



MINUTES

Special Council Meeting

17 October 2022

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 5.18pm

DISCLAIMER:

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Recording of Meeting

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

Commonly-used abbreviations

AAS / AASB	Australian Accounting Standard / Australian Accounting Standards Board
BF Act	Bush Fire Act 1954
BFB	Bush fire brigade
CEO	Chief Executive Officer
CDO	Community Development Officer
DBCA	Dept of Biodiversity, Conservation and Attractions
DFES	Dept of Fire and Emergency Services
DPLH	Dept of Planning, Lands and Heritage
DWER	Dept of Water and Environmental Regulation
EHO	Environmental Health Officer
EFT	Electronic Funds Transfer
FAM	Finance and Administration Manager
JSCDL	Parliamentary Joint Standing Committee on Delegated Legislation
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG Act	Local Government Act 1995
LGGC	WA Local Government Grant Commission
LPP	Local Planning Policy
LPS	Local Planning Scheme
MOU	Memorandum of Understanding
MRWA	Main Roads WA
NNTT	National Native Title Tribunal
OAG	Office of Auditor General
OCM	Ordinary Council Meeting
PTA	Public Transport Authority
RRG	Regional Roads Group
RTR	Roads to Recovery
SAT	State Administrative Tribunal
SEMC	State Emergency Management Committee
SGC	Superannuation Guarantee Contribution
SJAA	St John Ambulance Association
SWALSC	South West Aboriginal Land and Sea Council
WAEC	WA Electoral Commission
WALGA	WA Local Government Association
WSM	Works and Services Manager

CONTENTS

1.	DECLARATION OF OPENING	5
1.1	Opening	5
1.2	Announcements by Shire President	5
2.	RECORD OF ATTENDANCE	5
3.	DISCLOSURES OF INTEREST	6
4.	PUBLIC QUESTION TIME	6
4.1	Public Questions With Notice	6
4.2	Public Questions Without Notice	6
5.	PRESENTATIONS AND DEPUTATIONS	6
5.1	Presentations	6
5.2	Deputations	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE	6
7.	MINUTES OF MEETINGS	6
7.1	Confirmation of Council Meeting Minutes	6
8.	REPORTS REQUIRING DECISION	7
9.	NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION	7
10.	MEETING CLOSED TO PUBLIC	7
10.1	Matters for Which the Meeting May Be Closed	7
10.2	CEO Recruitment Matters for Consideration (Confidential)	9
12.	CLOSURE OF MEETING	11

PUBLIC CONFIRMED



MINUTES

Special Meeting of the Victoria Plains Shire Council
Held in the Calingiri Shire Chambers and via E-meeting Protocol
on 17 October 2022 commencing at 5.18pm.

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open by the Presiding Member at 5.18pm.

1.2 Announcements by Shire President

The Presiding Member reminded Elected Members that the meeting was being recorded for the purposes of Minute Taking and uploading of the recording to the Shire Website for public viewing and the meeting will be run in accordance with the Shire's *Meeting Procedures Law 2018*.

2. RECORD OF ATTENDANCE

Members present	Cr P Bantock- Shire President Cr N Clarke – Deputy Shire President Cr S Woods Cr G O'Brien Cr D Lovelock Cr J Kelly
Staff attending	Ms J Klobas – Council Meeting Officer
Apologies	Cr S Penn
Approved leave of absence	N/A
Visitors	
Members of the public	Nil

3. DISCLOSURES OF INTEREST

Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.

	<i>Type</i>	<i>Item</i>	<i>Person / Details</i>
3.1	Financial		Nil
3.2	Proximity		Nil
3.3	Impartiality		Nil

4. PUBLIC QUESTION TIME

Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.

4.1 Public Questions With Notice

Nil

4.2 Public Questions Without Notice

Nil

5. PRESENTATIONS AND DEPUTATIONS**5.1 Presentations**

Nil

5.2 Deputations

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

7. MINUTES OF MEETINGS**7.1 Confirmation of Council Meeting Minutes**

N/A

8. REPORTS REQUIRING DECISION

Nil

9. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION*Admitted by resolution of Council***10. MEETING CLOSED TO PUBLIC****10.1 Matters for Which the Meeting May Be Closed**

File reference	
Report date	13 October 2022
Applicant/proponent	SoVP – Recruitment CEO
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Dr Shayne Silcox, (Recruitment Advisor) / Ms J Klobas (Council Meeting Officer)
Authorised by	Shire President (as per CEO instructions)
Attachments	
Attachment 1	Page Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider matters regarding matters of a confidential nature.

BACKGROUND

Under section 5.23 (2)(a) of the Local Government Act and in accordance with the Shire’s meeting procedures local law, Council may close a meeting, or part of a meeting if it is dealing with a matter affecting an employee or employees.

COMMENT

There is one matter for consideration:

- Item - 7.2 - is required to be closed to the public as it deals with matters relating to the CEO Recruitment.

CONSULTATION

CEO Recruitment Committee Meeting – 17 October 2022

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

2210-01 Committee Recommendation / Council Resolution
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Moved: Cr G O'Brien

Seconded: Cr N Clarke

That Council **CLOSE** the meeting under section 5.23 (2)(a) of the Local Government Act 1995 to consider matters regarding an employee or employees at 5.20pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

PUBLIC CONFIRMED

10.2 CEO Recruitment Matters for Consideration (Confidential)

File reference			
Report date	10 October 2022		
Applicant/proponent	Council		
Officer disclosure of interest	Nil		
Previous meeting references	OCM - 27 April 2022: 2204-20; 2204-21; OCM – 22 June 2022, 2206-07, 28 September 2022; 2209-18, CEOM -17 October 2022.		
Prepared by	Dr Shayne Silcox (Recruitment Advisor) / Ms J Klobas (Council Meeting Officer)		
Authorised by	Shire President		
Attachments			
Attachment 1	Page	2	SoVP CEO Position Description
Attachment 2	Page	6	Updated-SoVP CEO - Recruitment Advertisement
Attachment 3	Page	7	Updated SoVP CEO – Interview Questions and Assessment Sheet
Attachment 4	Page	13	Applicant Pack
Attachment 5	Page	20	Updated Assessment Matrix

VOTING REQUIREMENTSAbsolute majority required: **YES****2210-02 Committee Recommendation / Council Resolution****Moved: Cr G O'Brien****Seconded: Cr S Woods**That Council **APPROVE** the following:

- CEO Position Description; (Attachment 1)
- Updated Advert, (Attachment 2)
- Updated Interview questions and assessment sheet (Attachment 3);
- Applicant Pack for distribution to applicants (Attachment 4) and
- Updated Assessment Matrix for shortlisting applicants (Attachment 5)

CARRIED BY ABSOLUTE MAJORITY AND BY UNANIMOUS DECISION OF COUNCIL

2210-03 Committee Recommendation / Council Resolution

Moved: Cr G O'Brien

Seconded: Cr N Clarke

That Council:

1. **APPROVE** the presentation question for shortlisted applicants as follows

COMBINE components of Presentation suggestions 1 and 2 as below:

- *In the first 100 days as CEO what will you do, what areas will you review/audit of the organisation and how will you engage with the seven (7) communities within the Shire to ensure all feel consulted, heard, and engaged?*

2. **NOTES** that the CEO Recruitment Committee will **ADVISE** the Temporary CEO to place the CEO Recruitment Advertisement on 29 October 2022 for 3 weeks (Attachment 2), closing Friday 18 November 2022 at 4.00 pm.

That Council **RE-OPEN** the meeting to the public at 5.22pm.

CARRIED BY UNANIMOUS DECISION OF COUNCIL

PUBLIC CONFIRMED

12. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at 5.27pm.

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 23rd Nov 2022.

Signed JABantocke
(Presiding member at the meeting which confirmed the minutes)

Date 23rd Nov 2022

Council Minutes are unconfirmed until they have been adopted at the following meeting of Council.

PUBLIC CONFIRMED