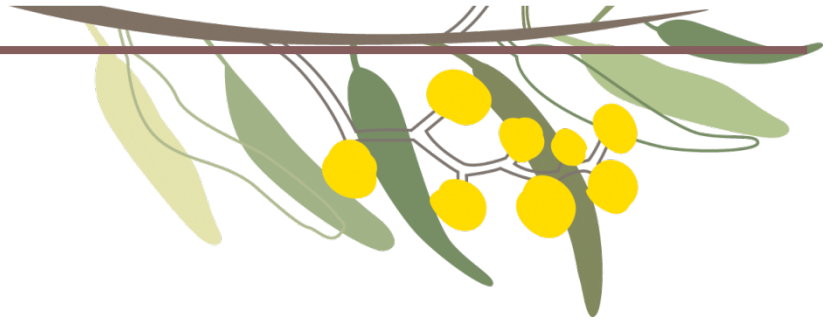




SHIRE OF WOODANILLING



**SPECIAL MEETING
OF COUNCIL
Confidential Minutes
17 August 2021**

CONTENTS

1. PURPOSE OF MEETING	2
2. ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS	2
3. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
3.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
4. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
6. PUBLIC QUESTION TIME	2
7. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
8. APPLICATIONS FOR LEAVE OF ABSENCE	3
9. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	3
10. OFFICER'S REPORTS	3
10.1. <i>CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC</i>	3
10.2. <i>CONFIDENTIAL – CHIEF EXECUTIVE OFFICER RECRUITMENT</i>	4
11. CLOSURE OF MEETING	5

SPECIAL MEETING OF COUNCIL MINUTES

1. PURPOSE OF MEETING

This special meeting was called by the Shire President following receipt of the resignation of the Chief Executive Officer at the Council meeting held on 27th July 2021 for the purpose of initiating the recruitment process for the new Chief Executive Officer.

2. ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS

In accordance with regulation 14A of the Local Government (Administration) Regulations 1996 Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by absolute majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

3. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting opened at 4.02pm welcomed Councillors including Cr Trimming who has phoned in.

3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

4. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr HR Thomson	Shire President	Cr Trimming	Telephone Link Up
Cr D Douglas	Deputy Shire President	Cr S Jefferies	
Cr P Morrell		Stephen Gash	Chief Executive Officer
Cr T Brown		Sue Dowson	Deputy CEO

Apologies:

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

N/A

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

N/A

8. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

9. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

N/A

10. OFFICER'S REPORTS

10.1. CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

Section 5.23 (2) of the Local Government Act 1995 allows the Council to close all or part of a Council Meeting to members of the public if the meeting or the part of the meeting deals with a range of issues, dealing with any of the following;

- (a) a matter affecting an employee or employees;
- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and (h) such other matters as may be prescribed.

As such it is recommended that the meeting be closed to the public in order deal with these items.

A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

VOTING REQUIREMENTS

Simple Majority

OFFICERS RECOMMENDATION & COUNCIL DECISION – 10.1 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

Moved Cr Morrell seconded Cr Jefferies

That the meeting be closed to members of the public in accordance with section 5.23 (2) (b) (c) of the Local Government Act 1995, to discuss a contract to be entered into, or which may be entered into, by the local government

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.2.CONFIDENTIAL – CHIEF EXECUTIVE OFFICER RECRUITMENT

Proponent	Shire of Woodanilling
Owner	N/A
Location/Address	N/A
Author of Report	Sue Dowson, Deputy CEO
Date of Meeting	17 th August 2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	Nil
Attachments	Under separate cover:- <ul style="list-style-type: none">• Adopted Standards for CEO Recruitment, Performance and Termination.• Terms of Reference Shire of Woodanilling Chief Executive Officer Selection Panel.• Position Description, Remuneration and Selection Criteria.• CEO Performance Review Criteria Appendices <ul style="list-style-type: none">• Quotations from – Fitzgerald Strategies, LO-GO Appointments and Lydia Highfield.

OFFICERS RECOMMENDATION & COUNCIL DECISION – ITEM 10.2 TO APPOINT CONSULTANT

Moved Cr Morrell seconded Cr Jefferies

That Council appoint Fitzgerald Strategies to facilitate the process to recruit the role of Chief Executive Officer.

CARRIED BY AN ABSOLUTE MAJORITY OF 6/0

Procedural motion – That Council suspend standing orders to contact the appointed Consultant to discuss the documents submitted and advise on the recruitment process.

Meeting suspended standing orders at 4.20pm

Procedural motion – that Council reconvene the meeting under standing orders.

Meeting reconvened at 5pm

OFFICERS RECOMMENDATION & COUNCIL DECISION – ITEM 10.2 CHIEF EXECUTIVE OFFICER RECRUITMENT

Moved Cr Brown seconded Cr Douglas

That Council:-

- 1) Initiate the recruitment process to appoint a Chief Executive Officer;
- 2) Approve a remuneration package that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 4 banding, for the position of Chief Executive Officer with a contract term of three to five years;
- 3) Appoint a Chief Executive Officer Selection Panel comprising the Shire President, Deputy Shire President and Councillors Peter Morell, Tim Brown, and Stephen Jefferies supported by Bruce Manning, to shortlist and interview candidates with all members of Council being invited to be present to conduct final interviews;
- 4) Appoint an independent person to join the CEO selection panel, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996;
- 5) Adopt the attached Terms of Reference (TOR) for the CEO Selection Panel that incorporates the standards for recruitment as defined in Schedule 2, of the Local Government (Administration) Regulations 1996.

CARRIED BY AN ABSOLUTE MAJORITY OF 6/0

11. CLOSURE OF MEETING

Meeting closed at 5.07pm.