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- NOTE:a)** **The Council Committee Minutes Item numbers may be out of sequence. Please refer to Section 10 of the Agenda – Information Report - Committee Decisions Under Delegated Authority for these items.**
- b)** **Declaration of Councillors and Officers Interest is made at the time the item is discussed.**

MINUTES OF THE SPECIAL COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, 6 PATERSON STREET MUNDIJONG ON TUESDAY 15TH FEBRUARY, 2005. THE PRESIDING MEMBER DECLARED THE MEETING OPEN AT 8.41 AM AND WELCOMED MEMBERS OF THE PUBLIC PRESENT IN THE GALLERY, COUNCILLORS AND STAFF.

1. ATTENDANCE & APOLOGIES:

IN ATTENDANCE:

COUNCILLORS: DL Needham Presiding Member
JE Price
AW Wigg
THJ Hoyer
JC Star
AJ Simpson
JA Scott
IJ Richards
KR Murphy
WJ Kirkpatrick

OFFICERS: Ms J Abbiss Acting Chief Executive Officer
Mr C Green A/Manager Corporate Services
Mr M Beaverstock Director Asset Services
Ms C Eldridge A/Director Sustainable Development
Mrs S Rowse Communications Officer
Mrs S Langmair Minute Secretary

APOLOGIES: Cr AJ Simpson..... Leave of Absence

GALLERY: 2

2. PUBLIC QUESTION TIME:

2.1 Response To Previous Public Questions Taken On Notice

Ms Joanne Abbiss declared a financial interest in item SCM06/02/05 as the item relates to her appointment as the Chief Executive Officer and her Contract of Employment and she left the meeting at 8.41am.

SCM06/02/05 APPOINTMENT - CHIEF EXECUTIVE OFFICER (A1250)		
Proponent	Shire President – Cr Denyse Needham	<u>In Brief</u> <i>Chief Executive Officer - Acceptance of Employment Contract and Appointment</i>
Officer	N/A	
Signatures - Author:		
Senior Officer:		
Date of Report	8 February, 2005	
Previously	SCM03/11/04, SM021/10/04	
Disclosure of Interest	Joanne Abbiss – Acting Chief Executive Officer	
Delegation	Council – Special Council Meeting	

Background

Council established a Chief Executive Officer Recruitment Working Group (CEORWG) at the October 2004 Ordinary Meeting of Council to undertake the recruitment of a new Chief Executive Officer following the resignation of the current Chief Executive Officer.

The CEORWG comprised the following elected members:

Cr Needham (Shire President)
Cr Price (Deputy Shire President)
Cr Hoyer
Cr Kirkpatrick
Cr Star

In November 2004 Council resolved the following in relation to the recruitment of the new Chief Executive Officer;

Council agrees to:

- 1. The terms and conditions in the draft contract, position description and key performance indicators for the position of Chief Executive Officer as provided at Attachment "SMC03.1/11/04" (E04/5565).*
- 2. The salary range for the position of Chief Executive Officer being advertised at between \$100,000 and \$112,000 and a total remuneration package value between \$125,000 and \$140,000.*
- 3. The Shire President negotiating with the successful candidate up to a five (5) year employment contract as per Council Decision SM021/10/04 based on the employment contract agreed to by Council in part 1 of this decision and a salary and remuneration package within the range specified in part 2 of this decision, depending on the preferred candidates qualifications and experience.*
- 4. Mr Glen Raymond Dougall be appointed from close of business on Thursday 2 December 2004 to the position of Acting Chief Executive Officer until the commencement date of a new Chief Executive Officer.*
- 5. To remunerate the position of Acting Chief Executive Officer with a "higher duties allowance" being a salary of \$100,000 per annum. This "higher duties allowance" will cease on the date of commencement of the new Chief Executive Officer.*

6. The appointment of Lester Blades to undertake the recruitment of a new Chief Executive Officer in accordance with the Expression of Interest document (Trim Reference No E04/5303) provided at attachment “SCM03.2/11/04” and their submission Ref No LB30264 for a fee of \$15,750 + GST.

Council specifically in relation to the negotiations with a final preferred candidate resolved in the above decision of November 2004 the following:

- a) The Shire President is authorised to negotiate with the preferred candidate a contract of employment for up to five (5) years in accordance with i) Part 5 Administration, Division 4 “Local Government Employees” of the Local Government Act 1995 and ii) the employment contract agreed to by Council under part 4c of this decision.*
- b) The Shire President is authorised to sign and place the common seal on the contract of employment agreed between Council and the person appointed to the position of Chief Executive Officer by resolution of the Council of the Serpentine Jarrahdale Shire.*

Comments

The Chief Executive Officer Recruitment Working Group (CEORWG) with the assistance of Lester Blades have now concluded the recruitment process and Councillors received presentations from the final 3 short listed candidates on Tuesday 1 February 2005.

It is recommended to Council that Ms Joanne Abbiss, be appointed as a “senior employee” as described under the Local Government Act 1995 to the position of Chief Executive Officer for a period of five (5) years commencing 15th February, 2005.

A copy of the Chief Executive Officers contract, position description and key performance indicators for the position of Chief Executive Officer was provided at Attachment “SMC03.1/11/04” (E04/5565) at the Special meeting of Council In November 2004. **A copy of the amended Contract is attached at “SCM06/02/05” for Council endorsement.**

Note: The contract provided at attachment “SCM06/02/05” is the same document that was circulated to Councillors in November 2004, however, as per Councils direction to the Shire President in the same resolution, negotiations have taken place with the preferred candidate and any amendments to the original draft contract are shown in **bold italics**.

The recommended commencement salary for the Chief Executive Officer position is \$100,000 with a total remuneration package value of \$127,000.

Sustainability Statement Not applicable

Statutory Environment: Local Government Act 1995.(the Act) - Part 5 Administration, Division 4 “Local Government Employees” of the Local Government Act 1995

S5.36 (1) of the Act states the following specifically in relation to the employment of a Chief Executive Officer:

(2) A person is not to be employed in the position of CEO unless the Council-

- (a) believes that the person is suitably qualified for the position: and*
- (b) is satisfied with the provisions of the proposed employment contract*

Policy Implications: Council Policy CSP34 “Council control over employees dealing in land and other business activities within the Serpentine Jarrahdale shire.” This policy has been referenced in the draft Contract of Employment for the Chief Executive Officer

Financial Implications: The recommended commencement salary range for the position is \$100,000 with a total remuneration package value of \$127,000.

Community Consultation: The position was advertised in Western Australia newspaper and in the Australia wide Local Government Job Directory.

Voting Requirements: Normal

SCM06/02/05 COUNCIL DECISION/Recommended Resolution

Moved Cr Wigg seconded Cr Star

1. Council believes that Ms Joanne Abbiss is suitably qualified for the position of Chief Executive Officer of the Serpentine Jarrahdale Shire and agrees to appoint her to this position for a period of five (5) years with a commencement salary of \$100,000 and a total remuneration package value of \$127,000.
2. Council is satisfied with, and endorses the provisions of the proposed Contract Terms and Conditions, position description and key performance indicators for the position of Chief Executive Officer attached at “SCM06/02/05”.
3. The Shire President is authorised to sign and place the common seal on the contract of employment agreed between Council and the person appointed to the position of Chief Executive Officer.
4. Council thanks Mr Glen Raymond Dougall for undertaking the position of Acting Chief Executive Officer since the departure of the previous Chief Executive Officer.

CARRIED 9/0

Council Note: A minor amendment to Contract of Employment 6.1 Motor Vehicle – the word “petrol” be replaced by the word “fuel”.

Ms J Abbiss returned to the meeting at 8.52am.

3. CLOSURE:

There being no further business the meeting closed at 8.52am.