer), formed on exercise of an Option to Purchase Land agreement dated 13 February 2025.
6. The land adjoins South Coast Highway, a Main Roads-controlled State Road, via West River Road (a Shire Road) and via several existing, informally formed crossovers direct to South Coast

Highway. The Shire referred the application to Main Roads WA (Great Southern Region) on 17 August 2026 given the increase in heavy vehicle movements associated with the development.

7. Main Roads' response (20 August 2026) confirms this is not a new issue: at the subdivision stage, WAPC decision 201493 (19 June 2025) for the subdivision creating Lots 1596/2041 already recorded that Main Roads had recommended a condition preventing vehicle access from the new lot to South Coast Highway, which WAPC did not impose but expressly flagged 'may require addressing through the subsequent development application', i.e. this DA.
8. Main Roads supports the Shire imposing conditions requiring the direct South Coast Highway crossovers to be closed, West River Road to be reconstructed and sealed to provide a safe alternative access, and consequential RAV network amendments, on the basis set out in the COMMENT section below.
9. In response to the Shire's referral, CBH (31 August 2026) provided its site traffic flow plan for harvest receivals, which shows all harvest access and egress already occurring via West River Road, and advised that:
 - (a) An adjoining landowner at Part Lot 1596 operates a seed cleaning business that also uses a crossover in this vicinity; and
 - (b) Outside harvest, CBH uses the direct South Coast Highway crossovers when out-turning grain to avoid contractor vehicles queuing within the West River Road reserve while waiting to be loaded.
10. Shire records indicate the seed cleaning business referred to by CBH does not hold development approval for that use. The Shire understands from the Chief Executive Officer that the business may not have operated for some time; this does not change the fact that it is unauthorised and is being progressed by the Shire as a separate compliance matter, not as part of this application.

COMMENT

12. Land Use Classification

- a. 'Industry – Primary Production' is specifically listed in the LPS6 zoning table as a Class 'P' use in the Rural zone. While CBH's own business is grain handling and logistics rather than growing crops, this is consistent with how the Shire has already treated this activity via the 2025 temporary works exemption, and with the Rural zone's objective to provide for the operation and development of rural land uses. Officers are satisfied this classification is reasonable.

13. Highway Access – Main Roads' Position and Jurisdictional Basis

- a. Main Roads' standing policy is to limit direct property access to State highways where an alternative local government road is available. West River Road provides that alternative here. Main Roads also notes the existing direct crossovers to South Coast Highway are not well-formed, and that continued heavy vehicle turning movements across these crossovers risk damaging the sealed highway pavement.
- b. The conditions proposed by Main Roads split cleanly across jurisdictions: works on West River Road (a Shire road) are conditioned to the satisfaction of the Shire; works within the South Coast Highway reserve (crossover removal and verge reinstatement) are conditioned to the satisfaction of Main Roads, with CBH separately required to obtain Main Roads' own road reserve works approval, Traffic Management Plan and Possession of Site Certificate before

starting. The Shire is not being asked to authorise, and would not be authorising, works on land it does not control.

- c. Officers recommend the West River Road works and RAV network amendment be required and substantially completed before the South Coast Highway crossovers are closed, so the facility retains reliable all-weather access throughout the transition.

14. CBH's Response – Retention of Highway Crossovers

- a. CBH has raised an operational concern that closing the South Coast Highway crossovers would require out-of-harvest contractor vehicles out loading to queue within the West River Road reserve while awaiting loading, rather than on CBH's own land accessed from the highway.
- b. Officers do not consider this sufficient reason to retain the crossovers, for three reasons:
 - i. CBH's own submitted traffic flow plan confirms all harvest receival traffic – by far the greater volume and intensity of movements – already operates entirely via West River Road, without difficulty;
 - ii. The queuing/stacking concern raised is a traffic management and on-site scheduling matter that is capable of being resolved by CBH through internal marshalling arrangements (for example, holding vehicles on-site rather than in a public road reserve) rather than by retaining an unauthorised direct connection to a State highway;
 - iii. Retaining the crossovers for this purpose would perpetuate the very risk to the South Coast Highway pavement that this condition is intended to address.
- c. CBH's advice that an adjoining seed cleaning business also uses a crossover in this vicinity is a further factor supporting closure and consolidation of access via West River Road, given that business is unauthorised and its traffic is not otherwise accounted for. The Shire will write to the operator of that business separately regarding its development approval status; this is a distinct compliance matter and does not form part of the determination of this application.

15. Extent of West River Road Works – 300m (Recommended)

- a. Officers recommend the extent of the required works be approximately 300m of West River Road from the South Coast Highway intersection, being the length that serves the CBH facility's own frontage and the adjoining seed cleaning business access – i.e. the section of road actually carrying the traffic generated by this development and the access consolidation Main Roads has requested.
- b. On nexus, conditions imposed on a development approval must fairly and reasonably relate to the development. Extending the condition beyond 300m increases the risk of it being found not to meet this test if challenged. The cost imposed on CBH under this condition, is estimated to be \$185,000–\$260,000 for the recommended 300m. This estimate excludes the separate South Coast Highway intersection and crossover closure works (to be approved and costed through Main Roads' own process), contingency, design/consultant costs, and any traffic management required during construction.
- c. This does not preclude the Shire from separately considering further sealing of West River Road as its own capital works or grant-funded project, on its own merits, outside the scope of this development approval.

CONSULTATION

- 16. The application was referred to Main Roads Western Australia (Great Southern Region), which responded on 20 August 2026 with the conditions addressed in this report.

17. CBH was consulted directly regarding site access arrangements and provided its response on 31 August 2026, addressed under COMMENT above.
18. As a Class P use not triggering mandatory advertising under the Deemed Provisions, the application was not advertised to the general public.

STATUTORY ENVIRONMENT

19. Planning and Development Act 2005.
20. Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions), Schedule 2, in particular clauses 62–67.
21. Shire of Ravensthorpe Local Planning Scheme No. 6, in particular the Rural zone provisions (clause 4.14) and the Rural Uses category of the zoning table.
22. Main Roads Western Australia holds statutory responsibility for the care, control and management of South Coast Highway; any works within that road reserve require separate Main Roads approval independent of this development approval.
23. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

24. There are no applicable Local Planning Policies directly governing this matter. The recommended approach to conditioning highway and road access is consistent with the Shire's general practice of requiring applicant compliance with the requirements of other approval authorities (e.g. DWER, Main Roads) as a condition of development approval.

FINANCIAL IMPLICATIONS

25. Planning application fees have been received in accordance with the Shire's adopted Schedule of Fees and Charges. All road and highway works recommended below are at the applicant's (CBH's) cost, not the Shire's.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Highway pavement damage if crossovers retained unsealed	Likely	Moderate	High	Conditions require crossover closure and a sealed West River Road alternative, consistent with Main Roads' advice.
Loss of reliable all-weather access during transition	Possible	Moderate	Medium	Conditions sequenced so West River Road sealing and RAV amendment are completed before crossover closure is required.
Condition challenged as lacking nexus if extended to 1km	Possible	Major	High	Officer recommendation limits the condition to the 300m frontage

					directly serving this development and the traffic it generates.
Unauthorised seed cleaning business use	Possible	Minor	Medium		Being progressed by the Shire as a separate compliance matter; does not affect determination of this application.

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

29. Council may resolve to approve the application subject to West River Road works length beyond the 300m recommended by Officers. This is not recommended, on the basis that an additional road works length is not shown to be generated by or directly serve this development, would add a further cost to CBH beyond the recommended 300m and increases the risk that the condition could be found to lack the necessary nexus to this development if challenged.
30. Council may resolve to refuse the application. This is not recommended, given the use is a Permitted (P) use in the Rural zone, Main Roads has confirmed support for the development subject to the conditions recommended, and no other planning grounds for refusal have been identified.

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 3.4	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

VOTING REQUIREMENTS

31. Simple Majority

OFFICER RECOMMENDATION**That Council:**

Approve Development Application P26-22 for the retention of open storage grain bulkheads and associated works at Part Lot 1596 South Coast Highway, West River subject to the following conditions:

1. The development shall be carried out in accordance with the approved plans to the satisfaction of the Shire of Ravensthorpe.
2. Stormwater shall be managed in accordance with the final approved Stormwater Management Plan approved by the Shire of Ravensthorpe to the satisfaction of the Shire of Ravensthorpe. The applicant shall monitor the downstream drainage area following completion of the works and, if requested by the Shire, implement additional measures to spread and/or slow basin discharge, consistent with the approved Stormwater Management Plan.
3. **Prior to the commencement of works, a management plan for the control of noise and dust generated by the development so as not to exceed the levels prescribed under the Environmental Protection (Noise) Regulations 1997, when received at a neighbouring property, shall be submitted by the applicant and approved by the Shire.**
4. Prior to the occupation/use of the additional storage approved under this application, the applicant shall investigate, design, reconstruct and seal approximately 300m of West River Road, from the South Coast Highway intersection to the northern extremity of the facility, including an intersection upgrade providing lane-correct movements for the applicable RAV network operation, to the satisfaction of the Shire of Ravensthorpe.
5. Following completion of condition 5, the applicant shall obtain the Shire's approval and apply to Heavy Vehicle Services for any amendment to the RAV network status of West River Road.
6. Following satisfactory completion of conditions 5 and 6, the applicant shall remove the existing vehicle crossovers between the facility and South Coast Highway and reinstate the affected road verge, to the satisfaction of Main Roads Western Australia, and shall provide the Shire with written confirmation from Main Roads that this has been completed to its satisfaction.

And the following advice notes:

7. Main Roads Western Australia's own approval, including a Possession of Site Certificate and Authorised Traffic Management Plan, is required prior to commencing any works within the South Coast Highway road reserve, independently of this development approval.
8. This approval does not remove the need for the applicant to obtain any other approval required under any other written law, including any works approval, licence or registration required by the Department of Water and Environmental Regulation.
9. **THIS IS NOT A BUILDING PERMIT.** A Building Permit may be required prior to construction/retention of associated structures under the Building Act 2011 – confirm requirements with the Shire's Building Surveyor.
10. It is the responsibility of the applicant/owner to search the title of the property to ascertain the presence of any easements and/or restrictive covenants that may apply.

12.3.4 P26-28 104 QUEEN STREET, RAVENSTHORPE

File Reference:	A13354
Location:	104 Queen Street, Ravensthorpe, WA 6346 (Reserve 9029, Lot 311 on Deposited Plan 42166)
Owner:	Shire of Ravensthorpe
Applicant:	Medallion Metals Pty Ltd (lessee) – Garrett Meyn
Author:	Planning Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil (Note: the Shire of Ravensthorpe is the landowner and lessor of the subject reserve under a lease with the applicant – refer Comment, Land Tenure and Determination Pathway).
Attachments:	1. Attachments 1-7 [12.3.4.1 - 65 pages]
Previous Reference:	Not applicable

PURPOSE

1. For Council to consider Development Application P26-28 for replacement and additional infrastructure at the Ravensthorpe mining accommodation village (workforce camp), 104 Queen Street, Ravensthorpe, comprising replacement of 13 accommodation blocks, 2 additional accommodation units, refurbishment of 2 existing accommodation buildings, a containerised kitchen extension and internal kitchen/dining renovation, and a skillion undercover area, increasing accommodation capacity from an established 89 persons to 100 persons.

BACKGROUND

2. The subject land, Reserve 9029 (Lot 311 on Deposited Plan 42166), is a reserve under Shire of Ravensthorpe management control, held under a Crown Land Management Order and zoned Public Open Space under Local Planning Scheme No. 6 (LPS6). The Shire leases the reserve to Medallion Metals Pty Ltd for use as a mining workforce accommodation camp.
3. The site is an established mining accommodation village with a current capacity of 89 persons, comprising accommodation blocks (dongas), a camp kitchen and dining facility, and ablution/amenity buildings.
4. The applicant proposes to replace 13 existing accommodation blocks, install 2 additional accommodation units in new locations, refurbish 2 existing accommodation buildings, extend and internally renovate the camp kitchen and dining area, and construct a skillion undercover area adjacent to the kitchen. The works will increase accommodation capacity to 100 persons, consistent with the applicant's lease with the Shire.
5. The application was formally lodged with the Shire on 14 August 2026 (date-stamped received 17–18 August 2026).
6. Prior to lodgement, the Planning Officer issued a nine-point information request to the applicant in response to which a Bushfire Management Plan prepared by Ecosystem Solutions Pty Ltd was received on 30 July 2026.
7. The Reserve 9029 lease between the Shire and the applicant was executed on 22 July 2026, with the consent of the Minister for Lands under section 18 of the Land Administration Act 1997 granted on 8 July 2026.

COMMENT**8. Land Tenure and Management Order Purpose**

- a. The reserve is held by the Shire under a Crown Land Management Order issued under the Land Administration Act 1997, which specifies the purpose(s) for which the land may be used and managed and the Shire's power to lease. As part of the leasing process with Medallion Metals, it was confirmed that the Management Order purpose extends to workforce/mining accommodation.

9. Zoning and Permissibility under LPS6

- a. The reserve is zoned Public Open Space under LPS6. As this application is for the expansion of a continued land use already established under the Management Order, the application is considered consistent with the site's zoning.

10. Nature and Scale of Proposed Works

- a. The application comprises four discrete elements, all within the established camp footprint: replacement of 13 accommodation blocks with new Ausco-type modular units and 2 additional accommodation units in new locations; refurbishment of 2 existing accommodation buildings; a containerised kitchen extension and internal renovation of the camp kitchen and dining area; and a Ranbuild-type skillion undercover area adjacent to the kitchen. The works are of a scale and standard consistent with the existing camp and do not, on the plans provided, extend the developed footprint materially beyond the existing cleared/managed area of the site. No native vegetation clearing is proposed.

11. Bushfire Risk Management (State Planning Policy 3.7)

- a. The site is within a mapped Bushfire Prone Area. The submitted Bushfire Management Plan determines a site-wide Bushfire Attack Level of BAL-29 using the AS 3959-2018 Simplified Procedure (Method 1). Assessed against Bushfire Protection Criteria 6, the Plan demonstrates compliance for Siting and Design, Vehicular Access and Water Supply, subject to ongoing maintenance of a 17m Asset Protection Zone, the private driveway standard (6m horizontal / 4.5m vertical clearance and turn-around area) and a dedicated 50,000L firefighting water tank. No referral to DFES is triggered. The Plan is valid for two years from its date of issue (expires 30 July 2028).

12. Servicing – Effluent, Water and Parking

- a. The site is connected to reticulated sewer, and it is understood Water Corporation has provided its consent regarding the Camp's water supply. The existing car park area is unchanged; no additional car parking is considered necessary given the workforce nature of the accommodation.

13. Environmental / Native Vegetation

- a. No native vegetation clearing is proposed. The Bushfire Management Plan identifies Threatened Ecological Communities and threatened flora/fauna habitat potentially occurring within the wider 150m assessment area, but these lie outside the development footprint and are not affected by the proposed works. No clearing permit is therefore required.

14. Reserve 9029 Lease Considerations

- a. Item 11.4 of the Schedule to the lease requires the Lessee to carry out specified works – including an additional site access/egress to Carlisle Street, sealing of internal access roads and the Carlisle Street frontage, and a demonstration of water/wastewater capacity – prior to

any expansion of the Camp beyond 100 room capacity. As this application seeks a capacity of exactly 100 persons, not beyond it, these works are not enlivened by this application. Should any future application seek to expand the Camp beyond 100 persons, the Item 11.4 works would apply to that future proposal.

- b. Items 11.1–11.3 of the Schedule require the Lessee to manage vehicle movement, noise, dust and light spill affecting neighbouring properties, to operate under an approved Camp Management Plan, and to undertake vegetation screening under an approved landscaping plan. These obligations are not tied to the 100-person threshold and apply irrespective of capacity. None of these has been submitted and is recommended as a condition, to be reconciled with the Asset Protection Zone in the Bushfire Management Plan.
- c. Clause 19 of the lease (Obligations on Termination) requires the Lessee to remove all buildings, fixtures and improvements and restore the Premises to its original condition on termination of the lease. Given the reserve's underlying Public Open Space purpose and the temporary/leasehold nature of this use, a decommissioning condition is recommended on the planning approval itself.

15. Determination Pathway

- a. The Shire of Ravensthorpe is both the owner/lessor of the subject reserve and the local government responsible for determining this application. Given this dual role, and the scale and nature of the works, it is recommended the application be determined by Council rather than under officer/staff delegation.

CONSULTATION

- 16. The reserve is not immediately adjoined by developed residential lots, being surrounded by road reserves and bushland to the north, east and south. As the application is for the continuation and modest expansion of an established use with limited potential to affect adjoining owners, no formal public advertising has been undertaken.

STATUTORY ENVIRONMENT

- 17. Planning and Development Act 2005.
- 18. Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions).
- 19. Shire of Ravensthorpe Local Planning Scheme No. 6.
- 20. Land Administration Act 1997, including the Crown Land Management Order over Reserve 9029 and the requirement for Minister for Lands consent to the lease under section 18.
- 21. State Planning Policy 3.7 – Bushfire; Planning for Bushfire Guidelines (WAPC, November 2024).
- 22. The applicant has a right of review to the State Administrative Tribunal if aggrieved by Council's determination.

POLICY IMPLICATIONS

- 23. Local Planning Scheme No. 6 requires workforce accommodation to be developed within existing townsites. The subject site, located at 104 Queen Street within the Ravensthorpe townsite, satisfies this requirement. No other Local Planning Policy applies specifically to workforce/mining camp accommodation.

FINANCIAL IMPLICATIONS

- 24. Planning application fees have been received in accordance with the Shire's adopted Schedule of Fees and Charges. The Shire separately receives lease rental income from Medallion

Metals under the Reserve 9029 lease; this is a landlord/tenant matter distinct from Council's determination of this application in its capacity as responsible authority.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Governance/Conflict of Interest	Possible	Moderate	Medium	Application referred to Council for determination rather than officer/staff delegation, given the Shire's dual role as landowner/lessor and responsible authority.
Bushfire	Unlikely	Major	Medium	Compliance with the Bushfire Management Plan (BAL-29) secured by condition; Asset Protection Zone, driveway standard and firefighting water tank to be maintained in perpetuity.

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

26. Council may resolve to refuse the application or approve subject to additional or modified conditions. Refusal is not recommended given the works represent a continuation of an established, approved land use, with the identified lease matters capable of being appropriately managed by condition.

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>
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Objective 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
Strategy 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation), and gives priority to development/ infill of currently zoned land

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

Approve Development Application P26-28 for replacement and additional infrastructure at the Ravensthorpe mining accommodation village, 104 Queen Street, Ravensthorpe, under Local Planning Scheme No. 6, subject to the following conditions:

- 1. Development shall be carried out generally in accordance with the approved plans (Attachments 1–6 of the application).**
- 2. The requirements of the Bushfire Management Plan (Ecosystem Solutions Pty Ltd, Ref. 262079, Rev A, 30 July 2026) shall be implemented in full and maintained in perpetuity, including the Asset Protection Zone, the private driveway standard, and the dedicated 50,000L firefighting water tank, in accordance with Table 3 (Landowner Responsibilities) of the Plan.**
- 3. A copy of the Bushfire Management Plan shall be provided to, and written endorsement obtained from, the Shire of Ravensthorpe, the landowner/occupier (Medallion Metals) and any builder engaged to undertake the works.**
- 4. No native vegetation is to be cleared as part of this approval.**
- 5. Prior to commencement of works, a Camp Management Plan and landscaping/screening plan is to be submitted by the applicant and approved by the Shire, consistent with clauses 11.2 and 11.3 of the Schedule to the Reserve 9029 lease and the Asset Protection Zone identified in the Bushfire Management Plan for the site. The Camp shall thereafter be operated, and screening maintained, in accordance with the approved plans.**
- 6. Prior to occupation of the additional accommodation and kitchen extension, the applicant shall submit a Decommissioning and Reinstatement Plan for the Shire's approval.**

And the following advice notes:

- 7. THIS IS NOT A BUILDING PERMIT. An application for a building permit is required to be submitted to and approved by the Shire of Ravensthorpe prior to any works commencing on-site.**
- 8. The development is to comply with the Building Code of Australia, Building Act 2011, Building Regulations 2012 and the Local Government Act 1995.**

- 9. This planning approval does not remove the need to comply with any other applicable legislation, including relevant health regulations, and any conditions of Medallion Metals' mining tenement(s).**
- 10. It remains the applicant's responsibility to obtain any other approval, licence or permit required at law prior to commencing the approved works.**
- 11. This approval does not authorise expansion of the Camp beyond 100 room capacity. Any future expansion beyond that capacity will separately trigger the works required under Item 11.4 of the Schedule to the Reserve 9029 lease, including additional Carlisle Street access and road sealing works and demonstration of water and wastewater capacity.**

12.3.5 COUNCIL POLICY LO1 - BUSHFIRE CONTROL - CAMPING AND COOKING FIRES

File Reference:	<text>
Location:	Not applicable or <text>
Applicant:	Not applicable or <text>
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil or <text>
Attachments:	1. Bush- Fire- Control- Camping-and- Cooking- Fires-(Adopted-16-December-2025) [12.3.5.1 - 1 page] 2. LO1_Bush_Fire_Control_Camping_and_Cooking_Fires_Draft_2026-27 [12.3.5.2 - 2 pages]
Previous Reference:	Not applicable or <text>

PURPOSE

1. For Council to consider and approve the reviewed Council Policy LO1 - Bush Fire Control - Camping and Cooking Fires, Version 15.2.

BACKGROUND

2. Council policies provide a clear statement of Council position and guide consistent decision-making by Elected Members and the Administration. The Shire undertakes regular review of its Council Policy Manual so that policies remain current, practical and aligned with legislative and operational requirements.
3. Policy LO1 - Bush Fire Control - Camping and Cooking Fires was most recently considered as part of the comprehensive policy review at the Ordinary Council Meeting held on 15 December 2025.
4. The current policy establishes the local arrangements for camping and cooking fires, including the period in which fires may be lit without a permit, designated camping locations and core fire-safety conditions.

COMMENT

5. A review of Policy LO1 identified an opportunity to make the policy clearer and more comprehensive, particularly in relation to the different burning periods, designated locations, Fire Danger Ratings and the hierarchy of Total Fire Bans and local fire-control directions.
6. The proposed Version 15.2 retains the intent of Policy LO1 while strengthening the policy so that the Council position is clear, contemporary and consistent with the Shire's bushfire safety information.

CONSULTATION

7. The matter of camping and cooking fires has been discussed at the Shire of Ravensthorpe BFAC.

STATUTORY ENVIRONMENT

8. Local Government Act 1995 - section 2.7(2)(b) provides that a role of Council is to determine the local government's policies.

9. Bush Fires Act 1954 - relevant provisions include section 22B relating to Total Fire Bans and section 25 relating to fires lit in the open air for camping and cooking, including minimum clearances, Fire Danger Rating controls, local government prohibition powers, designated locations and written approvals.
10. Bush Fires Regulations 1954 - relevant regulations apply to bushfire prevention and operational fire-control arrangements, including local controls associated with harvesting and vehicle movement.

POLICY IMPLICATIONS

11. If approved, Council Policy LO1 - Bush Fire Control - Camping and Cooking Fires Version 15.2 will replace Version 15.1 in the Council Policy Manual.

FINANCIAL IMPLICATIONS

12. Nil. Implementation, publication and communication of the updated policy can be undertaken within existing operational resources.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) Retaining an outdated or unclear policy may create inconsistency with current public bushfire guidance and increase the risk of misunderstanding or non-compliance when using camping and cooking fires.	Possible	1 Major	High	Regularly review Policy, move to annual review cycle.

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. Council may resolve to approve the policy with further amendments.
14. Council may defer consideration pending further consultation or advice.
15. Council may resolve not to approve the revised policy. In that event Version 15.1 would remain current.

STRATEGIC ALIGNMENT

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

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 2.3	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

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. APPROVE Council Policy LO1 - Bush Fire Control - Camping and Cooking Fires, Version 15.2, as contained at Attachment 2.**
- 2. AUTHORISE the Chief Executive Officer to make minor administrative, formatting and cross-reference amendments that do not alter the intent of the policy prior to publication;**
- 3. REQUEST that the approved policy be published in the Council Policy Manual and on the Shire website and be included in the annual policy review cycle with the Bushfire Advisory Committee.**

12.3.6 COUNCIL POLICY LO3 – BUSHFIRE CONTROL – BURNING RESTRICTIONS – REVIEW

File Reference:	Nil
Location:	Not applicable or <text>
Applicant:	Not applicable or <text>
Author:	Nicole O'Neill, Chief Executive Officer
Authorising Officer:	Chief Executive Officer
Date:	22 September 2026
Disclosure of Interest:	Nil
Attachments:	1. L03 Bush Fire Control - Burning Restrictions V15.1 [12.3.6.1 - 1 page] 2. L03 Bush Fire Control - Burning Restrictions V15. 2 Track Changes [12.3.6.2 - 1 page]
Previous Reference:	OCM 15 December 2025 – Item 12.1.1 Comprehensive Policy Manual Review; OCM 17 December 2024 – Item 12.1.2 Policy Review

PURPOSE

1. For Council to consider the review of Council Policy LO3 – Bush Fire Control – Burning Restrictions and approve an updated policy.

BACKGROUND

2. Council Policy LO3 establishes local policy settings relating to burning restrictions within the Shire of Ravensthorpe. The existing policy addresses burning on Sundays and provides an exemption from the requirement to obtain a burning permit for certain small burns during a specified period, subject to conditions including firebreaks, attendance, neighbour notification and minimum firefighting-water requirements.
3. The policy has been subject to regular review, including comprehensive policy reviews in July 2020, July 2022, December 2024 and December 2025. The current document identifies the policy for an annual review frequency.

COMMENT

4. Since the most recent comprehensive review, the Shire has prepared updated Bushfire Safety information for the 2026/27 fire season. That material consolidates information regarding Restricted and Prohibited Burning Periods, permit requirements, public holiday and Sunday restrictions, Total Fire Bans, Fire Danger Ratings, Harvest and Vehicle Movement Bans and other bushfire-safety requirements.
5. In line with BFAC recommendations to Council endorsed on 16 June 2026 (Res #2026/61) burning is prohibited on Sundays except between 1 March and 31 October and identifies public holiday burning restrictions.
6. The review has considered the existing policy against the Shire's current bushfire information and the approach adopted in the recently reviewed Council Policy LO1 – Bush Fire Control – Camping and Cooking Fires.
7. The intent of LO3 remains appropriate. Council should continue to establish clear local parameters for burning activities, in consultation with the Bushfire Advisory Committee, while ensuring statutory requirements and operational fire controls take precedence.

8. Sunday burning

- i. The existing policy states that burning on Sundays is prohibited except between 1 March and 19 September.
- ii. Sunday burning is prohibited except between 1 March and 31 October for the 2026/2027 Fire Season.
- iii. The policy should therefore be amended to reflect the current Shire arrangements and avoid conflicting public information.

CONSULTATION

9. Consultation with BFAC

STATUTORY ENVIRONMENT

10. Local Government Act 1995 - Section 2.7 establishes the role of Council, including determining the local government's policies.
11. Bush Fires Act 1954. The Act establishes the legislative framework for Restricted and Prohibited Burning Times, permits, Total Fire Bans and bushfire prevention and control. The existing LO3 specifically refers to section 18 concerning Restricted Burning Times.
12. Bush Fires Regulations 1954. The Regulations provide further requirements relating to burning during Restricted and Prohibited Burning Times. The current policy specifically references Part IV and regulation 15C concerning local government restrictions on burning on certain days.

POLICY IMPLICATIONS

13. Approval of the revised policy will result in Council Policy LO3 – Bush Fire Control – Burning Restrictions, Version 15.2 replacing the current Version 15.1.

FINANCIAL IMPLICATIONS

14. There are no material financial implications associated with the policy review.
15. Updating the Council Policy Manual, Shire website and associated bushfire information can be undertaken within existing operational resources.

RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Rare	Insignificant	Very Low	
	Unlikely	Minor	Low	
	Possible	Moderate	Medium	
	Likely	Major	High	
	Almost Certain	Catastrophic		
Financial	Rare	Insignificant	Very Low	
	Unlikely	Minor	Low	
	Possible	Moderate	Medium	
	Likely	Major	High	
	Almost Certain	Catastrophic		
Reputational	Rare	Insignificant	Very Low	
	Unlikely	Minor	Low	

	Possible Likely Almost Certain	Moderate Major Catastrophic	Medium High
Environmental	Rare Unlikely Possible Likely Almost Certain	Insignificant Minor Moderate Major Catastrophic	Very Low Low Medium High

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

17. Approve the revised policy with further amendments;
18. Defer consideration pending further consultation with BFAC or further legislative advice.

STRATEGIC ALIGNMENT

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

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 2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage
Strategy 2.3.2	Act to reduce the risk of bush fire, and be prepared in case of bush fire in terms of emergency response and disaster recovery

Outcome 4	Natural Environment <i>Our unique world class biosphere is valued and protected for the enjoyment of current and future generations</i>
Objective 4.3	The Shire's valued natural areas and systems are protected and enhanced
Strategy 4.3.2	Ensure proper land management practices are observed which result in protection and care of the natural environment

Outcome 5	Governance and Leadership <i>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</i>
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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

VOTING REQUIREMENTS

20. Simple Majority

OFFICER RECOMMENDATION**That Council:**

- a. **APPROVE the reviewed Council Policy LO3 – Bush Fire Control – Burning Restrictions, Version 15.2, as contained at Attachment 2.**

12.4 INFRASTRUCTURE SERVICES

Nil.

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**

Nil.

PROCEDURAL MOTION

That in accordance with Section 5.23(4) of the Local Government Act 1995, the meeting is closed to the members of the public for the Confidential Items listed in the Agenda as the following sub-sections apply:

****copy and paste from reasons below**

15.1 EXECUTIVE SERVICES**15.2 CORPORATE SERVICES****15.3 REGULATORY SERVICES****15.4 INFRASTRUCTURE SERVICES****16 CLOSURE**

The Presiding Member to declare the meeting closed.