



Unconfirmed Minutes
Special Council Meeting
Tuesday, 07 April 2026

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MINUTES

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, Cr Rachel Gibson, declared the meeting open at 2:00pm and acknowledged the Traditional Owners of the land, paying respect to Elders past, present and emerging

2. SWEARING IN OF NEWLY ELECTED COUNCILLORS

The Freeman of the Shire, Mr Keith Rowe JP, officiated the Declaration of Office for:

Cr Helen Burton
Cr Geoffrey Fyfe

Both Councillors made the prescribed declaration in accordance with Section 2.29 of the Local Government Act 1995

3. ELECTION OF DEPUTY PRESIDENT

The CEO opened nominations for the position of Deputy President.

Nomination: Cr Benno Sutherland
Nominated by: Cr Gibson
Accepted by nominee: Yes

No further nominations were received.

The CEO closed nominations for the position of Deputy President.

Outcome:

Cr Benno Sutherland was declared elected as Deputy President (unopposed).

4. SWEARING IN OF THE DEPUTY PRESIDENT.

Cr Benno Sutherland made the prescribed declaration of office before Mr Keith Rowe JP in accordance with legislation.

5. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Elected Members:

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	(Executive Manager Infrastructure Services)
Breoni Sorensen	(Acting executive Manager Corporate Services)
Michelle Grobler	(Executive Assistant)

Visitors:

Mr. Keith Rowe JP (Honorary Freeman of the Shire)

MEMBERS OF THE PUBLIC

APOLOGIES

LEAVE OF ABSENCE

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. PUBLIC QUESTION TIME

Nil.

8. DECLARATIONS OF INTEREST

Nil.

9. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Nil.

11. ANNOUNCEMENTS / REPORTS BY ELECTED MEMBERS

Nil.

12. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The President:

- Welcomed newly elected Councillors
- Congratulated Cr Benno Sutherland on appointment as Deputy President

13. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

14. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil.

15. REPORTS OF OFFICERS

15.1. EXECUTIVE SERVICES

15.1.1. DELEGATES FOR COMMITTEES

File Reference:	GR.ME.8
Location:	Shire Ravensthorpe
Applicant:	Nil
Author:	Executive Assistant
Authorising Officer	Chief Executive Officer
Date:	07 April 2026
Disclosure of Interest:	Nil
Attachments:	1. Previous Committee Table with elected Members.
Previous Reference:	N/A

PURPOSE

1. Council to appoint and confirm delegates to committees of Council, local community groups and organisations as required.

BACKGROUND

2. Council appoints delegates to committees of Council and to local community groups and organisations every two (2) years during election year.
3. Current appointments are as per the attachment 1. Committee List and were endorsed by Council via resolution 99/25 of October 2025

COMMENT

4. At the March Extraordinary Election Helen Elizabeth Burton and Geoffrey Neil Fyfe have been duly elected as Councillors for the Ravensthorpe District.
5. The election provides an opportunity to review the membership to committees of Council, local community groups and organisations as required.
6. Committees of Council require Absolute Majority, while community committees and groups only require a Simple Majority.
7. Council currently has the following Committees of Council:
 - Audit Risk and Improvement Committee
 - Bushfire Advisory Committee
 - CEO Performance Review
 - Ravensthorpe Tourism Advisory Group
8. Council has representation on the following groups which are not formed as a Committee of Council
 - Great Southern Road Group
 - Local Emergency Management Committee
 - Development Assessment Panel
 - Hopetoun Progress Association
 - Munglinup Community Group

- Hopetoun Community Resource Centre
- Ravensthorpe Community Resource Centre
- Fitzgerald River National Park Advisory Group
- Ravensthorpe Agricultural Initiative Network
- Fitzgerald Biosphere Community Collective
- Hopetoun District Recreation Association
- Ravensthorpe Historical Society
- Ravensthorpe Town Team
- Hopetoun Town Team
- GEDC Regional Coordination Group
- Jerdacuttup Community Association
- Jerdacuttup Ravensthorpe Nickel Operations Working Group
- North Ravensthorpe Community Group
- Ravensthorpe Community Centre

WALGA Great Southern Country Zone
Medallion Metals Community Group

CONSULTATION

9. N/A

STATUTORY ENVIRONMENT

10. *Local Government Act 1995*

POLICY IMPLICATIONS

11. Nil.

FINANCIAL IMPLICATIONS

12. Nil.

RISK MANAGEMENT

13. The following risks have been identified as a part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<p>Reputational</p> <p>The Council and Shire is perceived as not in touch with local community and relevant issues.</p>	Likely	Moderate	Medium	<p>Look at ways to advance continual improvement.</p> <p>Promote community engagement through public involvement.</p> <p>Listen to community concerns.</p> <p>Ensure representation on local community groups.</p>

OPTIONS

14. Council may allocate delegates by consensus, and where consensus is not achievable then via formal resolution.
15. Council may reject the officer recommendation for the nomination of the independent chair of the ARIC and provide reasons.
16. Council may defer a decision and request further information.

STRATEGIC ALIGNMENT

17. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2030.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - 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

Item	Objectives and Strategies
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
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
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

18. Absolute Majority for Committees of Council
19. Simple Majority for delegates to Committees of regional groups, and local community and sporting groups

OFFICER RECOMMENDATION

Procedural Motion:

Council resolved to suspend standing orders at 2:22pm to allow discussion on committee delegate allocations.

Moved: Cr Auburn

Seconded: Cr Burton

Resolution: 34/26

Carried 6/0

Procedural Motion:

Council resolved to reinstate standing orders at 2:45pm after discussion on committee delegate allocations.

Moved: Cr Leighton

Seconded: Cr Sutherland

Resolution: 35/26

Carried 6/0

20. That Council ADOPT the new schedule for delegates to Committees of Councils as listed in below table.

<i>Table 1: Council Delegates to Committees of Council</i>	
<u>Committee name</u>	<u>April 2026 Councillor delegate</u>
Audit Risk and Improvement Committee	Full Council with Independent Presiding Member plus Independent Deputy to the Presiding Member.
Bushfire Advisory Committee	Member – Cr Benno Sutherland
	Deputy – Cr Rachel Gibson
CEO Performance Review	Member – President Gibson
	Member - Deputy President
	Member – Cr Sue Leighton
Ravensthorpe Tourism Advisory Group	Delegate – Cr Sue Leighton
	Proxy – Cr Geoff Fyfe

That Council ADOPT the new schedule for delegates to Committees of regional groups, and local community and sporting groups as listed in below table.

<i>Table 2: Council delegates to other groups not formed as a Committee of Council</i>	
<u>Committee name</u>	
Great Southern Road Group	Delegate – Cr Benno Sutherland
	Proxy – Cr Bill Auburn
Local Emergency Management Committee	Delegate – President Gibson
	Proxy - Deputy President
Development Assessment Panel	Delegate – Cr Sue Leighton
	Delegate – Cr Robert Miloskeski
	Proxy – Cr Bill Auburn
	Proxy – Cr Helen Burton
Hopetoun Progress Association	Delegate – Cr Robert Miloskeski
	Proxy – Cr Bill Auburn
Munglinup Community Group	Delegate – Cr Sue Leighton
	Proxy – Cr Benno Sutherland
Hopetoun Community Resource Centre	Delegate – Cr Geoff Fyfe

	Proxy – Cr Sue Leighton
Ravensthorpe Community Resource Centre	Delegate – Cr Helen Burton
	Proxy – Cr Bill Auburn
Fitzgerald River National Park Advisory Group	Delegate – Cr Sue Leighton
	Proxy – Cr Benno Sutherland
Ravensthorpe Agricultural Initiative Network	Delegate – Cr Benno Sutherland
	Proxy – Cr Helen Burton
Fitzgerald Biosphere Community Collective	Delegate – Cr Sue Leighton
	Proxy – Cr Geoff Fyfe
Hopetoun District Recreation Association	Delegate – Cr Bill Auburn
	Proxy – Cr Geoff Fyfe
Ravensthorpe Historical Society	Delegate – Cr Sue Leighton
	Proxy – Cr Rachel Gibson
Ravensthorpe Town Team	Delegate – Vacant
	Proxy – Vacant
Hopetoun Town Team	Delegate – Vacant
	Proxy – Vacant
GEDC Regional Coordination Group	Delegate – Cr Sue Leighton
	Proxy – Cr Rachel Gibson
Jerdacuttup Community Association	Delegate – Cr Rachel Gibson
	Proxy – Cr Bill Auburn
Jerdacuttup Ravensthorpe Nickel Operations Working Group	Delegate – Cr Rachel Gibson
	Proxy – Cr Robert Miloseski
North Ravensthorpe Community Group	Delegate – Cr Benno Sutherland
	Proxy – Cr Helen Burton
Ravensthorpe Community Centre	Delegate – Cr Sue Leighton
	Proxy – Cr Rachel Gibson
WALGA Great Southern Country Zone	Delegate – Cr Rachel Gibson
	Delegate – Cr Bill Auburn
	Proxy – Cr Geoff Fyfe
Medallion Metals Community Group	Delegate – Removed as group no longer exists
	Proxy – Removed as group no longer exists

Council Resolution

1. That Council adopt the schedule of delegates to regional and community groups, with the removal of the Medallion Metals Community Group.

Moved: Cr Auburn

Seconded: Cr Sutherland

Resolution no: 36/26

Carried 6/0

15.2. CORPORATE SERVICES

Nil.

15.3. PROJECTS AND REGULATORY

Nil.

15.4. INFRASTRUCTURE SERVICES

Nil.

16. MATTERS BEHIND CLOSED DOORS

Nil.

17. MEETING CLOSURE

The Presiding Member declared the meeting closed at 2:47pm.

Attachment 14.1.2 – Delegations of Committees

15. REPORTS OF OFFICERS

15.1 EXECUTIVE SERVICES

15.1.1 DELEGATES FOR COMMITTEES

File Reference:	GR.ME.8
Location:	Shire Ravensthorpe
Applicant:	Nil
Author:	Chief Executive Officer
Authorising Officer	Chief Executive Officer
Date:	13 October 2025
Disclosure of Interest:	Nil
Attachments: Green 15.1.1	1. List of Committees Table 1. WALGA Great Southern Country Zone 2. CONFIDENTIAL Officer Recommendation for Independent Chair
Previous Reference:	N/A

PURPOSE

1. Council to appoint and confirm delegates to committees of Council, local community groups and organisations as required, and to appoint independent chair to the Council's Audit Committee.

BACKGROUND

2. Council appoints delegates to committees of Council and to local community groups and organisations every two (2) years during election year.
3. The appointment of three new Councillors at October 2025 elections requires Council to review and confirm delegations to the various nominated committees.
4. This review process also allows Councillors to propose changes to other committee delegations if desired.

COMMENT

5. Current appointments are as per the attachment 1. Committee List and were endorsed by Council via resolution number 82/24 at the 17 September 2024 OCM.
6. Attachment 2 to this report provides useful background information regarding the Shire's membership to the WALGA Great Southern Country Zone.
7. Following recent reforms to the Local Government Act 1995, local governments will be required to have an independent chairperson for their Audit committee. The committee is also being renamed an "audit, risk and improvement committee" (ARIC), and if a deputy is appointed they must also be independent. The independent chair and deputy cannot be elected council members or employees of the local government, a change intended to increase oversight and transparency. Confidential Attachment 3 lists the officer recommendation for the appointment of an independent chair to the ARIC for Council's consideration.
8. Each Councillor is entitled to sit or represent council on at least one committee.
9. Council is required to determine delegates and formally adopt the appointments with a Council resolution. Committees of Council require Absolute Majority, while community committees and groups only require a Simple Majority.

CONSULTATION

10. Councillors.

STATUTORY ENVIRONMENT

11. Local Government Act 1995

POLICY IMPLICATIONS

12. Nil.

FINANCIAL IMPLICATIONS

13. Nil.

RISK MANAGEMENT

14. The following risks have been identified as a part of this report;

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) Communication between community and Shire is poor and ineffective	Possible	Minor Low		Improved communication through delegates representing Council at community meetings.
Reputational The Council and Shire is perceived as not in touch with local community and relevant issues.	Likely	Moderate Medium		Look at ways to advance continual improvement. Promote community engagement through public involvement. Listen to community concerns.

ALTERNATE OPTIONS

15. Council may allocate delegates by consensus, and where consensus is not achievable then via formal resolution. Council may reject the officer recommendation for the nomination of the independent chair of the ARIC.

STRATEGIC ALIGNMENT

16. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2030.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

Item	Objectives and Strategies
1.2	The right resources and infrastructure are in place to support local commerce and industry

Outcome 2: Community - 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

Item	Objectives and Strategies
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.3	People feel that their community is safe for all, free of nuisance and protected from risk of damage

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

Item	Objectives and Strategies
5.1	The Shire's community is engaged and involved
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
5.5	The value of community owned assets is maintained

VOTING REQUIREMENTS

17. Absolute Majority for Committees of Council and Simple Majority for other.

COUNCIL DECISION

Moved by Cr Miloseski and seconded by Cr Auburn

Resolution # 97/25

That Council ADOPT the new schedule for delegates to Committees of Councils as listed in below table 1.

Table 1: Council Delegates to Committees of Council	
Committee name	October 2025 Councillor delegate
Audit Risk and Improvement Committee	Full Council with Independent Chair

Bushfire Advisory Committee	Member – Cr Mudie
	Deputy – Cr Sutherland
CEO Performance Review	Member – President Cr Gibson
	Member - Deputy President Cr Mudie
	Member – Cr Leighton
Ravensthorpe Tourism Advisory Group	Delegate – Cr Leighton
	Proxy – Cr Miloseski

Carried 6/0 (absolute majority required)

COUNCIL DECISION

Moved by Cr Auburn and seconded by Cr Sutherland Resolution # 98/25
That Council **ADOPT** the new schedule for delegates to Committees of regional groups, and local community and sporting groups as listed in below table 2.

Table 2: Council delegates to other groups not formed as a Committee of Council	
<u>Committee name</u>	
Great Southern Road Group	Delegate – Cr Mudie
	Proxy – Cr Sutherland
	Proxy – Cr Auburn
Local Emergency Management Committee	Delegate – President Cr Gibson
	Proxy - Deputy President Cr Mudie
Development Assessment Panel	Delegate – Cr Miloseski
	Delegate – Cr Leighton
	Proxy – Cr Gibson
	Proxy – Cr Auburn
Hopetoun Progress Association	Delegate – Cr Miloseski
	Proxy – Cr Auburn
Munglinup Community Group	Delegate – Cr Leighton
	Proxy – Cr Sutherland
Hopetoun Community Resource Centre	Delegate – Cr Gibson
	Proxy – Cr Leighton
Ravensthorpe Community Resource Centre	Delegate – Cr Gibson
	Proxy – Cr Auburn
Fitzgerald River National Park Advisory Group	Delegate – Cr Leighton
	Proxy – Cr Mudie
Ravensthorpe Agricultural Initiative Network	Delegate – Cr Mudie
	Proxy – Cr Sutherland
Fitzgerald Biosphere Community Collective	Delegate – Cr Leighton
	Proxy – Cr Gibson
Hopetoun District Recreation Association	Delegate – Cr Auburn
	Proxy – Cr Sutherland
Ravensthorpe Historical Society	Delegate – Cr Leighton
	Proxy – Cr Mudie
Ravensthorpe Town Team	Delegate – unassigned
	Proxy – unassigned
Hopetoun Town Team	Delegate – unassigned

	Proxy – unassigned
GEDC Regional Coordination Group	Delegate – Cr Gibson
	Proxy – Cr Leighton
Jerdacuttup Community Association	Delegate – Cr Gibson
	Proxy – Cr Auburn
Jerdacuttup Ravensthorpe Nickel Operations Working Group	Delegate – Cr Gibson
	Proxy – Cr Miloseski
North Ravensthorpe Community Group	Delegate – Cr Mudie
	Proxy – Cr Sutherland
Ravensthorpe Community Centre	Delegate – Cr Leighton
	Proxy – Cr Gibson
WALGA Great Southern Country Zone	Delegate – Cr Gibson
	Delegate – Cr Auburn
	Proxy – Cr Mudie
Medallion Metals Community Group (New)	Delegate – Cr Miloseski
	Proxy – Cr Auburn

Carried 6/0 (simple majority required)

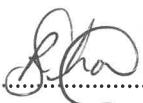
COUNCIL DECISION

Moved by Cr Mudie and seconded by Cr Leighton Resolution # 99/25

That Council ENDORSE the officer recommendation for appointment of an Independent Chair for the Audit Risk, and Improvement Committee (ARIC) as per Confidential Attachment 3.

Carried: 6 / 0 (Absolute Majority required)

Following Council formal endorsement as per above, the CEO announced the Independent Chair for the Shire ARIC as Mr Keith Rowe.

CONFIRMATION OF MINUTES	
Signed by Shire President:	 Date: 21.4.26