



## **MINUTES**

For the Special Council Meeting held on

Thursday 3 January, 2019

Commencing at 9.03 a.m.

In the Council Chambers, Ravensthorpe.



## SHIRE OF RAVENSTHORPE

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

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

2/1/2019

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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 3 JANUARY 2019, COMMENCING AT 9.03 AM**

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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 Graham Richardson  
Cr Peter Smith  
Cr Kerry Dickinson

STAFF: Helen Coleman (Personal Assistant)

APOLOGIES:

Cr Thomas Major

ON LEAVE OF ABSENCE:

ABSENT:

**3. PUBLIC QUESTION TIME Nil**

**4. DISCLOSURE OF INTEREST Nil**

## 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

### 5.1. APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (CEO)

<b>File Ref:</b>	na
<b>Applicant:</b>	na
<b>Location:</b>	NA
<b>Date:</b>	2 January 2019
<b>Author:</b>	Pascoe Durtanovich
<b>Authorising Officer:</b>	Keith Dunlop – Shire President
<b>Attachments:</b>	5.1.1 Employment contract

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#### Summary:

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

#### Background:

With the departure of the CEO the council is required to appoint an acting CEO until; such time as the position of CEO is filled.

**Officers Comment:**

Mr Bob Jarvis is available to fill the role of acting CEO until such time as a permanent CEO commences. Mr Jarvis' CV has been forwarded to councillors under separate cover.

**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 within the half yearly budget review to fund the acting CEO expenditure and CEO termination payments.

**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:**

Simple majority for officer recommendation 1.

Absolute majority for officer recommendation 2.

COUNCIL DECISION1	ITEM 5.1
Moved: Cr Dickinson	Seconded: Cr Belli
That council is of the belief that Mr Bob Jarvis is suitably qualified for the position of acting CEO for the Shire of Ravensthorpe	
Carried: 6/0	Res: 1/19
COUNCIL DECISION 2	
That council:	
a) appoint Mr Bob Jarvis to the position of acting CEO with the Shire of Ravensthorpe, commencing 3 January 2019 and concluding when a permanent CEO commences	
b) is satisfied with the provisions of the proposed employment contract to be entered into with Mr Jarvis	
c) authorises the Shire President to finalise conditions of contract of employment	
Carried: 6/0	Res: 2/19

**6. CLOSURE OF MEETING 9.11am**

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