

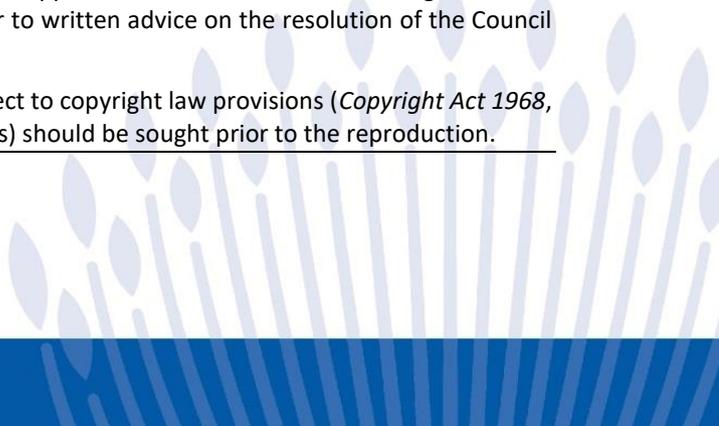
Special Council Meeting

Minutes | 9th October 2023

Disclaimer

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SHIRE OF QUAIRADING

The Special Council Meeting minutes of meeting held on 9th October 2023 commencing at 5.00pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 5.00 pm.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land. We pay respect to the original custodians of the land...past, present and future. I welcome you all here today for this meeting.”

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr PD Smith	Shire President
Cr TJ Stacey	Deputy Shire President
Cr E Cheang	via Teams
Cr BR Cowcill	
Cr JC Hayes	
Cr JN Haythornthwaite	via Teams
Cr JR Hippisley	

Council Officers

Ms M Haeusler	Executive Officer
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Observers/Visitor

Apologies

Cr E Chang

Leave of Absence Previously Granted

Nil

ITEM 3 DECLARATIONS OF INTEREST

Nil

UNCONFIRMED

ITEM 4 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

4.1 CEO Recruitment & Selection Advisory Panel Meeting – 26 September 2023

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Marion Haeusler, Executive Officer

Attachments

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

RESOLUTION: SCM 087-23/24

Moved: Cr BR Cowcill

Seconded: Cr TJ Stacey

That Council receive the minutes of the CEO Recruitment & Selection Advisory Panel for its meeting on 26 September 2023.

FOR: Crs PD Smith, TJ Stacey, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 6/0

SHIRE OF QUAIRADING

CEO Recruitment and Selection Advisory Panel

The CEO Recruitment and Selection Advisory Panel Minutes of Meeting held on Tuesday,
26 September 2023 at 9.45 am

ITEM 1 OPENING & ANNOUNCEMENTS

The Presiding Member opened the Meeting at 9.45 am.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr PD Smith Shire President/ Presiding Member
Cr TJ Stacey Deputy Shire President
Cr BR Cowcill
Cr JC Hayes
Cr JN Haythornthwaite

Independent Person

Mr WMF Davies

HR Consultant -Beilby Downing Teal

Ms E Bulloch

Council Officers

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3

DECLARATIONS OF INTEREST

Elected Members in accordance with section 5.61 and 5.65 of the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 Schedule 1 Division 4 regulation 22:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

**CEO Recruitment and Selection Advisory Panel – Terms of Reference Disclosure of Interest*

Should a Panel Member be aware of any close relationship with any of the Candidates, the Panel Member is to advise the Presiding Member in writing of the Nature of the Interest and for the Panel Member to excuse themselves from the Panel and the Recruitment process.

Shire President Cr Smith – Working Relationship with one of the Candidates

Deputy Shire President Cr Stacey – Working Relationship with one of the Candidates

Cr Cowcill – Working Relationship with one of the Candidates

Cr Hayes – Working Relationship with one of the Candidates

Cr Haythornthwaite – Working Relationship with one of the Candidates
Mr Davies – Nil

ITEM 4 MATTERS FOR CONSIDERATION

- 4.1 Interviews with three candidates were conducted.
- 4.2 Psychometric debriefing and panel discussion.

ITEM 5 CLOSURE

There being no further business, the Presiding Member closed the Meeting at 3:56pm

ITEM 5 URGENT COUNCILLOR'S BUSINESS

Nil

UNCONFIRMED

ITEM 6 CONFIDENTIAL ITEMS

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(a), (c) and (h)(a), (c) and (h) of the Local Government Act 1995 as the Items relates to : -

- (a) a matter affecting an employee or employees
- (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
- (h) such other matters as may be prescribed (consider regulations)
- (a) a matter affecting an employee or employees
- (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
- (h) such other matters as may be prescribed (consider regulations)

RESOLUTION: SCM 088-23/24

Moved: Cr JC Hayes

Seconded: Cr JR Hippisley

That Council close the meeting to the public at 5.01 pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

6.1 Appointment of Temporary CEO**6.2 Endorsement of preferred candidate for CEO position**

FOR: Crs PD Smith, TJ Stacey, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 6/0

6.1 Appointment of Temporary CEO**RESOLUTION: SCM 089-23/24**

Moved: Cr JN Haythornthwaite

Seconded: Cr JR Hippisley

That Council endorse the appointment of Natalie Ness as the Temporary CEO.

FOR: Crs PD Smith, TJ Stacey, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 6/0

Cr Cheang joined the meeting at 5.07pm.

6.2 Endorsement of preferred candidate for CEO position

OFFICER RECOMMENDATION

1. That Council note the information as provided by Beilby Downing Teal in Confidential Attachment A.
2. That Council agrees with the recommendation of the Selection Panel that Candidate C is considered to be the most suitably experienced and qualified applicant.
3. That Council appoints Candidate C to the position of Chief Executive Officer at the Shire of Quairading subject to satisfactory completion of background checks.
4. That Council approves the Chair of the Selection Panel making an offer of employment and progressing contract negotiations with the recommended candidate, Candidate C, within the salary range agreed by Council and up to the amount of the Total Reward Package for SAT band 4 to the value of \$213,356.
5. That Council thanks all applicants who expressed an interest in the position of Chief Executive Officer with the Shire of Quairading.

RESOLUTION: SCM 090-23/24

Moved: Cr JC Hayes

Seconded: Cr TJ Stacey

1. That Council note the information as provided by Beilby Downing Teal in Confidential Attachment A.
2. That Council agrees with the recommendation of the Selection Panel that Candidate C is considered to be the most suitably experienced and qualified applicant.
3. That Council appoints Candidate C to the position of Chief Executive Officer at the Shire of Quairading subject to satisfactory completion of background checks.
4. That Council approves the Chair of the Selection Panel and Cr J Haythornthwaite making an offer of employment and progressing contract negotiations with the recommended candidate, Candidate C, up to the amount of the Total Reward Package for SAT band 4 to the value of \$213,356, the outcome of which will be endorsed by Council at the next Ordinary Council meeting.
5. That Council thanks all applicants who expressed an interest in the position of Chief Executive Officer with the Shire of Quairading.
6. That Council write a letter to Mr Wayne Davies thanking him for his contribution to the CEO Recruitment and Selection Advisory Panel.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 7/0

Crs agree do change the wording of 4. of the Officer Recommendation to reflect the wish to have a second Cr be part of the contract negotiations. Crs also add 6. to the Officer Recommendation to include an official recognition of the contribution to the CEO Recruitment and Selection Advisory Panel by the independent panel member Mr Wayne Davies.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

RESOLUTION: SCM 091-23/24

Moved: Cr JR Hippisley

Seconded: Cr JN Haythornthwaite

That the meeting be open to members of the public at 5.20 pm.

FOR: Crs PD Smith, TJ Stacey, E Cheang, BR Cowcill, JC Hayes, JN Haythornthwaite and JR Hippisley

AGAINST: Nil

CARRIED 7/0

Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 7 NEXT MEETING DATE

The next Special Council Meeting is scheduled to take place on Thursday 9th October 2023 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 8 CLOSURE

There being no further business, the Chairperson closed the meeting at 5.21.