



# **Agenda**

Ordinary Meeting of Council  
Tuesday, 16 September 2025  
Commencing at 6.00pm

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# NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Will be held on Tuesday,

16 September 2025

Commencing at 6.00pm

Located in the

Hopetoun Community Centre

Matthew Bird  
Chief Executive Officer

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## **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

<b>Mission Statement</b>	<i>To grow our community through the provision of leadership, services and infrastructure.</i>
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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member to declare the meeting open.

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

## 2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

### ELECTED MEMBERS

Cr Thomas Major (Shire President) (Presiding Member)

Cr Mark Mudie (Deputy President)

Cr Sue Leighton

Cr Graham Richardson

Cr Robert Miloseski

Cr Rachel Gibson

Cr Roger Mansell

### OFFICERS

Matthew Bird (Chief Executive Officer)

Natalie Bell (Executive Manager Projects and Regulatory Services)

Paul Spencer (Executive Manager Infrastructure Services)

Les Mainwaring (Executive Manager Corporate Services)

### VISITORS

### APOLOGIES

### LEAVE OF ABSENCE

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. PUBLIC QUESTIONS TIME**

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

Council Consideration Towards Public

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

**5. DECLARATIONS OF INTEREST**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 ORDINARY COUNCIL MEETING MINUTES 19 AUGUST 2025**

(Attachment: Yellow 7.1) 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 19 August 2025 be CONFIRMED as a true and correct record.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_/\_\_\_\_**

**8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS**

**9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## **11. MATTERS ARISING FROM COMMITTEES OF COUNCIL**

### **11.1 RAVENSTHORPE LOCAL EMERGENCY MANAGEMENT COMMITTEE**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Local Emergency Management Committee</b>
<b>Author:</b>	<b>Executive Manager Projects and Regulatory Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>09 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Red</b>	<b>Meeting Minutes (Unconfirmed) – LEMC 03 September 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **PURPOSE**

1. For Council to receive the September 2025 Unconfirmed Minutes of the Shire of Ravensthorpe Local Emergency Management Committee (LEMC).

#### **BACKGROUND**

2. The LEMC is formed under the *Emergency Management Act 2005* which states that a Local Government must ensure that Local Emergency Management Arrangements (LEMA) are in place. The LEMC's main functions include;
  - I. Advising and assisting the Local Government in ensuring that Local Emergency Management Arrangements are established.
  - II. Liaising with public authorities and other key organisations to develop, review and test the LEMA.
3. The LEMC also carries out other activities as directed by the State Emergency Management Committee (SEMC) or prescribed by the *Emergency Management Regulations 2006*.
4. The LEMC is supported by and reports to a district Emergency Management Committee (DEMC), which in turn reports to the SEMC.

#### **COMMENT**

5. The minutes of the previous LEMC meeting held in March were confirmed as a true and correct record at the June meeting.
6. Agenda items included a desktop exercise to test the Aerodrome Emergency Management preparedness Plan. This involved a multi-agency approach and 27 members attended from the various shire and external emergency services agencies. This was the only item for this LEMC meeting.

#### **CONSULTATION**

7. Local Emergency Management Committee.

#### **STATUTORY ENVIRONMENT**

8. *Emergency Management Act 2005*.

#### **POLICY IMPLICATIONS**

9. Nil.

#### **FINANCIAL IMPLICATIONS**

10. Nil.



## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)	Possible	Minor	Low	Coordination and cooperation between all emergency management stakeholders
Reputational	Possible	Moderate	Low	Look at way to advance continual improvement. Promote safety to the community through wide stakeholder inclusion. Improved response to incidents.

## ALTERNATE OPTIONS

12. Nil.

## STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2025-2030.

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

Item	Objectives and Strategies
1.1	To grow business and employment
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 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district

**Outcome 4: Natural Environment** - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

**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
5.2	The Council ensures its decisions are well informed and considered
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**

14. Simple Majority

## **COMMITTEE RECOMMENDATION**

**That Council:**

**RECEIVE the unconfirmed Minutes of the Local Emergency Management Committee Meeting held on 03 September 2025.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_ / \_\_\_**

## 11.2 RAVENSTHORPE TOURISM ADVISORY GROUP

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Ravensthorpe Tourism Advisory Group</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>11 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Grey</b>	<b>Meeting Minutes (Unconfirmed) – RTAG 13 August 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **PURPOSE**

1. For Council to receive the August 2025 Unconfirmed Minutes of the Shire of Ravensthorpe, Ravensthorpe Tourism Advisory Group (RTAG).

### **BACKGROUND**

2. The RTAG was formed via Council resolution number 04/25 endorsed at the February 2025 Ordinary Council Meeting and formed as a Committee of Council under Part 5 Administration of the Local Government Act 1995.
3. As per the Council endorsed Terms of Reference the purpose of the RTAG is to;
  - *Provide advice to Council on tourism development, destination marketing and tourism opportunities within the Shire of Ravensthorpe in accordance with the recommendations within the Shire's Economic Growth Strategy, Tourism Strategy and Corporate Business Plan;*
  - *Represent the interests of the local tourism industry and residents, to review and prioritise the implementation of key actions identified within the Shire's strategic documents, including destination marketing and events and make recommendations in accordance to Council;*
  - *Act as the initial point of community engagement for the Shire on matters relating to economic growth for tourism related matters;*
  - *Foster links with State and Federal Government departments and agencies, other local governments, tourism and business organisations, environmental stakeholder organisations and the community.*
4. The meeting of the RTAG was held 13 August 2025 and the unconfirmed minutes for the meeting are now presented for Council review and noting.

### **COMMENT**

5. Agenda items for the 13 August 2025 meeting included discussion regarding the 2 year Tourism Marketing Plan.

### **CONSULTATION**

6. The Ravensthorpe Tourism Advisory Group.

### **STATUTORY ENVIRONMENT**

7. *Part 5 Administration of the Local Government Act 1995.*

## POLICY IMPLICATIONS

8. Nil.

## FINANCIAL IMPLICATIONS

9. Any recommendations for expenditure made by the RTAG will be considered by Council on a case by case basis. There were no recommendations made from the RTAG 13 August 2025 meeting that impact Shire financial resources.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)  That Shire tourism and marketing activities do not reflect local business aspirations	Possible	Moderate	Medium	Formation of the RTAG will provide Council with local business and stakeholder advice to guide tourism investments.

## ALTERNATE OPTIONS

11. Nil.

## STRATEGIC ALIGNMENT

12. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2025-2030.

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

Item	Objectives and Strategies
1.1	To grow business and employment
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
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
2.2	Community groups function well with strong volunteer effort and feel supported by the community
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

**Outcome 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.4	It is easy and safe to move around and in and out of the district

**Outcome 4: Natural Environment** - Our unique world class biosphere is valued and protected for the enjoyment of current and future generations

Item	Objectives and Strategies
4.3	The Shire's valued natural areas and systems are protected and enhanced

**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
5.2	The Council ensures its decisions are well informed and considered
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

13. Simple Majority

## COMMITTEE RECOMMENDATION

**That Council:**

**RECEIVE the unconfirmed Minutes of the Ravensthorpe Tourism Advisory Group meeting held on 13 August 2025.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_ / \_\_\_**

## **12. REPORTS OF OFFICERS**

### **12.1 EXECUTIVE SERVICES**

#### **12.1.1 SHIRE CHRISTMAS AND NEW YEAR CLOSURE**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. That Council consider the closing period for Shire departments during the annual Christmas and New Year period.

#### **BACKGROUND**

2. In previous years Council has resolved to close the Shire Office over the Christmas and New Year period. Shire staff will take annual or accumulated leave for the days the office is closed.
3. For 2025 in addition to the public holidays, the days in question are;
  - a. Monday 22, Tuesday 23, Wednesday 24 December; and
  - b. Monday 29, Tuesday 30, Wednesday 31 December 2025; and
  - c. Friday 2 January 2026.
4. It is recommended that the Shire Administration Offices will be closed from close of business Tuesday 23 December 2025 and will re-open Monday 5 January 2026.
5. Shire Depot will be closed from close of business Wednesday 24 December with a reduced service crew operating over the Christmas /New Year period.
6. Rangers, airport, cleaners, emergency services and waste site teams will continue to work over this period. A senior officer of the Shire will be in town during this period should an emergency arise.

#### **COMMENT**

7. The following table identifies the specific dates Shire departments will be closed during the Christmas/New Year period.

	Shire Ravensthorpe office	Shire Hopetoun office	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport
Monday 22/12	8.00-4.00	8.00-4.00	9.00-12.00	1.00-4.00	6.30-3.00	Regular operating hours will apply during this period
Tuesday 23/12	8.00-4.00	8.00-4.00	closed	closed	6.30-3.00	
Wednesday 24/12	closed	closed	9.00-12.00	1.00-4.00	6.30-3.00	
Thursday 25/12	closed	closed	closed	closed	closed	
Friday 26/12	closed	closed	closed	closed	closed	
Saturday 27/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 28/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 29/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 30/12	closed	closed	closed	closed	closed	
Wednesday 31/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Thursday 1/1	closed	closed	closed	closed	closed	
Friday 2/1	closed	closed	9.00-12.00	1.00-4.00	closed	
Saturday 3/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 4/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 5/1	8.30-4.00	8.30-4.00	9.00-12.00	1.00-4.00	6.30-3.00	

## CONSULTATION

8. Executive Management Team.

## STATUTORY ENVIRONMENT

9. *Local Government Act 1995*

## POLICY IMPLICATIONS

10. Nil

## FINANCIAL IMPLICATIONS

11. Nil

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational)  Interruption to service delivery	Almost Certain	Minor	High	A senior staff member on call with skeleton depot crew for town amenities, ranger services and airport teams business as usual.

## ALTERNATE OPTIONS

13. The Shire Offices only close for the public holidays or a reduced number of days between Christmas Day and New Years Day.

## STRATEGIC ALIGNMENT

14. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
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
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

15. Simple Majority

## OFFICER RECOMMENDATION

**That Council:**

**APPROVES to close the various Shire departments during the Christmas period as shown in the table below:**

	Shire Ravensthorpe office	Shire Hopetoun office	Ravensthorpe Waste Facility	Hopetoun Waste Facility	Depots	Airport
Monday 22/12	8.00-4.00	8.00-4.00	9.00-12.00	1.00-4.00	6.30-3.00	Regular operating hours will apply during this period
Tuesday 23/12	8.00-4.00	8.00-4.00	closed	closed	6.30-3.00	
Wednesday 24/12	closed	closed	9.00-12.00	1.00-4.00	6.30-3.00	
Thursday 25/12	closed	closed	closed	closed	closed	
Friday 26/12	closed	closed	closed	closed	closed	
Saturday 27/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 28/12	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 29/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Tuesday 30/12	closed	closed	closed	closed	closed	
Wednesday 31/12	closed	closed	9.00-12.00	1.00-4.00	closed	
Thursday 1/1	closed	closed	closed	closed	closed	
Friday 2/1	closed	closed	9.00-12.00	1.00-4.00	closed	
Saturday 3/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Sunday 4/1	closed	closed	9.00-12.00	9.00-12.00	closed	
Monday 5/1	8.30-4.00	8.30-4.00	9.00-12.00	1.00-4.00	6.30-3.00	

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried:** \_\_\_\_ / \_\_\_\_



## 12.1.2 CEO RECRUITMENT PANEL – APPOINTMENT OF INDEPENDENT PERSONS

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 August 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Orange</b>	<b>1. Policy G24 Standards for CEO Recruitment, Performance and Termination</b> <b>2. Confidential - Independent Persons CVs</b>
<b>Previous Reference:</b>	<b>N/A</b>

### **PURPOSE**

1. This report seeks Council endorsement of Independent Persons to assist the CEO Selection Panel.

### **BACKGROUND**

2. The resignation of the current Chief Executive Officer was accepted on 14 August 2025.
3. At the 19 August 2025 Ordinary Council Meeting Council endorsed to initiate the recruitment process for a new Shire CEO via resolution number 77/25.
4. Point 6 of the above resolution included;

***"6. Endorse current CEO to investigate and draft list of potential independent person to join the CEO selection panel, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996 for Council further consideration at September 2025 OCM."***

### **COMMENT**

5. Council must comply with the provisions of s.5.36 and s.5.39A and 5.39B of the *Local Government Act 1995* (The Act) Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination (Attachment 1), in the processes to recruit, select and appoint a new CEO.
6. The names of potential "Independent Persons" were discussed with Council at the September Corporate Discussion. These names are included in Confidential attachment along with profiles and fee structures.

### **CONSULTATION**

7. CEO and Shire HR Manager

### **STATUTORY ENVIRONMENT**

8. The Council is required to appoint a CEO pursuant to s.5.36(1)(a) of the Act. The Council and the Selection Panel must comply with the provisions of s.5.36 and s.5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

### **POLICY IMPLICATIONS**

9. Adhere to Policy G24 Standards for CEO Recruitment, Performance and Termination.

## FINANCIAL IMPLICATIONS

10. If Council endorse the Officer recommendations as presented then minimal financial impacts should be incurred via the payment of Independent Persons fees.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) non compliance with relevant Local Government Act and Regulations, and Standards for CEO Recruitment	Possible	Moderate	Low	Ensure compliance with ss.5.36 and ss. 5.39A and 5.39B of the Local Government Act 1995 Regulations 18A and 18B of the Local Government (Administration) Regulations 1996 and the Standards for CEO Recruitment, Performance and Termination
Reputational; Council does not act quickly to undertake CEO replacement	Possible	Minor	Low	Endorsing the proposed timelines and process for new CEO recruitment should ensure smooth transition for the organisation and community.

## ALTERNATE OPTIONS

12. Council may decide to appoint Independent Person not recommended by the Report Officer.

## STRATEGIC ALIGNMENT

13. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

**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
5.2	The Council ensures its decisions are well informed and considered
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
5.4	The Shire of Ravensthorpe is known as a good employer, and staff have the capacity and skills to deliver identified services and strategies
5.5	The value of community owned assets is maintained
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

14. Absolute Majority

**OFFICER RECOMMENDATION**

**That Council:**

**ENDORSE the Officer Recommendation to appoint Independent Persons to the CEO Selection Panel as per Confidential Officer Recommendation attached.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_ / \_\_\_**

### 12.1.3 CHIEF EXECUTIVE OFFICER KPI'S FOR 2025/26 PERIOD

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Insert Any Persons Who Disclose an Interest</b>
<b>Attachments: Blue</b>	<b>1. Confidential summary of outcomes CEO KPIs 2024/25</b> <b>2. Confidential draft CEO KPIs 2025/26</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **PURPOSE**

1. That Council considers the proposed Chief Executive Officer KPIs for the 2025/26 period.

#### **BACKGROUND**

2. At its December 2024 Ordinary Council Meeting, Council endorsed the setting of the CEO Key Performance Indicators (KPIs) via resolution #111/24 for the period 2024/25.
3. Council is now asked to review outcomes of the 24/25 period and to consider endorsing the draft CEO KPIs for the 2025/26 period as detailed in Confidential Attachment to this report.
4. Once endorsed by Council the CEO KPIs will be made available for public review on the Shire website.

#### **COMMENT**

5. The setting of the CEO's KPIs for the 2025/26 period has been conducted in accordance with Council's statutory and contractual (employment) obligations.

#### **CONSULTATION**

6. Councillors and Executive Management Team.

#### **STATUTORY ENVIRONMENT**

7. Local Government Act 1995, Part 5, Division 4, s 5.38 and Division 2, s5.23 (2)

#### **POLICY IMPLICATIONS**

8. Council Policy G24 CEO Recruitment, Performance and Termination.

#### **FINANCIAL IMPLICATIONS**

9. Nil.

#### **RISK MANAGEMENT**

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

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
Operational; Council does not conduct the CEO performance review and setting KPIs to the required standards.	Unlikely	Major	Moderate	Council review and endorse CEO KPI report recommendations.

## ALTERNATE OPTIONS

11. Council may amend CEO KPI recommendations.

## STRATEGIC ALIGNMENT

12. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
5.7	Customer service and other corporate systems are of high quality

## VOTING REQUIREMENTS

13. Simple Majority

## OFFICER RECOMMENDATION

**That Council ENDORSE:**

1. The summary of CEO KPI outcomes achieved for the 2024/25 period, and
2. The draft CEO KPI table for 2025/26 period as detailed in Confidential attachments.

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_\_ / \_\_\_\_\_**

#### 12.1.4 NAMING AND HISTORICAL RECOGNITION OF A SHIRE OF RAVENSTHORPE FACILITY

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Sports Precinct, Coleman Street, Ravensthorpe</b>
<b>Applicant:</b>	<b>Shire of Ravensthorpe</b>
<b>Author:</b>	<b>Manager Community, Sport and Recreation</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **PURPOSE**

1. For Council to endorse an official name for a Shire facility and to provide a recognition opportunity within this facility that outlines its historical development.

#### **BACKGROUND**

2. Following a concept that was originally suggested in December 1986, an indoor two-court sports and entertainment facility was officially opened on 19 November 2002 in the township of Ravensthorpe at the sports precinct located on Lot 158, Reserve 7369, Coleman Street.
3. At the time of opening this facility, the sports floor had been complete but it was not until 2008 that the upper floor had been completed.
4. A 2004 Shire document which referred to the drafting of a Management Plan for this facility stated its mission statement as being: *"To provide a facility that will assist in the fostering of self-determination within the Ravensthorpe Shire in social, recreation and cultural responsibility areas to provide a quality lifestyle for all members of the community."*
5. At the time of conception to completion of the building's internal functional areas, the intention for this facility was to be a multi-purpose building that serviced the district area consisting of the township of Ravensthorpe being the major centre for sporting and recreational activities which assisted in servicing the needs of townships/villages of North Ravensthorpe, Mt Madden, Lake King and Lake Varley to the north; Jerdacuttup and Munglinup to the east; Hopetoun to the south; Ravensthorpe West and Dunn Rock to the west; and West River Fitzgerald to the south west.
6. Presently, this facility does not have a sign on the outside of the building noting its official name nor does it display within the facility any information about its historical development.

#### **COMMENT**

7. When invitations were sent by the Shire of Ravensthorpe for the opening of this facility in November 2002, the Shire referred to the name of the facility as: *Ravensthorpe and Districts Entertainment Centre* which had been the name used in various historical and marketing documents as a result of its development from concept.
8. In conjunction with the Shire of Ravensthorpe, there were many members of the community who were instrumental in the historical development of this facility, and a number of sub-committees were established involving these community members; including fundraising, giftseeking, community cropping, building, functions, public relations, kitchen & interior design, and landscaping.
9. Overseeing the vision for the development of this facility was an Executive Committee consisting of President/Chairperson Geoff Fairhead, Vice President Brad Clarke, Secretary Andy Daw, and Treasurer Rod Daw, who later replaced Kerry Dickinson in the role.

10. The Shire of Ravensthorpe officially recognised the efforts of members of the Executive Committee with the awarding of plaques that stated: *"The Shire of Ravensthorpe thanks you for your efforts in the development of the **Ravensthorpe and Districts Entertainment Centre** Officially opened on Tuesday 19 November 2002"*.

## CONSULTATION

11. Councillors at Corporate Discussion  
Shire Executive Management  
Former Executive Committee Members of the Ravensthorpe & Districts Entertainment Centre

## STATUTORY ENVIRONMENT

12. Nil

## POLICY IMPLICATIONS

13. Nil

## FINANCIAL IMPLICATIONS

14. There is no financial implication at this stage.

## RISK MANAGEMENT

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

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Performance (Operational) – Shire continuing to have an unnamed facility and the loss of information over time as to how this facility came to be developed for the community.	Possible	Moderate	Medium	To seek Council endorsement for the naming of the facility and approval to identify an appropriate signage design and provision of an internal historical information display.
Financial – Not immediately but at a later stage, a decision will need to be made for the allocation of funds, if both signage and an historical informational display are approved.	Possible	Moderate	Medium	To seek Council approval to source quotes for a signage design and placement of the design on the facility and also to internally display historical information about the facility's development..

## ALTERNATE OPTIONS

16. Council may decide to approve and endorse another name for this facility or decide to continue to not have an official name associated with this facility.

## STRATEGIC ALIGNMENT

17. This item is relevant to the Council's approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

**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
2.1	Social services and facilities are designed and delivered in a way that fits community needs and aspirations
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
2.4	People have access to attractive community facilities, activities and events which support activity and health, community involvement and enjoyment of life
2.5	Young people, older people and people with disability feel valued and have access to resources which provide opportunities for their development and enjoyment

**Outcome 3: Built Environment** - The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors

Item	Objectives and Strategies
3.5	The Shire's heritage structures, heritage and cultural places are valued and protected, and are integrated into community life and economic activity.

**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
5.2	The Council ensures its decisions are well informed and considered
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. Simple Majority



## **OFFICER RECOMMENDATION**

**That Council:**

- 1. Officially ENDORSES the naming of the indoor two sports court entertainment and function facility located on Lot 158, Reserve 7369, Coleman Street, Ravensthorpe as: *Ravensthorpe and Districts Entertainment Centre*.**
- 2. DELEGATES to the Chief Executive Officer to research and provide details and costings at a later Council Meeting for both (a) an appropriate signage design to be placed on the outside of the facility, and (b) an appropriate display to be placed inside the facility that outlines its historical development.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

**Carried: \_\_\_\_ / \_\_\_\_**

## 12.2 CORPORATE SERVICES

### 12.2.1 MONTHLY FINANCIAL REPORT – 31 AUGUST 2025

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Accounting Manager</b>
<b>Authorising Officer</b>	<b>Executive Manager Corporate Services</b>
<b>Date:</b>	<b>9 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments: Green</b>	<b>Monthly Financial Reports for 31 August 2025</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### PURPOSE

1. 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

2. Council is requested to review the August 2025 Monthly Financial Reports.

#### COMMENT

3. The August 2025 Monthly Financial Reports are presented for review.

#### CONSULTATION

4. Executive Team

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

6. Nil.

#### FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2025/2026 Annual Budget, or resulting from a Council Motion for a budget amendment.

#### RISK MANAGEMENT

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

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

## ALTERNATE OPTIONS

9. Nil.

## STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

Item	Objectives and Strategies
5.5	The value of community owned assets is maintained
5.5.1	Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels
5.5.2	Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting
5.6	Financial systems are effectively managed
5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements

## VOTING REQUIREMENTS

11. Simple Majority

## OFFICER RECOMMENDATION

**That Council:**

**RECEIVE the August 2025 Monthly Financial Reports as presented.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_\_ / \_\_\_\_\_**

## 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – AUGUST 2025

**File Reference:** GR.ME.8  
**Location:** Shire of Ravensthorpe  
**Applicant:** Shire of Ravensthorpe  
**Author:** Finance Officer  
**Authorising Officer:** Executive Manager Corporate Services  
**Date:** 9 September 2025  
**Disclosure of Interest:** Nil  
**Attachments: Light Blue** Creditors List of Accounts Paid August 2025  
Credit Card Transactions to 01 August 2025  
Fuel Card Transactions August 2025  
**Previous Reference:** Nil

### PURPOSE

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

### BACKGROUND

2. Period 01/08/2025 – 31/08/2025.

2025-26						
Month	Cheques	EFT Pymts	Direct Debits	Credit Card	Total Creditors	Payroll
Jul	16,109	1,225,413	66,010	9,775	1,317,307	385,331
Aug	11,947	690,502	111,771	9,270	823,490	324,609
Sep	0	0			0	
Oct	0	0			0	
Nov	0	0			0	
Dec	0	0			0	
Jan	0	0			0	
Feb	0	0			0	
Mar	0	0			0	
Apr	0	0			0	
May	0	0			0	
Jun	0	0			0	
<b>Total</b>	<b>28,056</b>	<b>1,915,915</b>	<b>177,781</b>	<b>19,045</b>	<b>2,140,797</b>	<b>709,940</b>
<b>23/24</b>	<b>186,555</b>	<b>12,324,178</b>	<b>1,020,367</b>	<b>106,440</b>	<b>13,637,540</b>	<b>4,948,850</b>
<b>22/23</b>	<b>114,562</b>	<b>12,445,050</b>	<b>943,431</b>	<b>81,842</b>	<b>13,584,885</b>	<b>4,162,759</b>
<b>21/22</b>	<b>109,610</b>	<b>11,455,728</b>	<b>1,217,128</b>	<b>101,107</b>	<b>12,883,572</b>	<b>4,057,812</b>

### COMMENT

3. The schedule of accounts as presented, submitted to each member of the Council, 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, costing's and the amounts that have been paid.

## CONSULTATION

- Executive Manager Corporate Services

## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

- Nil.

## FINANCIAL IMPLICATIONS

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

## RISK MANAGEMENT

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

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

## ALTERNATE OPTIONS

- Nil.

## STRATEGIC ALIGNMENT

- This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

Item	Objectives and Strategies
5.2	The Council ensures its decisions are well informed and considered
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
5.6	Financial systems are effectively managed
5.7	Customer service and other corporate systems are of high quality

**VOTING REQUIREMENTS**

11. Simple Majority.

**OFFICER RECOMMENDATION**

**That Council:**

**Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of August 2025 be NOTED.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_\_\_ / \_\_\_\_\_**

## 12.3 INFRASTRUCTURE SERVICES

### 12.3.1 COMMUNITY WATER SUPPLIES PARTNERSHIP GRANT – JERDACUTTUP DAM

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>Shire of Ravensthorpe</b>
<b>Applicant:</b>	<b>Nil</b>
<b>Author:</b>	<b>Executive Manager Infrastructure Services</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>9 September 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **PURPOSE**

1. To obtain Council's approval to nominate a water improvement project at Jerdacuttup Dam for grant funding under the State Government Department of Water and Environmental Regulation (DWER) 2026-2027 Community Water Supplies Partnerships (CWSP) fund.

#### **BACKGROUND**

2. Submissions for the 2026-2027 CWSP Grant are due by 10 October 2025.
3. The fund provides 70% of project value up to a maximum of \$100,000 with the Shire to cover 30%, or any excess.
4. Applications to this fund led to the Munglinup tank and standpipe project constructed in early 2025 and two planned projects for 2025-26, the replacement 30,000lt water tanker semi-trailer and the Mary's Rd tank and standpipe
5. The Jerdacuttup Dam is located near the intersection of Fence Rd and Jerdacuttup Rd and supplies water to users in the vicinity. Users are currently required to bring a pump and pipeline to extract water from the dam, which is time consuming and brings risks of slips and falls to staff installing the equipment.



6. In 2024 DWER gifted a 70,000lt mobile tank to the shire, this has proved useful and supported road construction in the area and standby fire water. This mobile tank would be removed during the project and moved to firefighting duties in the future where it can be quickly deployed close to a fire front, enabling the road tankers to unload quickly and collect new water supplies.
7. Shire officers have requested quotes from suppliers and will include these in the grant application, from recent experience at Munglilup this year, the expected cost of the project will be approximately :
  - a) Tank supply and installation \$35,000
  - b) Solar Pump, pipeline and compound \$35,000
  - c) Total \$70,000 (of which the Shire would need to provide \$21,000)

#### **COMMENT**

8. DWER officers are aware of this potential project and have encouraged the Shire to apply for the grant at this location

#### **CONSULTATION**

9. Executive Team and Works Supervisor.

#### **STATUTORY ENVIRONMENT**

10. Nil.

#### **POLICY IMPLICATIONS**

11. Nil.

#### **FINANCIAL IMPLICATIONS**

12. There is no financial implication at this stage, however should the application be successful the Shire would need to include \$21,000 of Shire funds in the 2026-27 budget to cover the required 30% contribution, or decline the grant opportunity.

#### **RISK MANAGEMENT**

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

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
Performance (Operational)  DWER financial grant may be a missed opportunity	Possible	Moderate	Low	Council give directions to officer for grant application.

#### **ALTERNATE OPTIONS**

14. That Council consider proposing another water project for nomination to the 2026-2027 CWSP fund.



## STRATEGIC ALIGNMENT

15. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

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

Item	Objectives and Strategies
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

## VOTING REQUIREMENTS

16. Absolute Majority

## OFFICER RECOMMENDATION

**That Council:**

**ENDORSE by an absolute majority the CEO to propose that water tank and pump works at Jerdacuttup Dam be the preferred project nomination to the 2026-2027 Community Water Supplies Partnerships for \$49,000, with a \$21,00 co-contribution by the Shire of Ravensthorpe in 2026-27, subject to the grant guidelines managed by the Department of Water and Environmental Regulation.**

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

**Carried:\_\_\_ / \_\_\_**

**13. MEMBERS NOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil.

**15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS**

15.1 Sale of Land for Recovery of Unpaid Rates

**16. CLOSURE**

The Presiding Member to declare the meeting closed.