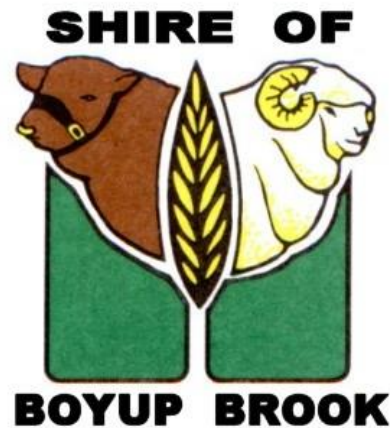


Minutes



SPECIAL MEETING

held

THURSDAY 30 July 2020
Commenced AT 5:30 PM

SHIRE OF BOYUP BROOK
CHAMBERS
ABEL STREET-BOYUP BROOK

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1. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

1.1 **Attendance**

Cr R Walker- Shire President
Cr S Alexander
Cr P Kaltenrieder
Cr K Moir
Cr A Price
Cr H O'Connell

STAFF: Mr Peter Dittrich (Acting CEO)
Ms Vanessa Crispe (Coordinator Works Projects Assets)
Ms Heather Aldridge (Acting Executive Assistant)

1.2 **Apologies**

Cr T Oversby

1.3 **Leave of Absence**

1. PUBLIC QUESTION TIME

Nil as Special Meeting

2. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

3. REPORTS

3.1 Bushfire Brigade Request Support for Slip-on Units

| | |
|---|--|
| <i>Applicant:</i> | <i>Bushfire Advisory Committee</i> |
| <i>Disclosure of Officer Interest:</i> | <i>None</i> |
| <i>Date:</i> | <i>23 July 2020</i> |
| <i>Author:</i> | <i>Daly Winter – Community Emergency Regulation Manager</i> |
| <i>Authorizing Officer:</i> | <i>Peter Dittrich – Acting CEO</i> |
| <i>Attachments:</i> | <i>Copy of unconfirmed minutes of the 23 June 2020, Bush Fire Advisory Committee meeting previously distributed.</i> |

SUMMARY

At the last meeting of the Shire of Boyup Brook Bush Fire Advisory Committee a couple of recommendations were passed at the meeting regarding funding of Slip-on firefighting units.

Currently the Local Government Grants Scheme (LGGs) which is administered by the Department of Fire and Emergency Services (DFES) does not support the funding for slip-on units as an allowable item.

Our local Bush Fire Advisory Committee (BFAC) has recommended to Council that a formal request be made to DFES to now permit the LGGs to fund slip-on units for all Local Governments. The BFAC has also recommended that the Shire of Boyup Brook seek letters of support from other Local Government to add weight to our request to DFES.

BACKGROUND

The author has been led to believe, from anecdotal information provided by Mr Peter Raykos, from DFES that some time ago an accident which involved the use of a slip-on unit resulted in the death of a fire fighter. This accident was reviewed by the Coroner and that the findings of the Coroner proportion some level of fault to the use of the slip-on unit which led to the death. Again, from anecdotal information provided it is believed that this related to the way the slip-on unit was secured to the back of the fire vehicle. At some point following that enquiry, DFES stopped the funding which allowed slip-on units to be purchased as a legitimate item under the LGGs scheme.

In the Local Government Grants Scheme Grant Manual for 2011/12 it stated, "Slip-on units are not an eligible item as they are subject to an alternative grants programme:" In the LGGs Grant Manual for 2014/15 this was simply listed as an - Ineligible Expenditure item.

At the Bush Fire Advisory Committee Meeting held 23 June 2020 the following motions were passed.

- **That the Boyup Brook Bush Fire Advisory Committee recommend to Council that the Shire of Boyup Brook seek support letters from other Shires regarding the Emergency Services Levy funding for Slip on Units for Brigades.**
- **That the Boyup Brook Bush Fire Advisory Committee recommend to Council that a formal request be made from the Shire of Boyup Brook to the Department of Fire and Emergency Services for the Emergency Services Levy to fund Slip on Units for all Local Government Shires.**

COMMENT

Slip on units would provide our local Bush Fire brigades with a cost efficient means of providing additional firefighting capability/capacity. This would be at the expense of current safety equipment fitted to DFES supplied units e.g. Automatic Vehicle Location, Burn over and Crew Protection Etc.

Slip on units are a fraction of the cost (\$2,000 - \$6,000) of fully equipped appliances. The Shire is due for a new replacement 4.4 vehicle for the McAlinden brigade. The build cost for the new 4.4 appliance we have selected is \$569,000.00.

CONSULTATION

Recommendation from the Bushfire Advisory Committee. Refer to Item 9.6 of unconfirmed minutes. The author has also consulted with Mr Peter Raykos from the Department of Fire and Emergency Services regarding background information regarding the LGGs scheme.

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Boyup Brook Strategic Community Plan states:

Outcome: Growing Our Community Together – A place that is safe and secure.

SUSTAINABILITY IMPLICATIONS

- **Environmental**
N/A
- **Economic**
N/A
- **Social**
Refer to the *Strategic Implications* section in this report.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 3.1

MOVED: Cr K Moir

SECONDED: Cr P Kaltenrieder

That Council:

1. Directs the Chief Executive Officer to write to the Department of Fire and Emergency Services (in the first instance) with a request that they consider reinstating Slip-on units as an eligible expenditure item under the Local Government Grants Scheme.

Dependent on the outcome of point 1 direct the CEO to:
seek support letters from other Shires regarding the Emergency Services Levy funding for Slip on Units for Brigades.

CARRIED 6/0

Res 128/20

3.2 Biosecurity Position

| | |
|--|-------------------------------|
| Location: | <i>N/a</i> |
| Applicant: | <i>Mr G Aird</i> |
| Disclosure of Officer Interest: | <i>Nil</i> |
| Date: | <i>24 July 2020</i> |
| Author: | <i>Peter Dittrich – A/CEO</i> |
| Authorizing Officer: | <i>Peter Dittrich – A/CEO</i> |
| Attachments: | <i>Copy of Petition</i> |

SUMMARY

Mr. Aird has approached the Shire seeking support for a petition which opposes the biosecurity levy of \$40 for town blocks or \$50 for farm properties imposed on residents of Boyup Brook.

The petition states that the signatories believe the community consultation did not demonstrate support for the levy and the recent Office of State Revenue threats of legal action or a memorial over land titles, if overdue payment is not received by a certain date, is heavy handed and causing extreme angst.

It therefore asks the Legislative Council to:

- recommend the State Government withdraw the current biosecurity levy from the Shire of Boyup Brook
- initiate an enquiry and review into the outcome of community consultation and the level of support received for a biosecurity levy in the Shire
- ensure community consultation is adequate and residents are supportive of the biosecurity levy before implementation of further requests

BACKGROUND

The Shire of Boyup Brook has previously opposed the imposition of the Biosecurity Rate on the residents/ratepayers of Boyup Brook.

Council has stated its intention to continue to campaign against the imposition of the rate in its current form.

COMMENT

Council has opposed the imposition of the rate for a number of years. The current petition supports Council's current position on the matter.

CONSULTATION

Mr. G Aird

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Minimal cost which is able to be absorbed in the draft 2020/21 budget.

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple majority.

COUNCIL DECISION & OFFICER RECOMMENDATION ITEM – 3.2

MOVED: Cr K Moir

SECONDED: Cr S Alexander

That Council:

1. Endorse the petition as being in alignment with the Council's position in relation to the Biosecurity Rate.
2. Lends the support of Council to the proponent by way of mail out and/or advertising to the ratepayers of the Shire advising them of the petition.

CARRIED 6/0

Res 129/20

3.3 CEO Recruitment

| | |
|--|--|
| Location: | <i>N/a</i> |
| Applicant: | <i>N/a</i> |
| Disclosure of Officer Interest: | <i>Nil</i> |
| Date: | <i>24 July 2020</i> |
| Author: | <i>Peter Dittrich – A/CEO</i> |
| Authorizing Officer: | <i>Peter Dittrich – A/CEO</i> |
| Attachments: | <i>Advertisement for CEO Recruitment Information Package for CEO Recruitment Proposed Recruitment Campaign</i> |

SUMMARY

FitzGerald Strategies has developed a recruitment advertisement and information package for the position of Chief Executive Officer. Council is requested to endorse and authorize the advertisement, recruitment information package, and recruitment campaign as presented.

BACKGROUND

At the Special Council Meeting of the 7th July 2020, FitzGerald strategies was appointed to assist in the recruitment of a Chief Executive Officer.

Council is now requested to review the advertisement and information package, including the selection criteria, and to approve the process of recruitment.

COMMENT

Regulation 18 C of the Local Government (Administration) Regulations 1996 requires that Council approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

Council having determined that it required assistance in the recruitment process and having appointed FitzGerald Strategies is requested to consider the following process:

- a) Conduct a review of the CEO Position Description (Current Meeting)
- b) Finalise the Selection Criteria from the Position Description review (Current Meeting)
- c) Develop an application package (Current Meeting)
- d) Finalise the salary range that the position will be publicly advertised as required under LG Act
- e) Set the term of the contract to 3 years
- f) Finalise the advertisement for the position and the range of advertising to be undertaken in newsprint and on-line formats
- g) Advertising of position – The recruitment consultant will coordinate and conduct the advertising of the position including conducting an extensive

- executive search to identify potential candidates and invite them to apply, answer any enquiries from prospective applicants and receive applications
- h) Refine a longer list of applicants to be finalized with Councillor participation into a short-list for interview of candidates who meet the selection criteria
 - i) Develop an appropriate list of questions and a process for interview in consultation with Council
 - j) Coordinate interviews including preliminary interviews if required
 - k) Arrangement of final interviews and presentations to Council
 - l) Arranging/conducting psychometric testing if required by Council
 - m) Conducting checks on the preferred candidate – Referee and qualification checking, google search, industry feedback, medical and police clearances
 - n) Finalise the draft contract of employment
 - o) Briefing Council on the capabilities of the preferred candidate and facilitate Council's negotiation of remuneration package for successful candidate – Negotiating contract (at Council direction) with the preferred candidate
 - p) Following Council selection of the preferred candidate, communicating offer of employment and informing unsuccessful applicants
 - q) Finalising contract of employment
 - r) Finalise selection report to Council
 - s) Council Resolution to appoint new CEO

CONSULTATION

FitzGerald Strategies

STATUTORY OBLIGATIONS

Local Government (Administration) Regulations 1996:

18C. Selection and appointment process for CEOs

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

POLICY IMPLICATIONS

Nil

BUDGET/FINANCIAL IMPLICATIONS

Provided for in the draft 2020/21 Budget

STRATEGIC IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

- **Environmental**
There are no known significant environmental issues.
- **Economic**
There are no known significant economic issues.
- **Social**
There are no known significant social issues.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 3.3

MOVED: Cr H O’Connell

SECONDED: Cr S Alexander

That Council:

1. In accordance with Regulation 18C of the Local Government (Administration) Regulations), approves the following process to be used for the selection and appointment of a new CEO:
 - a) Conduct a review of the CEO Position Description (Current Meeting)
 - b) Finalise the Selection Criteria from the Position Description review (Current Meeting)
 - c) Develop an application package (Current Meeting)
 - d) Finalise the salary range that the position will be publicly advertised as required under LG Act
 - e) Set the term of the contract to 3 years
 - f) Finalise the advertisement for the position and the range of advertising to be undertaken in newsprint and on-line formats
 - g) Advertising of position – The recruitment consultant will coordinate and conduct the advertising of the position including conducting an extensive executive search to identify potential candidates and invite them to apply, answer any enquiries from prospective applicants and receive applications
 - h) Refine a longer list of applicants to be finalized with Councillor participation into a short-list for interview of candidates who meet the selection criteria
 - i) Develop an appropriate list of questions and a process for interview in consultation with Council
 - j) Coordinate interviews including preliminary interviews if required
 - k) Arrangement of final interviews and presentations to Council
 - l) Arranging/conducting psychometric testing if required by Council
 - m) Conducting checks on the preferred candidate – Referee and qualification checking, google search, industry feedback, medical and police clearances
 - n) Finalise the draft contract of employment
 - o) Briefing Council on the capabilities of the preferred candidate and facilitate Council’s negotiation of remuneration package for successful candidate – Negotiating contract (at Council direction) with the preferred candidate

- p) Following Council selection of the preferred candidate, communicating offer of employment and informing unsuccessful applicants
 - q) Finalising contract of employment
 - r) Finalise selection report to Council
 - s) Council Resolution to appoint new CEO
2. Approve and authorise the recruitment advertisement and recruitment campaign as attached.
 3. Approve and authorise the information package including the selection criteria as attached.

CARRIED 6/0

Res 130/20

4 CLOSURE OF MEETING

There being no further business the Shire President, Cr Walker thanked all for attending and declared the meeting closed at 6.05pm.