



## **MINUTES**

For the Special Council Meeting be held on

Friday 25 January, 2019

Commencing at 5 p.m.

In the Council Chambers, Ravensthorpe.



## SHIRE OF RAVENSTHORPE

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A handwritten signature in black ink, appearing to read "Keith Dunlop", is written over a light blue horizontal bar.

**Keith Dunlop**  
**Shire President**

29/1/2019

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**Ratepayers and residents are welcome to attend the council meetings and participate in the Public Question time session which are held at the beginning of each Council Meeting.**

**SPECIAL MEETING OF COUNCIL**

**HELD IN THE COUNCIL CHAMBERS, RAVENSTHORPE ON 25  
JANUARY 2019, COMMENCING AT 5PM**

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

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

MEMBERS: Cr Keith Dunlop (Shire President)  
Cr Julianne Belli (Deputy Shire President)  
Cr Ian Goldfinch  
Cr Peter Smith  
Cr Kerry Dickinson

STAFF: Bob Jarvis A/Chief executive  
Officer

APOLOGIES: Cr Graham Richardson  
Cr Thomas Major

ON LEAVE OF ABSENCE:

ABSENT:

**3. PUBLIC QUESTION TIME**

**4. DISCLOSURE OF INTEREST**

### 5. SPECIAL BUSINESS

In accordance with section 5.23 (2) of the Local Government Act 1995, the meeting closed to members of the public for this item as the following subsection applied

- a) a matter affecting an employee/employees
- b) the personal affairs of any [person
- c) a matter that if declared, would reveal – (1) a trade secret (2) information that has a commercial value to a person (3) information about the business, professional, commercial, financial affairs of a person.

#### OFFICER RECOMMENDATION

In accordance with section 5.23 (2) of the Local Government Act 1995, the meeting closed to members of the public for this item as the following subsection applied

- (a) a matter affecting an employee/employees

<b>COUNCIL DECISION</b>	<b>ITEM 5.1</b>
Moved: Cr Dickinson	Seconded: Cr Smith
That Council close the meeting to the public to allow discussion on a confidential matter related to a staff member.	
Carried: 5/0	Res:3/19

**5.1. APPOINTMENT OF CHIEF EXECUTIVE OFFICER (CEO)**

<b>File Ref:</b>	na
<b>Applicant:</b>	na
<b>Location:</b>	NA
<b>Date:</b>	24 January 2019
<b>Author:</b>	Bob Jarvis A/CEO
<b>Authorising Officer:</b>	Keith Dunlop – Shire President
<b>Attachments:</b>	5.1.1 Employment contract

**Summary:**

The purpose of this meeting is for council to appoint a CEO.

**Background:**

With the departure of the CEO the council is required to appoint a CEO.

**Officers Comment:**

Mr Gavin Pollock is the preferred candidate to fill the role of CEO.

**Statutory Obligations:**

Local Government Act 1995

**Policy Implications:**

Nil

**Budget / Financial Implications:**

Financial arrangements are included in the draft contract of employment. This expenditure is unbudgeted therefore an absolute majority vote is required, furthermore council will have to consider a budget amendment to fund the CEO appointment expenditure.

**Strategic Implications:**

Nil

**Risk:**

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk	Risk Action Plan (Controls or Treatment proposed)
Not having appropriately qualified staff	Rare (1)	Moderate (3)	Low (1-4)	Failure to have appropriately qualified staff to provide advice to Council and management	Accept Officer Recommendation

**Voting Requirements:**

Absolute majority.

OFFICER RECOMMENDATION 1	ITEM 5.1
That council appoint Mr Gavin Pollock to the position of CEO Shire of Ravensthorpe as per the conditions of the executed contact of employment.	
OFFICER RECOMMENDATION 2	
Moved: Cr Dickinson	Seconded: Cr Smith
That Council approves the Shire President amending the commencement date on the contract of employment from the 1 <sup>st</sup> March 2019 depending on negotiations between Mr Gavin Pollock and his current employer.	

The Acting CEO requested that the following wording be included:

COUNCIL DECISION 1	ITEM 5.1
Moved: Cr Dickinson	Seconded: Cr Smith
That council appoint Mr Gavin Pollock to the position of CEO Shire of Ravensthorpe as per the conditions of the executed contact of employment and authorises the affixing of the Common Seal thereto.	
Carried: 5/0	Res: 4/19
COUNCIL DECISION 2	
Moved: Cr Dickinson	Seconded: Cr Smith
That Council approves the Shire President amending the commencement date on the contract of employment from the 1 <sup>st</sup> March 2019 depending on negotiations between Mr Gavin Pollock and his current employer.	
Carried: 5/0	Res: 5/19



COUNCIL DECISION	ITEM 5.1
Moved: Cr Smith	Seconded: Cr Belli
That Council re-open the meeting to the public.	
Carried: 5/0	Res: 6/19

**MEETING REOPENED TO THE PUBLIC – 5.15 pm**

**6. CLOSURE OF MEETING 5.15pm**

These minutes were confirmed at the meeting of the 21 February 2019

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

Date: 21 February 2019