



SPECIAL MINUTES

DATE: Thursday, 1 June 2023

TIME: 5.00pm

VENUE: Council Chambers, Lowood
Road, Mount Barker WA 6324

Gary Clark
CHIEF EXECUTIVE OFFICER

SPECIAL BUSINESS

Chief Executive Officer Recruitment

Resolution numbers: 089/23 to 093/23

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

5.00pm The Presiding Member Cr Chris Pavlovich declared the meeting open.
The Presiding Member acknowledged the Traditional Custodians of the Land, paying respects to their Elders past, present and emerging.

2 RECORD OF ATTENDANCE / APOLOGIES

Members Present:

Cr C Pavlovich	Shire President (Presiding Member)
Cr J Oldfield	Deputy Shire President
Cr B Bell	Councillor
Cr S Etherington	Councillor
Cr A Fraser	Councillor
Cr L Handasyde	Councillor
Cr M O'Dea	Councillor
Cr K Woltering	Councillor

In Attendance:

Ms Nolene Wake	Executive Officer
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Apologies:

Cr K Clements

Members of the Public Present

There were no members of the public present.

Disclaimer

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each Item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances, members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Plantagenet for any act, omission, statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

Emergency Evacuation Procedures

The Evacuation signal is a siren.

On hearing the siren, please leave the building immediately through either of the front doors. Assembly areas are to your right.

A warden will issue you with further instructions.

Obey the instruction of the warden at all times.

Do not re-enter the building at any time, unless under instruction by the Chief Warden

3 PUBLIC QUESTION TIME

Section 5.24 Local Government Act 1995

4 DISCLOSURE OF INTEREST

Part 5 Division 6 Local Government Act 1995

Cr J Oldfield

Item: 4.1.1 Recruitment of CEO

Type: Impartiality pursuant to Schedule 1, Clause 22 of the Local Government (Model Code of Conduct) Regulations 2021.

Nature: Attended functions where the applicant was in attendance and previously known the applicant.

Extent: Will be staying / voting.

CEO Recruitment Committee members (Cr Handasyde, O'Dea and Woltering) noted that previous declarations as presented to Consultant Emily Bulloch at Beilby Downing Teale.

5 SPECIAL BUSINESS (CONFIDENTIAL)

Moved Cr L Handasyde, seconded Cr K Woltering:

5.05pm That in accordance with Section 5.23 (2) of the Local Government Act 1995 the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

(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.

CARRIED (8/0)

NO. 089/23

5.1 EXECUTIVE SERVICES REPORT

5.1.1 RECRUITMENT OF CHIEF EXECUTIVE OFFICER

File Ref:	N61042
Attachment:	<u>Attachment A.</u> <u>Summary Report for Council</u>
Responsible Officer:	Gary Clark Chief Executive Officer
Author:	Nolene Wake Executive Officer
Proposed Meeting Date:	30 May 2023

PURPOSE

The purpose of this report is seek Council approval to make an offer of employment to the preferred candidate for the position of Chief Executive Officer, along with the proposed terms of the contract.

MOTION TO SUSPEND STANDING ORDERS

Moved Cr L Handasyde, seconded Cr J Oldfield:

That those sections of Standing Orders that would prevent a Councillor from speaking more than once to an item be suspended.

CARRIED (8/0)

NO. 090/23

MOTION TO REINSTATE STANDING ORDERS

Moved Cr J Oldfield, seconded Cr L Handasyde:

That Standing Orders be resumed.

CARRIED (8/0)

NO. 091/23

COMMITTEE RECOMMENDATION/COUNCIL DECISION

Moved Cr L Handasyde, seconded Cr M O'Dea:

That the Council:

1. Receives and endorses the Summary Report from Consultant, Beilby Downing Teal.
 2. Offers the position of Chief Executive Officer with the Shire of Plantagenet for a period of five years to Candidate 1 in Attachment A.
 3. Believes that Candidate 1 in Attachment A is suitably qualified for the position of Chief Executive Officer.
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4. Authorise the Shire President and Chair of the CEO Recruitment Panel to communicate and discuss the offer of employment with Candidate 1 in Attachment A for a Total Rewards Package of \$265,000.00. Any requested changes to be resubmitted to Council for consideration.
5. Authorise the Shire President to affix the common seal to the employment contract should no changes be required.
6. Approves the payment of relocation costs, to be reimbursed at cost, or to the maximum of \$5,000.00, whichever is the lesser.
7. Offers the provision of the CEO house on the basis of no rent, with the applicant responsible for the cost of utilities. Council is responsible for the provision of gardening services.

Footnote:

This matter remains confidential until the offer is accepted, and the appointment communicated by the Shire President.

CARRIED (8/0)

NO. 092/23

Absolute Majority

MOTION TO PROCEED IN PUBLIC

Moved Cr J Oldfield, seconded Cr K Woltering:

5.21pm That the meeting proceed in public.

CARRIED (8/0)

NO. 093/23

The Motion was then read aloud in public.

6 CLOSURE OF MEETING

5.22pm The Presiding Member declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____/____/____