



Unconfirmed Minutes

Special Council Meeting
Wednesday 5 March 2025

Date	Wednesday 5 March 2025
Time	3:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Tuesday 4 March 2025



Notice of Meeting

Please be advised a Special Council Meeting will be held at 3:00pm on Wednesday 5 March 2025 at Council Chambers, 77 Wogolin Road, Wickiepin WA 6370, to discuss the following –

- Appointment of Chief Executive Officer

A handwritten signature in black ink, appearing to read "K Bartley".

Kellie Bartley
Chief Executive Officer
4 March 2025

Disclaimer

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In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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1 Declaration of Opening

The Shire President declared the meeting open at 3.05pm.

I would like to make a disclaimer here today, that the Special Council Meeting will be audio recorded and that if you are asking a public question or making a statement or deputation to the meeting this will be audio recorded with the exception of any confidential items and periods of adjournment as determined by the Presiding Member.

Members of the public and elected members that you are reminded that no other visual or audio recording of this meeting by any other means is allowed. By being present at this meeting, members of the public consent to the Shire recording and subsequently publishing their voice on the Shire's website.

The Official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant regulations.

I have had a request from Cr Wes Astbury today to attend the meeting by electronic means as per the *Local Government (Administration) Regulations 1996*, Regulation 14 (2)(a)(iii). Councillor Astbury has advised that he is in a private room and that he has suitable equipment for the meeting and also has disclosed the address from which he has declared under Regulation 14C(5) to be a secure room with no one present.

Presiding Member Recommendation

That in respect to Councillor Wes Astbury participating in the meeting via electronic means, as per Regulation 14 (2)(a)(iii) of the *Local Government (Administration) Regulations 1996*, approve the attendance of Councillor Wes Astbury via electronic means at the disclosed address presented to the Presiding Member from a secure room and with suitable equipment.

Council Decision

Resolution	SCM-050225-01
Moved	Cr L Corke
Second	Cr F Allan

That in respect to Councillor Wes Astbury participating in the meeting via electronic means, as per Regulation 14 (2)(a)(iii) of the Local Government (Administration) Regulations 1996, approve the attendance of Councillor Wes Astbury via electronic means at the disclosed address presented to the Presiding Member from a secure room and with suitable equipment.

Carried	5/0
For	Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson
Against	Nil

Cr Wes Astbury joined the meeting at 3.08pm via electronic means.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
W Astbury	Councillor – Joined meeting at 3.08pm
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

K Bartley	Chief Executive Officer
E Clement	Deputy Chief Executive Officer

Apologies

T Miller	Councillor
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3 Public Question Time

3.1 Public Question Time

Nil

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

Nil

5 Petitions, memorials and deputations

6 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed – **Nil interests disclosed.**

7 Confirmation of minutes of previous Council Meetings

Nil

8 Status Report

Nil

9 Motions of which notice has been given

Nil

10 Receipt of minutes or reports and consideration of recommendations

Nil

11 Presidents Report

Nil

12 Report by the Chief Executive Officer

Nil

13 Notice of motions for the following meeting

Nil

14 Reports and Information

In accordance with Section 5.23(2)(a) and (c) of the *Local Government Act 1995* the CEO has recommended this Item be considered behind closed doors as the subject matter relates to the following matters prescribed by Section 5.23(2)(a) and (c):

A matter affecting an employee or employees;

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.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

Officer Recommendation

That Council go behind closed doors to consider Confidential Item 14.1 'Appointment – Chief Executive Officer' in accordance with Section 5.23 (2)(a) and (c) of the Local Government Act 1995 at ___pm.

Council Decision

Resolution **SCM-050225-02**
Moved **Cr F Allan**
Second **Cr L Corke**

That Council go behind closed doors to consider Confidential Item 14.1 'Appointment – Chief Executive Officer' in accordance with Section 5.23 (2)(a) and (c) of the Local Government Act 1995 at 3.12pm.

Carried **6/0**
For **Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson, Cr W Astbury**
Against **Nil**

14.1 Confidential Item - Appointment – Chief Executive Officer

Submission to	Special Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	PE.REC.2011
Author	K Bartley – Chief Executive Officer
Interest Disclosures	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>
Report Written Date	28 February 2025
Attachments	Confidential Attachment 14.1.1 – Chief Executive Officer Recruitment Report (LO-GO Appointments) Confidential Attachment 14.1.2 – CEO Employment Contract (Draft)

Summary:

This report is for Council to approve the contract employment and offer of employment to preferred candidate for the position of Chief Executive Officer for the Shire of Wickepin.

Background:

The Chief Executive Officer, Kellie Bartley, resigned from her position at the Shire of Wickepin effective from 27 March 2025. The recruitment process for a new Chief Executive Officer commenced January 2025 with advertising occurring in 'The West Australian' newspaper on 25 January 2025.

The CEO Recruitment Panel Committee held a meeting on Monday 24 February 2025, to determine a recommendation to Council on the appointment of the Chief Executive Officer. Council is being requested to adopt the recommendations from the Recruitment Panel Committee.

Council Decision

Resolution	SCM-050225-03
Moved	Cr P Thompson
Second	Cr F Allan

That Council, by Absolute Majority:

- 1. *Receives the Chief Executive Officer Recruitment Panel's assessment summary and recommendation as contained in Confidential Attachment 14.1.1, as to which applicant or applicants are suitable to be employed as the Chief Executive Officer for the Shire of Wickepin;***
- 2. *Agrees that the preferred candidate is suitably qualified for the position in accordance with section 5.36 (2)(a) of the Local Government Act 1995, and notes that the person's character, work history, competencies, performance and any other claims made by the applicant have been verified;***
- 3. *Approves the Contract of Employment - Chief Executive Officer as detailed in Confidential Attachment 14.1.2, and the provisions contained therein being satisfied with the proposed provisions relating to the preferred candidate's employment in accordance with section 5.36 (2)(b) of the Local Government Act 1995;***
- 4. *Authorises the Shire President and Acting/Chief Executive Officer to execute the Contract of Employment - Chief Executive Officer and apply the common seal in***

accordance with section 9.49A(1) of the Local Government Act 1995, subject to the preferred candidate's acceptance of the provisions contained within Confidential Attachment 14.1.2 – Contract of Employment based on a to be determined term of employment with a six-month initial probation period, noting that the total remuneration package is commensurate with the Salaries and Allowances Tribunal's Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024 (SAT Determination) for a Band 4 local government ;

- 5. With respect to the appointment of the Chief Executive Officer, maintains confidentiality as to the identity of the individual, until the successful candidate has formally executed the contract, and the appointment has been announced by the Shire of Wickepin;**
- 6. Notes that if the preferred candidate is not satisfied with the Contract of Employment offered, that negotiations ensue, a revised Contract of Employment is presented to the Council; and**
- 7. Subject to the preferred candidate accepting the Confidential Attachment 14.1.2 – Contract of Employment and being fully executed, certifies that the Council has complied with the requirements of the Shire of Wickepin's adopted CEO Recruitment, Performance and Termination Standards and, within 14 days of this resolution, provides a copy of the resolution as confirmation to the Department of Local Government, Sport, and Cultural Industries [as per s.5.39B(7) of the Local Government Act 1995 and Regulation 18FB of the Local Government (Administration) Regulations 1996].**

Carried	6/0
For	Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson, Cr W Astbury
Against	Nil

Officer Recommendation

That Council opens the meeting from behind closed doors to the public.

Council Decision

Resolution	SCM-050225-04
Moved	Cr F Allan
Second	Cr L Corke

That Council at opens the meeting from behind closed doors to the public at 3.16pm

Carried	6/0
For	Cr J Russell, Cr F Allan, Cr L Corke, Cr J Mearns, Cr P Thompson, Cr W Astbury
Against	Nil

15 Urgent Business

Nil

16 Closure

The Presiding Member declared the meeting closed at 3.16pm.