



MINUTES

SPECIAL COUNCIL MEETING

Held on

**Monday 19 December 2022**

Commenced at 5.21pm

Shire of Boyup Brook Council Chambers, Boyup Brook



Dale Putland  
Chief Executive Officer



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**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

*We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.*

**2. RECORD OF ATTENDANCE**

PRESENT: Shire President  
Deputy Shire President  
Councillor

Richard F Walker  
Helen C O'Connell  
Sarah E G Alexander (via MS Teams)  
Steele Alexander (via MS Teams)  
Charles A D Caldwell (via Telephone)  
Philippe Kaltenrieder  
Darren E King

Chief Executive Officer  
Executive Assistant  
Acting Executive Assistant

Dale Putland  
Maria Lane  
Maggie Le Grange

APOLOGIES:

Adrian Price  
Kevin J Moir

LEAVE OF ABSENCE:

Nil

MEMBERS OF PUBLIC:

Nil

**3. DISCLOSURE OF INTEREST**

Nil

#### 4. REPORT

##### 4.1 Appointment of Recruitment Consultant for CEO Appointment

Location:	Not applicable
Applicant:	Not applicable
Disclosure of Officer Interest:	None
Date:	16/12/2022
Author:	Maria Lane, Executive Assistant
Authorising Officer:	Dale Putland, Chief Executive Officer
Attachments:	Quotes Under Confidential Attachment

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#### **SUMMARY**

The purpose of this report is for Council to select a suitably qualified recruitment consultant to facilitate the recruitment process of appointing a new Chief Executive Officer (CEO).

It is important that the Council commence the CEO recruitment process as soon as possible to allow for a smooth transition and timely appointment.

#### **BACKGROUND**

Current CEO, Mr Dale Putland, commenced with the Shire of Boyup Brook on 29 September 2020 and has elected to finish up on 24 February 2023. As such, the Council will need to begin the process of recruiting a new CEO.

#### **COMMENT**

The process of appointing a new CEO is governed by the Local Government Act 1995, specifically Part 5, Division 4 – Local Government Employees, Section 5.36, 5.39 and 5.40.

Due to the importance of the role and the need to ensure that the Shire is compliant in all facets of the process, it is recommended that Council utilize an external consultant with local government recruitment experience to assist the Council in this process.

#### ***Quotes Under Confidential Cover***

- Gerard Daniels
- Beilby Downing Teal
- Mills Recruitment
- Leading Roles
- LO-GO Appointments

#### **CONSULTATION**

Councillors were provided with a copy of each quote in electronic form for review and evaluation.

#### **STATUTORY OBLIGATIONS**

##### ***Local Government Act 1995***

*Section 5.36 contains provisions for the employment of CEOs.*

*Section 5.39 contains provisions for the contracts of CEOs.*

*Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.*

**Local Government (Administration) Regulations 1996**

18A contains provisions for advertising requirements.

18B contains provisions for the contracts of CEOs.

18C contains provisions for the selection and appointment process for CEOs.

18E contains provisions for the qualifications of CEOs.

18F contains provisions for the remuneration and benefits as advertised.

**POLICY IMPLICATIONS**

Council Policy F.03 - Purchasing Policy

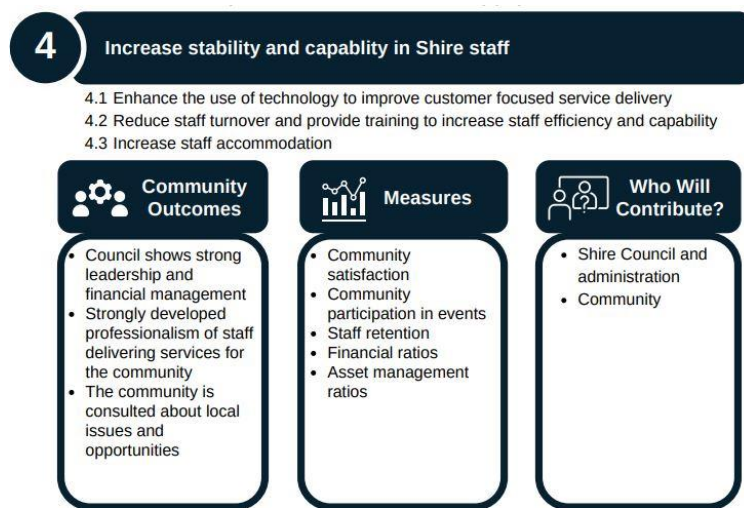
**BUDGET/FINANCIAL IMPLICATIONS**

Provision has not been made in the 2022/23 Adopted Budget for CEO recruitment costs and disbursements. The total costs of the CEO recruitment process including consultant's fees, advertising costs, disbursements and contract negotiation are expected to be between \$15,000 to \$20,000.

It is proposed to source these funds from GL 146106 Consultants. Any adjustments as a result of savings or re-prioritisation of other projects budget as part of this GL can be undertaken during the midyear 2022/23 Budget review process.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan 2021-2031 – Governance and Organisation Focus Area 4: Increase Stability and capability in Shire staff



**VOTING REQUIREMENTS**

Absolute Majority

**BEHIND CLOSED DOORS**

**MOVED: Cr Helen C O'Connell**

**SECONDED: Cr Darren E King**

That pursuant to Section 5.23 (2) (b) of the *Local Government Act 1995*, Council move Behind Closed Doors at 5.30pm.

**CARRIED 7/0**

**Res 22/12/182**

**COUNCIL DECISION & OFFICER RECOMMENDATION – Item 4.1**

**MOVED: Cr Philippe Kaltenrieder**

**SECONDED: Cr Helen C O'Connell**

**That Council:**

- 1. Authorise the Chief Executive Officer (CEO) to appoint Beilby Downing Teal to facilitate the process for the recruitment and selection of a new Chief Executive Officer (CEO) per proposal dated December 2022 for the cost of \$14,500 (excl. GST) plus disbursements using funds from GL 146106 Consultants.**
- 2. Include the consideration of CEO recruitment costs during the midyear 2022/23 budget review process.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

**Res 22/12/183**

**MOVED OUT FROM BEHIND CLOSED DOORS**

**MOVED: Cr Philippe Kaltenrieder**

**SECONDED: Cr Darren E King**

That in accordance with Section 5.23 (2) (b) of the *Local Government Act 1995*, Council came out from Behind Closed Doors at 5.46pm.

**CARRIED 7/0**

**Res 22/12/184**

**5. CLOSURE OF MEETING**

There being no further business the Shire President, thanked all for attending and declared the meeting closed at 5.52pm.