



# Special Council Meeting

12 June 2024

Commencing at 5:00 PM

# Agenda

## Notice of Meeting.

To: The President and Councillors.

A Special Council Meeting of the Shire of Toodyay will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the above-mentioned date and time.

The Special Meeting was called by the Shire President.

The Special Meeting of Council is for the purpose of consideration of recommendations made by the CEO Recruitment and Selection Committee Meeting that was held on 12 June 2024.

Tabitha Bateman

**ACTING CHIEF EXECUTIVE OFFICER**



## **Our Vision, Purpose and Values**

The Shire of Toodyay's Plan for the Future (Council Plan 2023-2033) is the Community's Strategic Plan outlining the direction that the Shire is undertaking to meet the needs and aspirations of its community.

### **Our Vision**

A caring and visionary rural community, working together to preserve and enrich Toodyay's environment, character and lifestyle.

### **Our Purpose**

The Shire of Toodyay exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

### **Our Values**

We conduct ourselves in line with values the local community cares deeply about:

- **Integrity** - we behave honestly to the highest ethical standard;
- **Accountability** – we are transparent in our actions and accountable to the community;
- **Inclusiveness** – we are responsive to the community and we encourage involvement by all people; and
- **Commitment** – we translate our plans into actions and demonstrate the persistence that will provide results.

### **Community Aspirations**

There are five core performance areas in this plan: People, Planet, Place, Prosperity, and Performance. These areas are interrelated, and each must be satisfied to deliver excellent quality of life in the Shire of Toodyay.

For each area, there is an overarching aspirational statement and desired outcomes, summarised in the Council Plan which is available on the Shire's website at: <https://www.toodyay.wa.gov.au/documents/432/council-plan-plan-for-the-future-2023-2033>

### **Disclaimer**

Any discussion regarding a planning matter or other application that any statement or intimation of approval made by any member or officer of the Shire of Toodyay during the course of any meeting is not intended to be and is not to be taken a notice of approval from Council. 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. Any plans or documents contained in this document may be subject to copyright law provisions (*Copyright Act 1998*, as amended) and the express permission of the copyright owner(s) should be sought prior to reproduction.

### **Availability of Meeting Agenda and its Attachments**

Information about Council Meetings is located on the website

<http://www.toodyay.wa.gov.au/Council/Council-Meetings>

Agendas & Minutes are located under the heading "Council Meetings" at

<http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>

Public copies are available by contacting the Shire on (08) 9574 9300.



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**ATTACHMENTS** can be found in the Attachments Paper on the Council website alongside this agenda.

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member is to run through the Preliminaries, and to declare the Ordinary Meeting of Council open.

Acknowledgement of Country: *"I acknowledge the Ballardong Noongar people, the traditional custodians of the land where we meet today and the Yued and Whadjuk people, who are traditional custodians of respective lands within the wider Shire of Toodyay. I pay my respect to their Elders, past, present and emerging."*

**2 RECORDS OF ATTENDANCE****2.1 APOLOGIES****2.2 APPROVED LEAVE OF ABSENCE**

Nil

**3 DISCLOSURE OF INTERESTS****4 PUBLIC QUESTIONS****4.1 PUBLIC QUESTION TIME****5 PUBLIC SUBMISSIONS**

**6 OFFICER REPORTS**

**6.1 EXECUTIVE SERVICES**

**6.1.1 CSRC Recommendations**

Date of Report:	12 June 2024
Applicant or Proponent:	CEO Recruitment and Selection Committee
File Reference:	STR87
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Position Description; and (confidential) <i>Section 5.23(2)</i> <i>(a) a matter affecting an employee or employees (under separate cover)</i></li> <li>2. Application Package; and (confidential) <i>Section 5.23(2)</i> <i>(a) a matter affecting an employee or employees (under separate cover)</i></li> <li>3. Special Council Meeting Notice.</li> </ol>

**PURPOSE OF THE REPORT**

To consider recommendations made by the CEO Selection and Recruitment Committee.

**BACKGROUND**

The Committee held a workshop in May 2024 to look at the position description and the advertisement contained in the application package.

The CEO Selection and Recruitment Committee met on 12 June 2024 at which time they made a total of three recommendations to Council.

**COMMENTS AND DETAILS**

The Committee recommendations are recommended.

**IMPLICATIONS TO CONSIDER**

**Consultative:**

Nil.

**Strategic:**

**Shire of Toodyay Council Plan 2023-2033**

Outcome 9. Responsible and effective leadership and governance.

9.1. Provide strong, clear, and accountable leadership.

**Policy related:**

Standards for CEO recruitment, selection, performance and termination

Temporary Employment and Appointment of CEO

**Financial:**

Advertising in the Beilby Downing Teal website, Seek and LinkedIn was included in the proposal accepted by Council from Beilby Downing and Teal on 31 Jan 2024. Advertisement in the West Australian professional Appointments advert in the Saturday edition and the Australian Local Government Job Directory is an additional cost which will be met within the budget for CEO Recruitment.

**Legal and Statutory:**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

**Risk related:**

Committee recommendations are required to be considered at the next meeting of Council. The risk is low but could represent as moderate (high-12) if the recruitment process is delayed. This report mitigates the risk.

**Workforce related:**

The Shire President and Deputy Shire President will meet with the HR Consultant and a Shire Officer will be required to liaise with the HR Consultant in terms of advertising on the Shire's website and social media pages.

**VOTING REQUIREMENTS**

Absolute Majority

**CEO SELECTION AND RECRUITMENT COMMITTEE RECOMMENDATION 1**

That Council approves the Chief Executive Officer Recruitment Position Description (**Confidential Attachment 1**)

**CEO SELECTION AND RECRUITMENT COMMITTEE RECOMMENDATION 2**

That Council:

1. approves the Chief Executive Officer Application Package (**Confidential Attachment 2**) subject to any typographical amendments being made as per Point 2;
2. requests Cr Dival liaise with the HR Consultant from Beilby Downing and Teal to fix any typographical errors that may appear in the package; and

3. approves the advertisement as contained in **Confidential Attachment 2** for use in the advertising campaign pursuant to r.18A of the *Local Government (Administration) Regulations 1996*.

### **CEO SELECTION AND RECRUITMENT COMMITTEE RECOMMENDATION 3**

That Council directs the HR Consultant from Beilby Downing and Teal to commence advertising of the position immediately, pursuant to s.1.7 of the *Local Government Act 1995*, placing advertisements at the following locations:

- a) the Shire of Toodyay website;
- b) the West Australian newspaper (10cm x 3 column size);
- c) the notice board at the Shire's administration offices and in the Shire's libraries (Toodyay Public Library and Morangup Library);
- d) the Shire of Toodyay's Facebook page;
- e) The Beilby Downing Teal website;
- f) Seek;
- g) LinkedIn; and
- h) The Australian Local Government Jobs Directory.



MEMORANDUM

MEMO TO: Chief Executive Officer
Shire of Toodyay
FROM: Councillors
DATE: 12 June 2024
FILE NO: MTG8
SUBJECT: Special Council Meeting

Administration Centre
15 Fiennes Street
PO Box 96
TOODYAY WA 6566
T (08) 9574 9300
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

Dear CEO

This memorandum is notice, in accordance with the Local Government Act 1995 5.4(a)(ii), that we, the undersigned, being at least one third of the total number of Councillors, request that a Special Meeting of the Council be held in the Council Chambers, 15 Fiennes Street, Toodyay as follows:

Time: 6:15 pm Date: 12/6/2024

For the purpose of :-

CONSIDERATION OF THE RECOMMENDATIONS
MADE BY THE CEO RECRUITMENT & SELECTION
COMMITTEE THAT WAS HELD ON 12 JUNE 2024

Yours sincerely

Signature of Michael McKewen
Cr Michael McKewen
Signature of Charmaine Duri
Cr Charmaine Duri

Signature of Michelle Dival
Cr Michelle Dival



**7 CLOSURE OF MEETING**

