

TOWN OF COTTESLOE



SPECIAL COUNCIL MEETING MINUTES

SPECIAL MEETING OF COUNCIL
HELD IN THE
Council Chambers, Cottesloe Civic Centre
109 Broome Street, Cottesloe
5.30 PM, Monday, 09 March, 2015

Purpose of Meeting: Recruitment of Chief Executive Officer

CARL ASKEW
Chief Executive Officer

10 March 2015

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TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	2
2	DISCLAIMER	2
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	2
4	PUBLIC QUESTION TIME	2
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
	4.2 PUBLIC QUESTIONS.....	2
5	PUBLIC STATEMENT TIME	2
6	ATTENDANCE.....	2
	6.1 APOLOGIES.....	2
7	DECLARATION OF INTERESTS.....	3
8	PRESENTATIONS.....	3
	8.1 PETITIONS	3
	8.2 PRESENTATIONS.....	3
	8.3 DEPUTATIONS	3
9	REPORTS OF OFFICERS.....	3
	9.1.1 RECRUITMENT OF A CHIEF EXECUTIVE OFFICER	4
10	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	7
11	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING	7
12	MEETING CLOSURE	7

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 5:31 PM.

2 DISCLAIMER

The Presiding Member drew attention to the Town's disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

4 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE

Present

Mayor Jo Dawkins
Cr Peter Jeanes
Cr Jack Walsh
Cr Helen Burke
Cr Jay Birnbrauer
Cr Katrina Downes
Cr Sally Pyvis
Cr Robert Rowell

Officers Present

Mr Carl Askew
Mrs Siobhan French

Chief Executive Officer
Administration and Governance Officer

6.1 APOLOGIES

Cr Philip Angers

Officer Apologies

Nil

7 DECLARATION OF INTERESTS

Nil

8 PRESENTATIONS

8.1 PETITIONS

Nil

8.2 PRESENTATIONS

Nil

8.3 DEPUTATIONS

Nil

9 REPORTS OF OFFICERS

MOTION FOR BEHIND CLOSED DOORS

Moved Mayor Dawkins, seconded Cr Burke

In accordance with Standing Order 15.10 “That the Council meets behind closed doors – Effect of Motion” (LG Act s.5.23(2)) that Council discuss the confidential report behind closed doors.

Carried 8/0

9.1.1 RECRUITMENT OF A CHIEF EXECUTIVE OFFICER

File Ref: SUB/825
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 09 March 2015

PURPOSE

This report recommends that Council note the information contained in the confidential Officer report in relation to the CEO recruitment process and endorses the Officer recommendation.

BACKGROUND

Refer to the confidential report attached.

STRATEGIC IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

STATUTORY ENVIRONMENT

Local Government Act 1995 – s5.23 – Closing meeting to the public.

5.23. MEETINGS GENERALLY OPEN TO THE PUBLIC

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.

 - (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) 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;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
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- (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

FINANCIAL IMPLICATIONS

Refer to confidential report.

STAFFING IMPLICATIONS

Refer to confidential report.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Refer to confidential report.

STAFF COMMENT

Refer to the confidential report.

VOTING

Absolute Majority

COUNCIL RESOLUTION

Moved Mayor Dawkins, seconded Cr Rowell

THAT Council:

- 1. Accepts the Chief Executive Officer's resignation effective from close of Business 1 May 2015.**
- 2. Agrees to the Terms and Conditions contained in the Chief Executive Officer's letter of resignation including a request for 2 weeks annual leave from Monday 20 April to Friday 1 May 2015, to enable Council to appoint an Acting Chief Executive Officer effective from 20 April 2015.**

- 3. Appoints Council's Strategic Planning Committee as the Recruitment and Selection Panel for the appointment of a new Chief Executive Officer.**
- 4. Appoints the Town's Executive Officer to coordinate any administrative tasks associated with the recruitment process, including arrangements between any endorsed Recruitment Consultant and Council.**
- 5. Appoints Mathew Humfrey, Manager Corporate and Community Services, as Acting Chief Executive Officer from 20 April 2015 for a period not exceeding 12 months or upon the commencement of a new Chief Executive Officer, whichever is sooner and approve a total reward package for the Acting CEO of \$180,000 effective from 20 April 2015 with a review after three months.**
- 6. Appoint Lester Blades Pty Ltd as the Recruitment Consultancy to assist Council with the recruitment of a new CEO and adopt the selection and appointment process contained in the proposal from Lester Blades Pty Ltd; and**
- 7. Make provision in its budget for the cost of the CEO recruitment process and any adjustment to the new CEO Total Remuneration Package in accordance with Section 5.39 (7) of the *Local Government Act 1995*.**

Carried 8/0

MOTION FOR BEHIND CLOSED DOORS

Moved Mayor Dawkins, seconded Cr Rowell

“In accordance with Standing Orders 15.10 that the meeting be re-opened to members of the public and media”

Carried 8/0

10 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING

Nil

12 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 6:28 PM

CONFIRMED MINUTES OF 9 March 2015 PAGES 1 – 7 INCLUSIVE.

PRESIDING MEMBER:
POSITION:

.....

DATE: / /