



Special Council Meeting

12 June 2024

Minutes

To: The President and Councillors.

Here within are the Minutes of the Special Council Meeting of the Shire of Toodyay held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 for the purpose of consideration of the recommendations made by the CEO Recruitment and Selection Committee that was held on 12 June 2024.

Tabitha Bateman

ACTING CEO



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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Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following a Special Meeting of Council, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as a separate attachment to these Minutes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as separate Confidential Minuted Agenda Items.

Unconfirmed Minutes

These minutes were approved for distribution on 18 June 2024.



Tabitha Bateman

ACTING CEO

Confirmed Minutes

These minutes were confirmed at a meeting held on 26 June 2024.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr M McKeown, Shire President, declared the meeting open at 6.16pm and read aloud an 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."

The Shire President read through other preliminaries.

2 RECORDS OF ATTENDANCE

Members

Cr M McKeown	Shire President
Cr S Dival	Deputy Shire President
Cr C Duri	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil.

2.1 APOLOGIES

Cr R Madacsi	Councillor
Cr D Wrench	Councillor

2.2 APPROVED LEAVE OF ABSENCE

Nil

3 DISCLOSURE OF INTEREST

Nil.

4 PUBLIC QUESTIONS

4.1 PUBLIC QUESTION TIME

Nil

5 PUBLIC SUBMISSIONS

Nil

6 OFFICER REPORTS

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"> 1. Position Description; and (confidential) <i>Section 5.23(2)</i> <i>(a) a matter affecting an employee or employees (under separate cover)</i> 2. Application Package; and (confidential) <i>Section 5.23(2)</i> <i>(a) a matter affecting an employee or employees (under separate cover)</i> 3. Special Council Meeting Notice.

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

CSRC RECOMMENDATION 1/COUNCIL RESOLUTION NO. SCM169/06/24

MOVED Cr S Dival

SECONDED Cr C Duri

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

Voted For: Crs C Duri, S McCormick, M McKeown, S Dival and J Prater

Voted Against: Nil

MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY

CSRC RECOMMENDATION 2/COUNCIL RESOLUTION NO. SCM170/06/24**MOVED** Cr J Prater**SECONDED** Cr S McCormick

That Council:

1. approves the Chief Executive Officer Application Package (**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*.

Voted For: Crs C Duri, S McCormick, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0****CSRC RECOMMENDATION 3/COUNCIL RESOLUTION NO. SCM171/06/24****MOVED** Cr C Duri**SECONDED** Cr S Dival

That Council directs the HR Consultant from Beilby Downing 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.

Voted For: Crs C Duri, S McCormick, M McKeown, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 5/0**

7 CLOSURE OF MEETING

The Shire President declared the meeting closed at 6.20pm.



ATTACHMENTS MINUTES

Special Council Meeting

Wednesday, 12 June 2024

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Attachment 3 Special Council Meeting Notice.4



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

Michael McKewen
Cr Michael McKewen

Michelle Dival
Cr Michelle Dival

Charmeine Duri
Cr Charmeine Duri

Cr