

Special Council Meeting

Notice of Meeting | 9th October 2023

I respectfully advise that the SPECIAL COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 9th October 2023 commencing at 5.00pm

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



Nicole Gibbs
CHIEF EXECUTIVE OFFICER
Date: 06 October 2023

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the meeting at _____ 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	
Cr BR Cowcill	
Cr JC Hayes	
Cr JN Haythornthwaite	
Cr JR Hippisley	

Council Officers

Ms M Haeusler	Executive Officer
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Observers/Visitor

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.

Local Government employees in accordance with section 5.70 or 5.71 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* Part 4A Division 2, regulation 19AD:

An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee 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.

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

OFFICER RECOMMENDATION

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

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

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)
-

OFFICER RECOMMENDATION

That Council close the meeting to the public at _____ 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**

6.1 Appointment of Temporary CEO

OFFICER RECOMMENDATION

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

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

OFFICER RECOMMENDATION

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

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 Monday 23th October 2023, commencing at 6.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 8 CLOSURE

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