



SPECIAL COUNCIL MEETING

MINUTES

**NOTICE IS HEREBY GIVEN that a
Special Meeting of Council was held
in the Council Chambers, Welcome Road, Karratha,
on Monday 3 August 2009 at 1.10pm**



**SIMON KOT
ACTING CHIEF EXECUTIVE OFFICER**

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OFFICIAL OPENING	3
2	PUBLIC QUESTION TIME.....	3
3	RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE	3
4	IN CAMERA ITEM	4
4.1	Employment Contract of a Senior Employee	4
5	CLOSURE AND DATE OF NEXT MEETING.....	11

MINUTES

1 OFFICIAL OPENING

The Special Meeting of Council held in the Council Chambers, Welcome Road, Karratha Monday 3 August 2009 was declared open at 1.00pm.

2 PUBLIC QUESTION TIME

Nil

3 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE

Councillors: Cr Brad Snell [President]
 Cr Des Rothe [Deputy President]
 Cr Gary Wieland
 Cr Nicole Lockwood
 Cr Harry Hipworth (arrived at 2.00pm)
 Cr Garry Bailey
 Cr Ben Lewis
 Cr Sharon Vertigan
 Cr John Lally
 Cr Cechner

Staff: Simon Kot A/CEO

Apologies: Cr Fiona White-Hartig

Absent:

4 IN CAMERA ITEM

4.1 Employment Contract of a Senior Employee

File No: AS/2/1
Attachment(s) 'Confidential - Report'
Responsible Officer: Brad Snell
Shire President
Author Name: Brad Snell
Shire President
Disclosure of Interest: Nil

REPORT

Confidential report provided at Special Council Meeting.

RECOMMENDATION/COUNCIL RESOLUTION

Res No : 14721
MOVED : Cr Cechner
SECONDED : Cr Lally

That Council move “In Camera” due to the following reason under Section 5.23 (2) [a] of the Local Government Act 1995:

[a] a matter affecting an employee or employees

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14722**
MOVED : **Cr Vertigan**
SECONDED : **Cr Wieland**

That Council suspend Standing Orders to allow for open discussion of this item.

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14723**
MOVED : **Cr Wieland**
SECONDED : **Cr Vertigan**

That Council reinstate Standing Orders.

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14724**
MOVED : **Cr Cechner**
SECONDED : **Cr Lally**

That Council move “Out of Camera”

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14725**
MOVED : **Cr Lewis**
SECONDED : **Cr Lally**

That Council adjourn the meeting for 30 minutes.

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Lally, Cr Lewis
 Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

At 2.00pm the Councillors returned to the Chamber

COUNCIL RESOLUTION

Res No : **14726**
MOVED : **Cr Lewis**
SECONDED : **Cr Lockwood**

That Council resume the Meeting

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lally, Cr Lewis
 Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14727**
MOVED : **Cr Lally**
SECONDED : **Cr Vertigan**

That Council move “In Camera” due to the following reason under Section 5.23 (2) [a] of the Local Government Act 1995:

[a] a matter affecting an employee or employees ,

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lally, Cr Lewis
 Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RESOLUTION

Res No : **14728**
MOVED : **Cr Lockwood**
SECONDED : **Cr Lally**

That Council move “Out of Camera”

CARRIED

FOR : Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.
AGAINST : Nil

COUNCIL RECOMMENDATION

That Council:

- 1) **Appoint Lester Blades Pty Ltd as the recruitment consultants to assist Council in selection and appointment of the Chief Executive Officer inclusive of developing the position description, remuneration package and contract of employment.**
- 2) **Appoints Cr Snell, Cr Rothe, Cr Lockwood and Cr Vertigan to a Working Group to provide advice and guidance to Lester Blades Pty Ltd throughout the recruitment process.**
- 3) **Appoints as Acting CEO in accordance with the attached selection report and employment conditions. Shire of Roebourne Human Resources to draw up contract of employment to commence as at August 18th 2009.**

COUNCIL RESOLUTION

Res No : **14729**
MOVED : **Cr Rothe**
SECONDED : **Cr Lockwood**

That Council

- 1) **Appoints Lester Blades Pty Ltd as the recruitment consultants to assist Council in selection and appointment process for the Chief Executive Officer inclusive of finalising the position description and contract of employment.**
- 2) **Advertises the CEO contract for a period of 3 to 5 years.**
- 3) **Adopts the selection criteria attached which will be used to evaluate the applicants suitability and merit for the Chief Executive Officer position.**
- 4) **Agrees to the remuneration package attached for the Chief Executive Officer position.**
- 5) **Appoints Cr Snell, Cr Rothe, Cr Lockwood and Cr Vertigan to a Working Group to provide advice and guidance to Lester Blades Pty Ltd throughout the recruitment process and to recommend the preferred applicant to Council for endorsement.**
- 6) **That Colleen Longmore be offered a five month contract for the position of Acting CEO commencing August 18th 2009 with a cash component of \$150 000 pa with other standard remuneration clauses of the contract for the previous CEO with the exception that housing will not be provided. The Acting CEO contract is to be developed by the Shire of Roebourne in accordance with the relevant sections of the Act and Regulations. There shall be a clause in the contract where the contract is able to be extended on a monthly basis by mutual consent.**

CARRIED BY ABSOLUTE MAJORITY

FOR : **Cr Snell, Cr Rothe Cr Bailey, Cr Cechner, Cr Hipworth, Cr Lally, Cr Lewis
Cr Lockwood, Cr Vertigan, Cr Wieland.**
AGAINST : **Nil**

ATTACHMENTS**CHIEF EXECUTIVE OFFICER
ESSENTIAL SELECTION CRITERIA**

1. Strategic and business planning including the ability to conceptualise and articulate a vision.
2. Leadership and people management including the ability to influence outcomes, lead by example and make well informed decisions.
3. Commercial knowledge and experience to drive major infrastructure projects and to work as a "business partner". Strong project management skills.
4. Experienced in delivering a range of community services.
5. Contemporary resource management skills including physical, financial, budgets and information.
6. Organisation and human resource management. Able to bring about positive and meaningful cultural development to the organisation and community.
7. Interpersonal skills including community and stakeholder liaison and consultation, ability to negotiate effective outcomes. Able to develop and maintain key stakeholder relationships – State and Federal Government agencies, Ministers, MP's, Local Chambers of Commerce, Business and Industry Leaders in the Region.
8. Effective verbal and written communication skills including the ability to present information in an open and unambiguous manner. Ability to effectively manage media interactions on behalf of Council.
9. Demonstrated knowledge of legislative and corporate governance/compliance requirements in a complex and multi-function organisation.
10. Committed to business excellence, sustainability and customer service.
11. Good understanding of environmental issues, preferably in a regional Australian context.
12. Tertiary qualifications in a relevant discipline.



SHIRE OF ROEBOURNE

RECOMMENDED CEO REMUNERATION PACKAGE

	Minimum	Maximum
Salary	\$ 150,000.00	\$ 170,000.00
Motor Vehicle	\$ 16,698.00	\$ 16,698.00
Annual Leave Travel	\$ 1,854.00	\$ 1,854.00
Uniform	\$ 400.00	\$ 400.00
Telephone	\$ 600.00	\$ 600.00
FBT*	\$ 8,650.00	\$ 8,650.00
Superannuation (13%)	\$ 19,500.00	\$ 22,100.00
Sub Total	\$ 197,702.00	\$ 220,302.00
Additional items:		
Fuel Allowance	\$ 2,200.00	\$ 2,200.00
Water	\$ 300.00	\$ 300.00
Housing	\$ 11,260.00	\$ 11,260.00
Location Allowance	\$ 3,974.00	\$ 3,974.00
Total Remuneration Package	<u>\$ 215,436.00</u>	<u>\$ 238,036.00</u>

* Nominal figure only - may vary depending upon the structure on the benefits package.

5 CLOSURE AND DATE OF NEXT MEETING

The Special Meeting of Council closed at 2.25pm and the next Ordinary Council meeting is Monday 17 August 2009 at 6.30pm.