



# **MINUTES**

**Council Meeting**  
**Tuesday 15 October, 2019**  
**Commencing at 6.03 p.m.**

**Council Chambers**  
**Ravensthorpe**

# SHIRE OF RAVENSTHORPE

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Ravensthorpe on Tuesday 15 October 2019 – commencing at 6.03pm.

## Contents

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE .....	3
3. ANNOUNCEMENTS BY THE PRESIDING MEMBER.....	3
3.1 COUNCIL AGENDA REPORTS .....	3
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
5. PUBLIC QUESTION TIME .....	4
6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....	4
7. APPLICATIONS FOR LEAVE OF ABSENCE.....	4
8. DISCLOSURES OF INTEREST .....	4
9.1 ORDINARY MEETING – 17 SEPTEMBER 2019.....	4
9.2 SPECIAL COUNCIL MEETING – 26 SEPTEMBER 2019.....	5
9.3 SPECIAL COUNCIL MEETING – 7 OCTOBER 2019 .....	5
10. REPORTS OF COMMITTEES OF COUNCIL.....	5
11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES .....	5
13 OFFICE OF THE CHIEF EXECUTIVE OFFICER .....	7
13.1 RANGER AUTHORISATION.....	7
13.2 WITHDRAW RANGER AUTHORISATION .....	10
14. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES .....	13
14.1 SCHEDULE OF ACCOUNT PAYMENTS – JUNE 2019 .....	13
14.2 MONTHLY FINANCIAL REPORT – 30 JUNE 2019.....	16
15. DIRECTORATE OF TECHNICAL SERVICES.....	18
16. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	18
17. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING..	18
17.1 ELECTED MEMBERS .....	18
17.2 OFFICERS .....	18
18. MATTERS BEHIND CLOSED DOORS .....	18
19. CLOSURE OF MEETING.....	18

## **1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member Cr Keith Dunlop declared the meeting open at 6.03pm.

Cr Keith Dunlop welcomed Ken Norman, Madeleine Norman and Mark Mudie to the meeting.

## **2. ATTENDANCE / APOLOGIES/ APPROVED LEAVE OF ABSENCE**

COUNCILLOR'S: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Kerry Dickinson  
Cr Ian Goldfinch  
Cr Thomas Major  
Cr Graham Richardson  
Cr Peter Smith

STAFF: Gavin Pollock (Chief Executive Officer)  
Les Mainwaring (Director Corporate and Community Services)  
Graham Steel (Director Technical Services)  
Portia Chambers (Executive Assistant)

APOLOGIES: Nil

ON LEAVE OF ABSENCE: Nil

ABSENT: Nil

MEMBERS OF THE PUBLIC: Ken Norman  
Madeleine Norman  
Mark Mudie

## **3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil

### **3.1 COUNCIL AGENDA REPORTS**

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Application for Leave of Absence - Cr Major has requested leave for the Special Ordinary Council meeting on 21 October, 2019.

Moved: Cr Dickinson

Seconded: Cr Goldfinch

Res: 109/19

**Decision:**

**That the leave of absence be granted to Cr Major for the Special Council meeting on 21 October, 2019.**

**Voting Requirements:** Simple Majority

Carried: 7/0

**8. DISCLOSURES OF INTEREST**

Nil

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 ORDINARY MEETING – 17 SEPTEMBER 2019**

**Statutory Environment:**

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

Moved: Cr Smith

Seconded: Cr Richardson

Res: 110/19

**Decision:**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Hopetoun on 17 September 2019 be confirmed.**

**Voting Requirements:**

Simple Majority

Carried: 7/0

### **9.2 SPECIAL COUNCIL MEETING – 26 SEPTEMBER 2019**

#### **Statutory Environment:**

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

Moved: Cr Dickinson

Seconded: Cr Smith

Res: 111/19

#### **Decision:**

**That the Minutes of the Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 26 September 2019 be confirmed.**

**Voting Requirements:** Simple Majority

Carried: 7/0

### **9.3 SPECIAL COUNCIL MEETING – 7 OCTOBER 2019**

#### **Statutory Environment:**

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

Moved: Cr Richardson

Seconded: Goldfinch

Res: 112/19

#### **Decision:**

**That the Minutes of the Special Meeting of the Council of the Shire of Ravensthorpe held in the Council Chambers, Ravensthorpe on 7 October 2019 be confirmed.**

**Voting Requirements:** Simple Majority

Carried: 7/0

## **10. REPORTS OF COMMITTEES OF COUNCIL**

Nil

## **11. REPORTS OF COUNCIL DELEGATES ON EXTERNAL COMMITTEES**

Nil

## **12. REPORTS FROM COUNCILLORS**

### **Cr Keith Dunlop (President)**

Nil

### **Cr Julianne Belli (Deputy President)**

Nil

### **Cr Kerry Dickinson**

Nil

### **Cr Ian Goldfinch**

Nil

### **Cr Thomas Major**

Nil

### **Cr Graham Richardson**

Nil

### **Cr Peter Smith**

Nil

## **13 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **13.1 RANGER AUTHORISATION**

**File Reference:** LE.LL.12  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 9 October 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

#### **Summary:**

Council to consider the appointment of the Senior Ranger and Ranger as authorised officer's to enforce and administer the legislative Act's, Compliance and Local Laws of the Shire of Ravensthorpe.

#### **Background:**

Local Government are bound to enforce certain legislative Act's, Compliance and Local Laws. As a result is required to appoint authorised officers to undertake various roles and responsibilities in relation to these requirements. As existing officers roles change and new officers are employed, it is essential that these officers are properly authorised under the appropriate legislation and delegations to undertake their duties.

#### **Comment:**

The Senior Ranger and Ranger as Authorised Officer's for the Shire of Ravensthorpe will administer and enforce the Shire of Ravensthorpe Local Laws, Regulation Compliance issues plus the following legislative Act's;

- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fire Act 1954*
- *Litter Act 1979*
- *Caravan and Camping Act 1995*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Local Government Act 1995*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Animal Welfare Act 2002*
- *Tobacco Products Control Act 2006*

#### **Consultation:**

Chief Executive Officer  
Director Technical Services  
Senior Ranger

#### **Statutory Environment:**

The Shire of Ravensthorpe Local Laws, Regulation Compliance and following Legislative Act's;

- *Dog Act 1976*
- *Cat Act 2011*
- *Bush Fire Act 1954*
- *Litter Act 1979*
- *Caravan and Camping Act 1995*
- *Control of Vehicles (Off Road Areas) Act 1978*
- *Local Government Act 1995*

- *Local Government (Miscellaneous Provisions) Act 1960*
- *Animal Welfare Act 2002*
- *Tobacco Products Control Act 2006*

**Policy Implications:**

Nil.

**Financial Implications:**

Registration of the Senior Ranger and Ranger being registered as Authorised Officers under the *Animal Welfare Act 2002*. A provision of \$200 has been included in the 2019/20 budget.

**Strategic Implications:**

Will provide the Chief Executive Officer and the Shire of Ravensthorpe with correctly appointed and Authorised Officers.

**Sustainability Implications:**

- **Environmental**  
There are no known significant environmental considerations.
- **Economic**  
There are no known significant economic considerations.
- **Social**  
There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		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)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.



Moved: Cr Smith

Seconded: Cr Major

Res: 113/19

**Decision:**

**That Council Resolve**

1. the appointment of the Senior Ranger and Ranger as Authorised Officer's for the Shire of Ravensthorpe pursuant to the following Acts;
  - *Dog Act 1976*
  - *Cat Act 2011*
  - *Bush Fire Act 1954*
  - *Litter Act 1979*
  - *Caravan and Camping Act 1995*
  - *Control of Vehicles (Off Road Areas) Act 1978*
  - *Local Government Act 1995*
  - *Local Government (Miscellaneous Provisions) Act 1960*
  - *Animal Welfare Act 2002*
  - *Tobacco Products Control Act 2006*

**Voting Requirements:** Absolute Majority

Carried: 7/0

Moved: Cr Belli

Seconded: Cr Richardson

Res: 114/19

**Decision:**

**That Council resolve**

2. the Senior Ranger and Ranger as Authorised Officer's under sub delegation from the Chief Executive Officer to enforce and administer regulation compliance and Local Laws of the Shire of Ravensthorpe.

**Voting Requirements:** Absolute Majority

Carried: 7/0

### **13.2 WITHDRAW RANGER AUTHORISATION**

**File Reference:** LE.LL.12  
**Location:** Shire of Ravensthorpe  
**Applicant:** Chief Executive Officer  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Date:** 9 October 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous References:** Nil

#### **Summary:**

Council to withdraw all Delegations to Act's as an authorised officer from Ken Atkinson and Stacey Jaskiewicz.

#### **Background:**

Ken Atkinson and Stacey Jaskiewicz are no longer employed by the Shire of Ravensthorpe.

#### **Comment:**

The Shire of Ravensthorpe now appoints the position of Senior Ranger and Ranger as the Authorised Officer to administer and enforce the Shire of Ravensthorpe Local Laws, Regulation Compliance issues plus the following legislative Act's;

- Dog Act 1976
- Cat Act 2011
- Bush Fire Act 1954
- Litter Act 1979
- Caravan and Camping Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Animal Welfare Act 2002
- Tobacco Products Control Act 2006

#### **Consultation:**

Chief Executive Officer  
Director Technical Services  
Senior Ranger

#### **Statutory Environment:**

Section 39 of the *Local Government Act 1995*.

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Registration of the Senior Ranger and Ranger being registered as Authorised Officers under the *Animal Welfare Act 2002*. A provision of \$200 has been included in the 2019/20 budget.

#### **Strategic Implications:**

Will provide the Chief Executive Officer and the Shire of Ravensthorpe with correctly appointed and Authorised Officers.

**Sustainability Implications:**

- **Environmental**  
There are no known significant environmental considerations.
- **Economic**  
There are no known significant economic considerations.
- **Social**  
There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		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)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Dickinson

Seconded: Cr Smith

Res: 115/19

**Decision:**

**That Council resolve**

**1. Ken Atkinson and Stacey Jaskiewicz be withdrawn as Authorised Officer's for the Shire of Ravensthorpe regarding to the following Acts;**

- ***Dog Act 1976***
- ***Cat Act 2011***
- ***Bush Fire Act 1954***
- ***Litter Act 1979***
- ***Caravan and Camping Act 1995***
- ***Control of Vehicles (Off Road Areas) Act 1978***
- ***Local Government Act 1995***
- ***Local Government (Miscellaneous Provisions) Act 1960***
- ***Animal Welfare Act 2002***

**Voting Requirements:** Absolute Majority

Carried: 7/0

## **14. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **14.1 SCHEDULE OF ACCOUNT PAYMENTS – SEPTEMBER 2019**

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe - Administration  
**Applicant:** Internal  
**Author:** Senior Finance Officer  
**Authorising Officer:** Director Corporate and Community  
**Services Date:** 10 August 2019  
**Disclosure of Interest:** Nil  
**Attachments:** Schedule of Payments to 30 September 2019 (Blue)  
 Credit Card Transactions to 30 September 2019 (Green)  
**Previous Reference:** Nil

#### **Summary:**

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

#### **Background:**

Period 1/7/2019 – 31/8/2020

#### **2019/2020**

Month	Cheques	EFT Payments	Direct Debits	Credit Card	Trust	Total Creditors	Payroll
Jul	670	1,739,001	135,848	3,843	1,781	1,881,144	275,274
Aug	9,391	736,269	51,773	7,094	1,260	805,788	188,496
Sep	21,940	428,530	144,319	12,630	2,857	610,277	241,584
Oct						0	
Nov						0	
Dec						0	
Jan						0	
Feb						0	
Mar						0	
Apr						0	
May						0	
Jun						0	
<b>Total</b>	<b>32,002</b>	<b>2,903,800</b>	<b>331,941</b>	<b>23,567</b>	<b>5,899</b>	<b>3,297,209</b>	<b>705,354</b>
<b>18/19</b>	<b>147,967</b>	<b>21,298,438</b>	<b>1,329,904</b>	<b>70,241</b>	<b>13,590</b>	<b>22,860,140</b>	<b>2,219,053</b>
<b>17/18</b>	<b>327,905</b>	<b>18,507,404</b>	<b>209,587</b>	<b>65,010</b>	<b>317,445</b>	<b>19,427,351</b>	<b>2,601,283</b>

#### **Comment:**

This schedule of accounts as presented, submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costing's and the amounts shown have been paid.

#### **Consultation:**

Senior Finance Officer.

#### **Statutory Environment:**

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

**Policy Implications:**

N/A.

**Financial Implications:**

This item address Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

**Strategic Implications:**

N/A.

**Sustainability Implications:**

- **Environmental**  
There are no known significant environmental considerations.
- **Economic**  
There are no known significant economic considerations.
- **Social**  
There are no known significant social considerations.

**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**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)

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Moved: Cr Goldfinch

Seconded: Cr Smith

Res: 116/19

**Decision:**

**That Council resolve:**

1. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of September 2019 be noted.

**Voting Requirements:** Absolute Majority

Carried: 7/0

## **14.2 MONTHLY FINANCIAL REPORT – 30 SEPTEMBER 2019**

<b>File Reference:</b>	<b>GR.ME.8</b>
<b>Location:</b>	<b>Shire of Ravensthorpe - Administration</b>
<b>Applicant:</b>	<b>Internal</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authorising Officer:</b>	<b>Director of Corporate and Community Services</b>
<b>Date:</b>	<b>11 October 2019</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Financial Reports for September 2019 (Pink)</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary:**

In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

### **Background:**

Council is requested to review the September 2019 Monthly Financial Reports.

### **Comment:**

The September 2019 Monthly Financial Reports are presented for review.

### **Consultation:**

Chief Executive Officer.

### **Statutory Environment:**

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

### **Policy Implications:**

Nil.

### **Financial Implications:**

All expenditure has been approved via adoption of the 2019/20 Annual Budget, or resulting from a Council Motion for a budget amendment.

### **Strategic Implications:**

#### **Strategic Community Plan 2014 – 2024**

Theme 4 – Civic Leadership: 4.2 High quality corporate governance, accountability & compliance.

### **Sustainability Implications:**

- **Environmental**  
There are no known significant environmental considerations.
- **Economic**  
There are no known significant economic considerations.
- **Social**  
There are no known significant social considerations.



**Risk Implications:**

Risk	Low (2)
Risk Likelihood (based on history and with existing controls)	Low (2)
Risk Impact / Consequence	Low (2)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Low (2)
Risk Action Plan (Controls or Treatment Proposed)	Low (2)

**Risk Matrix:**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
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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)
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Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 1 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Moved: Cr Richardson

Seconded: Cr Major

Res: 117/19

**Decision:**

**That Council resolve:**

1. That Council receive the September 2019 Monthly Financial Reports as presented.

**Voting Requirements:** Absolute Majority

Carried: 7/0

**15. DIRECTORATE OF TECHNICAL SERVICES**

Nil

**16. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**17. NEW BUSINESS OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**17.1 ELECTED MEMBERS**

The Shire President Cr Dunlop thanked current Council for their support over the past years and wished everyone up for nomination the best of luck in the election.

**17.2 OFFICERS**

The Chief Executive Officer Gavin Pollock also thanked the Councillors for their contributions and efforts over the past years.


**18. MATTERS BEHIND CLOSED DOORS**

Nil

**19. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6.16pm.

These minutes were confirmed at the meeting of the 19 November 2019

Signed:   
(Presiding Person at the meeting of which the minutes were confirmed.)

Date: 19 November 2019