

'Together, We're Building Katanning's Future'

NOTICE OF A SPECIAL COUNCIL MEETING

Dear Council Member

The next Special Council Meeting of the Shire of Katanning will be held on Wednesday 18 March 2015, in the Shire of Katanning Council Chambers, 14 Austral Terrace, Katanning, commencing at 6:00pm.

Andrew Holden

ACTING CHIEF EXECUTIVE OFFICER

Monday 16 March 2015

DISCLAIMER

The Council of the Shire of Katanning hereby advises that before taking any action on an application or a decision of the Council, any applicant or members of the public should wait for written advice from the Council.

Cr Alan McFarland SHIRE PRESIDENT

PRESIDING MEMBER	DATE SIGNED	

Table of Contents

Item	Item Heading	Page
No.		No.
1	Declaration of Opening/Announcement of Visitors	3
2	Record of Attendance	3
3	Response to Previous Public Questions Taken on Notice	4
4	Disclosure of Financial/Impartiality Interest	4
5	Public Question/Statement Time	4
6	Applications for Leave of Absence	4
7	Petitions/Deputations/Presentations	4
8	Confirmation of Minutes of Previous Meetings	4
9	Announcements by Presiding Member Without Discussion	5
10	Reports of Committees and Officers	5
10.1	Director of Engineering & Development Services' Reports	5
10.2	Director of Corporate and Community Services' Reports	5
10.3	Executive Manager - Strategic Projects Reports	5
10.4	Acting/Deputy Chief Executive Officer Reports	5
10.4.1	Chief Executive Officer Recruitment	5
10.5	Manager of Finance	5
10.6	Chief Executive Officer's Reports	5
10.7	Advisory Committee Meeting Minutes	5
11	Elected Members Motions	6
12	New Business of an Urgent Nature	6
13	Confidential Item	6
14	Closure of Meeting	6

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at pm.

2. RECORD OF ATTENDANCE

PRESENT

Presiding Member: Shire President - Cr Alan McFarland

Members: Cr Richard Kowald

Cr Heather McCarley Cr Danny McGrath Cr Craig McKinley Cr Leisha Wood Cr Alep Mydie Cr Owen Boxall

Council Officers: Andrew Holden, Acting Chief Executive Officer

Uwe Striepe, Director of Engineering & Development Services

Diana Marsh, Manager of Finance

Council Observer: Diana Marsh, Manager of Finance

Gallery:

Media:

Apologies: Deputy Shire President - Cr Robert Godfrey

Sam Davis, Executive Manager – Strategic Projects

Sarah Martin, Director of Corporate and Community Services

Leave of Absence:

3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE 4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS 5. PUBLIC QUESTION/STATEMENT TIME 6. APPLICATIONS FOR LEAVE OF ABSENCE 7. PETITIONS/DEPUTATIONS/PRESENTATIONS 8. **CONFIRMATION OF MINUTES OF PREVIOUS MEETING** ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION 9. 10. REPORTS OF COMMITTEES AND OFFICERS **DIRECTOR OF ENGINEERING & DEVELOPMENT SERVICES REPORTS** 10.1 10.2 **DIRECTOR OF CORPORATE AND COMMUNITY SERVICES REPORTS EXECUTIVE MANAGER – STRATEGIC PROJECTS** 10.3

ACTING/DEPUTY CHIEF EXECUTIVE OFFICER

CHIEF EXECUTIVE OFFICE RECRUITMENT

File Ref: AC/02/0014

10.4

10.4.1

Reporting Officer: Acting Chief Executive Officer

Date Report Prepared: 18 March 2015

Issue: To consider arrangements for the recruitment of a Chief Executive Officer.

Body/Background: At the special Council Meeting 4 March 2015, Council resolved to no longer continue with the position of CEO / Project Manager and that as a consequence that position was made redundant and details of the occupant, Dean Taylor's termination of employment are now being worked through.

Council needs to now seek to recruit a new Chief Executive Officer following which that new CEO will then review the organisational structure and determine what arrangements are required for future project management.

Officer's Comment:

The appointment of a CEO is arguably one of the most important decisions Council is required to make. Councillor's have indicated a preference for Council to run the process of seeking a recruit a new CEO along with an independent consultant advise in regard to the formation and the selection panel, advertising, shortlisting, reference review, selection criteria and contract formulation. In attracting the right candidates it is important for Council to be seen and acknowledged as being professional, efficient and effective and the formation of a Selection Panel assists in that.

Council now need to form a Chief Executive Selection Panel for the purpose of recruiting a Chief Executive Officer. Councillors have expressed that the panel should consist of a number of interested Councillors and an independent consultant. The independent consultant shall ensure impartiality and provide professional counsel during the selection process. The selection panel should operate to determine a final short list of preferred candidates for consideration by Full Council.

Three indicative proposals to assist in this regard have been obtained from WALGA, LO-GO Appointments and Core Business Australia (see attachments)

The Acting Chief Executive Officer has prepared a draft Terms of Reference (see attachment) for the CEO Selection Panel, a draft updated information package and draft advertisement for consideration by Council/Council's CEO Selection Panel.

Statutory Environment:

Local Government Act 1995 sec 5.36 (4) Local Government (Administrative) Regulations 1996 18A, 18B, 18C, 18F

Policy Implications: Nil

Financial Implications: The cost associated with engaging a recruitment consultant has not been allocated in the current budget.

Strategic Implications: Nil.

Officer's Recommendation/Council Motion:

Councillor Councillor

OC /15	That Council:
	1. Establish a CEO Selection Panel comprised of
	Councillors being:
	Councillor

2. APPROVE the Terms of Reference for the CEO Selection Panel.

Voting Requirement: Simple Majority

CARRIED/LOST:

- 10.5 MANAGER FINANCE
- 10.6 CHIEF EXECUTIVE OFFICER'S REPORTS
- 10.7 ADVISORY COMMITTEE MEETING
- 11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
- 12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
- 13. CONFIDENTIAL ITEM
- 14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at pm.