



Shire of  
**Collie**

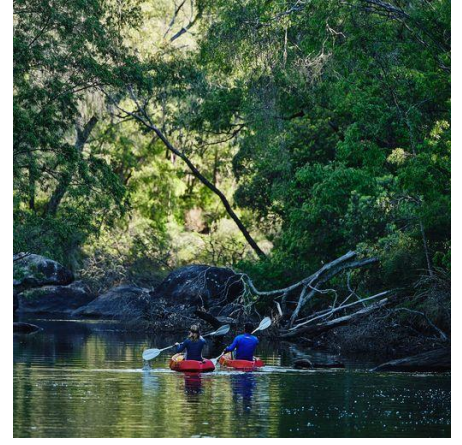
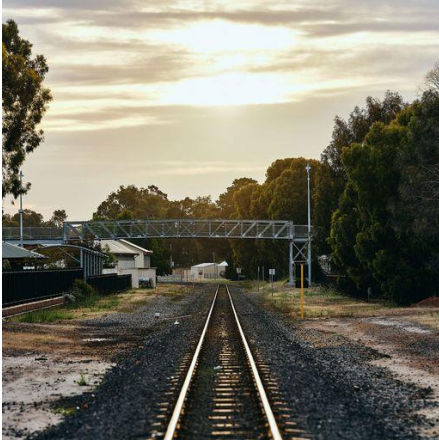
# AGENDA

for the

## SPECIAL MEETING OF COUNCIL

to be held on

Wednesday, 4 September 2024



## Our Vision

**Collie** - *A progressive community, rich in opportunities and as diverse as its heritage and landscape.*

## Our Values

The core values at the heart of the Council's commitment to the community are:

*Integrity*

*Transparency*

*Accountability*

*Collaboration*

*Respect*

## Our Commitment to Community

***We will*** lead the delivery of our vision

***We will*** support local business wherever possible

***We will*** consult and engage with our community on issues that affect them

***We will*** encourage, welcome and value feedback

***We will*** encourage, support and advocate for our community

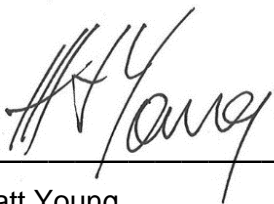
# **NOTICE OF MEETING**

## **Special Meeting of Council**

Members of Council are advised that a special meeting of Council will be held in the Council Chambers, 87 Throssel Street, Collie on:

**Wednesday, 4 September 2024 at 6.00pm**

The purpose of the meeting is to consider the CEO Recruitment Selection Panel's Recommendation.



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Matt Young  
Acting Chief Executive Officer

29 August 2024

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### **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.

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## DISCLOSURE OF FINANCIAL INTEREST AND INTERESTS AFFECTING IMPARTIALITY

To: **Chief Executive Officer**

As required by section 5.65(1)(a) or 5.70 of the *Local Government Act 1995* and Council's Code of Conduct, I hereby declare my interest in the following matter/s included on the Agenda paper for the Council meeting to be held on \_\_\_\_\_ (Date)

Item No.	Subject	Details of Interest	Type of Interest Impartial/Financial	*Extent of Interest (see below)

\* Extent of Interest only has to be declared if the Councillor also requests to remain present at a meeting, preside, or participate in discussions of the decision making process (see item 6 below). Employees must disclose extent of interest if the Council requires them to.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### NB

1. This notice must be given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter in which you have declared an interest is discussed, Section 5.65(1) (a) & (b).
2. It remains Councillors'/Employees' responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
3. It is a Councillor's/Employee's responsibility to ensure the interest is brought to the attention of the Council when the Agenda item arises and to ensure that it is recorded in the minutes.
4. It remains the Councillor's responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. The responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are confirmed.
5. It is recommended that when previewing Agenda, Councillors mark Agendas with items on which an interest is to be declared and complete the declaration form at the same time.
6. Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of the Council. Where Councillors request consideration of such Council approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decides upon the Councillor's application.

**Remember: The responsibility to declare an interest rests with individual Councillors/Employees. If in any doubt seek legal opinion or, to be absolutely sure, make a declaration.**

Office Use Only:

Date/Initials

1. Particulars of declaration given to meeting \_\_\_\_\_

2. Particulars recorded in the minutes \_\_\_\_\_

3. Signed by Chief Executive Officer \_\_\_\_\_

1.	OPENING/ATTENDANCE/APOLOGIES .....	2
2.	PUBLIC QUESTION TIME .....	2
3.	DISCLOSURE OF FINANCIAL INTEREST .....	2
4.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	2
5.	SPECIAL BUSINESS .....	3
	5.1 Chief Executive Officer Selection and Recruitment .....	3
6.	CLOSE.....	4

Agenda for the Special Meeting of the Collie Shire Council to be held in Council Chambers, 87 Throssell Street Collie, on Wednesday, 4 September 2024 commencing at 6.00pm.

**1. OPENING/ATTENDANCE/APOLOGIES**

1.1 Councillors who are applying for Leave of Absence for this Special Meeting of Council.

**2. PUBLIC QUESTION TIME**

A 15-minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them.

Council Consideration towards the Public:

When public questions necessitate resolutions of Council, the matter is to be dealt with immediately to allow the public to observe the determination of the matter (obviates need for the public to wait an indeterminate period of time).

**3. DISCLOSURE OF FINANCIAL INTEREST**

Councillors in attendance at meetings must disclose to the meeting any Agenda items upon which they have a Financial Interest. Section 5.65 of the *Local Government Act 1995* requires Councillors to: a) give written notification of a financial Interest before the meeting; or b) at the meeting immediately before the particular matter is discussed (notification can be given verbally).

A Disclosure of Financial Interest Form is attached to this Agenda and can be used by Councillors for disclosure purposes - simply tear out and hand to the Chief Executive Officer. Additional forms will always be available at Council/Committee meetings.

Should Councillors be unsure on Disclosure of Financial Interest matters, further clarification can be obtained by reading Sections 5.53 to 5.59 inclusive of the Act.

**4. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Members of the public invited by the Chairperson may address the meeting after Standing Orders have been suspended.

**5. SPECIAL BUSINESS**

<b>5.1 Chief Executive Officer Selection and Recruitment</b>	
<b>Reporting Department:</b>	Chief Executive Officer Selection Panel
<b>Reporting Officer:</b>	Shire President
<b>Accountable Manager:</b>	Matthew Young – Acting Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995 Shire of Collie Standards for Chief Executive Officer Recruitment, Performance and Termination</i>
<b>File Number:</b>	GOV/001
<b>Appendices:</b>	5.1.A Confidential Report: CEO Recruitment 5.1.B Draft Template Contract of Employment and Terms
<b>Voting Requirement:</b>	Absolute Majority

This report is confidential in accordance with Section 5.23(2)(c) of *the Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

*(3) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

A confidential report and recommendation will be circulated to members under separate cover (Confidential Report 5.1.A). The report is not for circulation.

**Report Purpose**

To consider selection and recruitment for position of Chief Executive Officer.
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**Officer's Recommendation**

*That Council, in accordance with Shire of Collie Standards for Chief Executive Officer Recruitment, Performance and Termination resolves to:*

- 1. Ratify the Chief Executive Officer Selection Panel's recommendation of its preferred candidate as contained in Confidential Attachment 5.1.A.*
- 2. Approve the draft template contract of employment and terms therein as presented in Confidential Attachment 5.1.B.*
- 3. Authorise the Shire President and Recruitment Consultant to negotiate specific contract terms with the preferred candidate based on the contract template approved at point 2, and to make any minor changes to the CEO employment contract that may be required to finalise this matter, subject to those changes not being material to the contract and noting that any changes must ensure compliance with the provisions of the Local Government Act 1995.*
- 4. Require that any negotiated changes to the adopted contract as per Confidential Attachment 5.1.B be presented to Council for consideration as per Clause 12 of the Standards.*
- 5. Authorises the Shire President and the independent recruitment consultant to complete the due diligence in relation to the preferred candidate.*
- 6. Notes that subject to the candidate named in Confidential Attachment 5.1.A accepting the proposed terms of the Chief Executive Officer employment contract the candidate is appointed to the position of Chief Executive Officer at the Shire of Collie.*
- 7. Agree that in the event of the preferred candidate withdrawing their application at any time the Council authorises for the reconvening of the Chief Executive Officer Selection Panel appointed at the 30 April 2024 Special Council Meeting (resolution 9403) for the purposes of current recruitment in accordance with the Shire of Collie Standards for Chief Executive Officer Recruitment, Performance and Termination. The Selection Panel is to reconsider the recruitment process and provide a recommendation back to the Council.*

**6. CLOSE**