

**MINUTES
SPECIAL MEETING
1 JULY 2021
COMMENCING 8.30am
COUNCIL CHAMBERS, NYABING**

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chair Person, Shire President Cr Scott Crosby, declared the meeting opened at 8.34am.

2 RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

Members

Cr SR Crosby	Shire President
Cr KV Johnston	Deputy Shire President
Cr TD Borgward	Member
Cr JN Germain	Member
Cr BC Bamess	Member
Cr RA Jury	Member
Cr A Smith	Member

Staff

Rick Miller	Chief Executive Officer
Michelle Bamess	Deputy Chief Executive

Members of the Public

Nil

Leave of Absence Approved

Nil

Apologies

Nil

3. DECLARATION OF INTERESTS:

• **Direct Financial Interest:**

Nil

• **Indirect Financial Interest:**

Nil

• **Closely Associated Persons:**

Nil

• **Proximity Interest:**

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION AND RECEIVING OF MINUTES/BUSINESS ARISING

Nil

7 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

8 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

9 OFFICERS REPORTS

Nil

10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

Nil

12. MATTERS BEHIND CLOSED DOORS

That the meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial Contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

SCM2021/003 - COUNCIL RESOLUTION

MOVED Cr TD Borgward / Cr RA Jury

That Council closes the meeting to the public to consider matters of a confidential nature behind closed doors.

**CARRIED 7/0
By Simple Majority**

Rick Miller and Michelle Bamess left the meeting room at 8.35am

12.1.1 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER RECRUITMENT

PROPOSED MEETING DATE: PROPONENT: LOCATION: AUTHOR: REPORTING OFFICER: FILE NO: ASSESSMENT NO: ATTACHMENT/S:	1 July 2021 N/A N/A Michelle Bamess – Deputy Chief Executive Officer Scott Crosby – Shire President 151.2.1 N/A <ul style="list-style-type: none"> • Adopted Standards for CEO recruitment, Performance and Termination • Terms of Reference (TOR) Shire of Kent Chief Executive Officer Selection Panel • Quotation from Lydia Highfield • Position Description, Remuneration and Selection Criteria • CEO Performance Review Criteria
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PURPOSE

Council to initiate the recruitment process to appoint a Chief Executive Officer.

REASON FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the *Local Government Act 1995* the which permits the meeting to be closed to members of the public for business relating to the following:

1 July 2021 – Special Meeting of Council

b) the personal affairs of any person, including financial and/or commercial contracts

SCM2021/004 - COUNCIL RESOLUTION

MOVED Cr TD Borgward / Cr JN Germain

That Council:

1.

- 1.1 Initiate the recruitment process to appoint a Chief Executive Officer;**
- 1.2 Appoint Lydia Highfield to facilitate the process to recruit for the role of Chief Executive Officer;**
- 1.3 Approve a remuneration package that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 4 banding, for the position of Chief Executive Officer with a contract term of three to five years;**
- 1.4 Appoint a Chief Executive Officer Selection Panel comprising the Shire President, Deputy Shire President and Councillors Renae Jury, Justin Germain, Craig Bamess, Alan Smith and Tim Borgward supported by Lydia Highfield, to shortlist and interview candidates with all members of Council being invited to be present to conduct final interviews;**
- 1.5 Appoint an independent person to join the CEO selection panel, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996;**
- 1.6 Adopt the attached Terms of Reference (TOR) for the CEO Selection Panel that incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.**

and

2.

- 2.1 Council endorses the special leave agreement between the Shire of Kent and Mr Rick Miller and authorise the Shire president to finalise any minor amendments and execute the agreement.**

**CARRIED 7/0
By Absolute Majority**

PROCEDURAL MOTION

That Council re-open the meeting to the general public

SCM2021/005 - COUNCIL RESOLUTION

MOVED Cr BC Bamess / Cr JN Germain

That Council re-open the meeting to the general public.

**CARRIED 7/0
By Simple Majority**

Rick Miller and Michelle Bamess returned to the meeting room at 9.15am

13. MEETING CLOSED

There being no further business the Shire President Cr Scott Crosby, closed the meeting at 9.16am.