



Western Australia

Minutes of the Special Meeting of the Murchison Shire Council,
held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Wednesday 12 April 2017, commencing at 2.00 pm.

Purpose:

1. To consider the process for the selection of a new CEO; and
2. To appoint Delegates to Murchison Country Zone of WALGA and to nominate representatives from the Delegates to participate in the Murchison Country Zone of WALGA extra-ordinary elections for Delegate and Deputy Delegate to WALGA State Council

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The meeting opened at 2:00 pm and the President thanked the Councillors for making time to attend the meeting.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President Rossco Foulkes-Taylor
Cr Miles Williams
Cr Andrew Whitmarsh
Cr Emma Foulkes-Taylor

Chief Executive Officer – Dianne Daniels

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

4.1 Standing Orders

Council Decision:

Moved: Councillor Williams

Seconded: Councillor Whitmarsh

That the following Local Law-Standing Orders 2001 be stood down:

8.2 Limitation on the number of speeches

8.3 Duration of speeches

Carried:

For: 4

Against: 0

5. NEXT MEETING

The next ordinary meeting is scheduled for Thursday 27 April 2017.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

One item relating to employee personal matters, the employment of a CEO and the proposed contractual conditions of employment of a new CEO, pursuant to LGA 5.23 (a) and (c)

8. CONFIRMATION OF MINUTES

Not Applicable

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Foulkes-Taylor reiterated his thanks to the Councillors for their time commitment.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Not Applicable.

11. DISCLOSURE OF INTERESTS

Nil

12. REPORTS OF OFFICERS**12.1 Appoint WALGA Zone Delegates and Nominations for WALGA State Council**

File:	4.6
Author:	Dianne Daniels – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	11 th April 2017
Attachments:	Correspondence from Murray Brown regarding the extra-ordinary election to fill two Vacancies on WALGA State Council.

Matter for Consideration:

Council to appoint the Delegates for the Murchison Country Zone of WALGA to replace Mark Halleen and Simon Broad and to consider nominating a Delegate and/or Deputy Delegate to WALGA State Council.

Background:

Up until his resignation from Council in December 2016, Simon Broad was one of the Shire of Murchison's Delegates to the Murchison Country Zone of WALGA along with Mark Halleen, who resigned in April 2017. Simon Broad was the Murchison Country Zone of WALGA's Delegate to State Council and Mark Halleen was the Deputy Delegate.

Comment:

As both the Shire of Murchison's Delegates to the Murchison Country Zone of WALGA have left Council, Council needs to appoint:

1. Two Delegates to the Murchison Country Zone of WALGA;

and once the two delegates have been decided,
2. Consider nominating one of the Delegates to participate in the upcoming Murchison Country Zone of WALGA extra-ordinary election to fill the position of Delegate to WALGA State Council vacated by the resignation of Simon Broad and/or one of the Delegates to participate in the upcoming Murchison Country Zone of WALGA extra-ordinary election to fill the position of Deputy Delegate to the WALGA State Council vacated by the resignation of Mark Halleen.

The four positions will expire in October 2017.

Statutory Environment:

Local Government Act 1995 Division 5; 9.58

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Recommendation:

That Council:

1. Appoints Cr xxxxx and Cr xxxxx as Delegates to the WALGA Murchison Country Zone; and
2. Nominates Cr xxxxx to participate in the upcoming Murchison Country Zone of WALGA extra-ordinary election to fill the position of Delegate to WALGA State Council; and/or
3. Nominates Cr xxxxx to participate in the upcoming Murchison Country Zone of WALGA extra-ordinary election to fill the position of Deputy Delegate to WALGA State Council.

Cr Whitmarsh nominated President Foulkes-Taylor as Delegate to WALGA Murchison Country Zone of WALGA and President Foulkes-Taylor nominated Cr Williams to be the second Delegate. Both nominees accepted.

There were no nominees to participate in the upcoming election to fill the position of Delegate to WALGA State Council.

Cr E Foulkes-Taylor nominated President R Foulkes-Taylor to participate in the upcoming extra-ordinary election to fill the position of Deputy Delegate to WALGA State Council.

Voting Requirements:

Simple majority

Council Decision:		
Moved: Cr E Foulkes-Taylor	Seconded: Councillor A Whitmarsh	
That Council		
<ol style="list-style-type: none"> 1. Appoints President R Foulkes-Taylor and Cr Miles Williams as Delegates to the WALGA Murchison Country Zone; and 2. Nominates President R Foulkes-Taylor to participate in the upcoming Murchison Country Zone of WALGA extra-ordinary election to fill the position of Deputy Delegate to WALGA State Council. 		
Carried:	For: 4	Against: 0

13. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Motion to close the meeting to the public

Recommendation:

That the meeting move behind closed doors to discuss confidential matters relating to employee personal matters, the employment of a CEO and the proposed contractual conditions of employment of a new CEO, pursuant to LGA 5.23 (a) and (c).

Voting Requirements:

Simple Majority

Council Decision:		
Moved: Councillor Williams	Seconded: Councillor Whitmarsh	
That the meeting move behind closed doors to discuss confidential matters relating to employee personal matters, the employment of a CEO and the proposed contractual conditions of employment of a new CEO pursuant to LGA 5.23 (a) and (c).		
Carried:	For: 4	Against: 0

13.1 Recruitment of a New CEO

Refer separate confidential report and attachments.

COUNCIL DECISION

Moved: Councillor E Foulkes-Taylor

Seconded Councillor Williams

That Council receives this report and attachments and:

1. accepts the resignation of Mrs Dianne Daniels as CEO, and agrees that her finish date is Friday 23 June 2017; and
2. initiates the recruitment process to appoint a Chief Executive Officer in accordance with the requirements of Part 5, Division 4 of the local Government Act 1995 and local Government (Administration) Regulations 1996; and
3. appoints Fitz Gerald Strategies as the Council’s Recruitment Consultant and accepts its submission dated 30 March 2017; and
4. authorises the newly appointed recruitment consultant to liaise directly with Council to carry out the following confidential processes:
 - (1) Revise the Application Package and Position Description
 - (2) Draft a sample Contract of Employment
 - (3) Draft an Advertisement and set-out the Advertising Program

- (4) Provide copies of all applications to Council as they arrive and prepare selection report;
 - (5) Prepare interview questions in consultation with Council
 - (6) Co-ordinate interviews and participate in in-person interviews at the Shire of Murchison;
 - (7) Conduct referee and background checks;
 - (8) Finalise contract negotiations; and
5. agrees that all of Council, including the newly appointed Councillor, will be involved in the recruitment and selection process; and
 6. approves the advertisement, draft employment contract (negotiable), remuneration package range, information package, position description and draft KPI's, subject to minor amendments as agreed by Council; and
 7. approves the advertising process such that the approved advertisement will be placed in the West Australian on Saturday the 15th April 2017 in the professional appointments section and again in the West Australian on Saturday 29th April 2017 in the local government employment section. As well, it will be posted to the Shire's web-site and advertised with LG Assist; and
 8. approves the process for dealing with applications such that following close of applications on the 10th May 2017, Fitz Gerald Strategies and all Councillors will assess all applications received using the assessment forms provided by Fitz Gerald Strategies. Applicants will be short-listed between the 10th and 17th May 2017 for interview on Friday 26th May 2017; and
 9. Authorises a budget allowance of up to \$30,000 unbudgeted expenditure associated with the recruitment process – budget variation request to be presented to the ordinary meeting of Council on the 27th April 2017.

Carried: **For: 4** **Against: 0**

Motion to open the meeting to the public

Recommendation:

That the meeting move out from behind closed doors.

Voting Requirements:

Simple Majority

Council Decision:

Moved: Councillor Williams

Seconded: Councillor Whitmarsh

That the meeting move out from behind closed doors.

Carried: **For: 4** **Against: 0**

14. URGENT BUSINESS

Nil

14. MEETING CLOSURE

The President declared the meeting closed at 3:40 pm.

These minutes were confirmed at the council meeting held on

Signed..... Presiding Officer