

Special Meeting of Council

Notice of Meeting | 10th August 2021

Dear Councillors

Pursuant to Section 5.4(a)(i) and 5.5(2) of the Local Government Act 1995 and Regulations of the *Local Government (Administration) Regulation 1996*, notice is hereby given that a Special Meeting of Council will be held on Tuesday 10th August 2021 in the Shire Council Chambers commencing at the conclusion of the Strategic Planning Committee Meeting.

The purpose of the meeting is for Council to consider the recommendations of the CEO Recruitment & Selection Advisory Panel.

Upon Council Resolution, the Meeting will be closed to the Public under Part 5 Division 2 Section 5.23 (2)(b)(c) of the Local Government Act 1995 as the Item relates to: -

- (b) the personal affairs of any person; and
- (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

MEETING AGENDA ATTACHED

Wayne Davies

CR WAYNE DAVIES

Shire President

Date: 6th August 2021

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 and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr JR Hippisley	
Cr BR Cowcill	
CR JW Haythornthwaite	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
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Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

Meeting closed to the public under *Part 5 Division, 2 Section, 5.23 (2)(b)(c)(e) of the Local Government Act 1995*.

ITEM 4 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.

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

ITEM 5 RECEIVAL OF COMMITTEE MEETING MINUTES

5.1 CEO Recruitment & Selection Advisory Panel Meeting Minutes – 19th July 2021 (Attached)**RECOMMENDATION****MOVED _____ SECONDED _____**

That the Minutes of the CEO Recruitment & Selection Advisory Panel Meeting held on the 19th July 2021 be received and note the Panel's Actions:-

1. Notes the recommended shortlisted applicants to the position of Chief Executive Officer;
2. Selected Applicants 4, 10, 14, 15, 34 and 41 as detailed in the Consultant's Report, as the preferred applicants for the position of Chief Executive Officer for further interview by the CEO Recruitment and Selection Advisory Panel.

____/____

Voting Requirements – Simple Majority

SHIRE OF QUAIRADING

CEO Recruitment and Selection Advisory Panel

The CEO Recruitment and Selection Advisory Panel Minutes of Meeting held on Monday 19th July 2021 commencing at 9.57 am.

ITEM 1 OPENING & ANNOUNCEMENTS

The Presiding Member opened the Meeting at 9.57 am.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President/ Presiding Member
Cr JN Haythornthwaite	Deputy Shire President
Cr B McGuinness	(via Microsoft Teams)
Cr PD Smith	

Independent Person

Mrs Lyn Baker

HR Consultant -Beilby Downing Teal

Ms E Bulloch	(via Microsoft Teams)
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Council Officers

Mr GA Fardon	Chief Executive Officer
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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 Davies – Nil

Deputy Shire President Cr Jo Haythornthwaite – Nil

Cr Smith – Nil

Mrs Baker – Nil

Cr McGuinness - Nil

ITEM 4 MATTERS FOR CONSIDERATION

4.1 Selection of Preferred Applicants to Interview for the Position of Chief Executive Officer (Confidential Item)

COMMITTEE RECOMMENDATION

That the CEO Recruitment and Selection Advisory Panel:-

1. Notes the recommended shortlisted applicants to the position of Chief Executive Officer;
2. Selected Applicants 4, 10, 14, 15, 34 and 41 as detailed in the Consultant's Report, as the preferred applicants for the position of Chief Executive Officer for further interview by the CEO Recruitment and Selection Advisory Panel.

ITEM 5 CLOSURE

There being no further business, the Presiding Member closed the Meeting at 11.33 am.

5.2 CEO Recruitment & Selection Advisory Panel Meeting Minutes – 26th July 2021 (Attached)**RECOMMENDATION****MOVED _____ SECONDED _____**

That the Minutes of the CEO Recruitment & Selection Advisory Panel Meeting held on the 26th July 2021 be received and that:-

1. Council notes the interviews of the preferred applicants for the position of Chief Executive Officer have been conducted by the CEO Recruitment and Selection Advisory Panel on the 26th July 2021;
2. Council notes the progressing of shortlisted applicant No.34 by the CEO Recruitment and Selection Advisory Panel for the position of Chief Executive Officer to the next stage of the Chief Executive Officer Recruitment process.

____/____

Voting Requirements – Simple Majority

SHIRE OF QUAIRADING

CEO Recruitment and Selection Advisory Panel

The CEO Recruitment and Selection Advisory Panel Minutes of Meeting held on Monday 26th July 2021 commencing at 8:45 am.

ITEM 1 OPENING & ANNOUNCEMENTS

The Presiding Member opened the Meeting at 8:45 am.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President/ Presiding Member
Cr JN Haythornthwaite	Deputy Shire President
Cr B McGuinness	
Cr PD Smith	

Independent Person

Mrs Lyn Baker

HR Consultant -Beilby Downing Teal

Ms E Bulloch

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 extract

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 Davies – Nil

Deputy Shire president Cr Jo Haythornthwaite – Nil

Cr Smith – Nil
Mrs Baker – Nil
Cr McGuinness – Nil.

ITEM 4 MATTERS FOR CONSIDERATION

4.1 Interview for the Position of Chief Executive Officer (Confidential Item)

COMMITTEE RECOMMENDATION

That the CEO Recruitment and Selection Advisory Panel recommend to Council that:-

1. Council notes the interviews of the preferred applicants for the position of Chief Executive Officer have been conducted by the CEO Recruitment and Selection Advisory Panel on the 26th July 2021;
2. Council notes the progressing of shortlisted applicant No. 34 by the CEO Recruitment and Selection Advisory Panel for the position of Chief Executive Officer to the next stage of the Chief Executive Officer Recruitment process.

ITEM 5 CLOSURE

There being no further business, the Presiding Member closed the Meeting at 6.20 pm.

ITEM 6 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23

(2)(b)(c) of the Local Government Act 1995 as the Item relates to: -

- (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;

MOVED _____ SECONDED _____

That Council consider the confidential report listed below in a meeting closed to the public at ____ pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 6.1 Appointment of Preferred Applicant for the Position of Chief Executive Officer
 (Confidential Item)

____/____

VOTING REQUIREMENTS –Simple Majority

6.1 Appointment of Preferred Applicant for the Position of Chief Executive Officer (Confidential Item)

A full report was provided to Elected Members under separate cover. The report is not for publication.

MOVED _____ SECONDED _____

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

____/____

6.2 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 CLOSURE

There being no further business, the Chairperson closed the Meeting at ____ pm.