



TOWN OF  
**Bassendean**

## AGENDA

# Special Council Meeting

**Tuesday 25 October 2022**

Notice is hereby given of a Special Council meeting  
to be held in the Council Chamber  
Administration Building  
48 Old Perth Road, Bassendean WA 6054,  
commencing at 5:00 pm

The purpose of the meeting is to accept for advertising the  
Draft CEO Position Description document and the  
Draft CEO Recruitment Advertisement.

Luke Gibson  
**CHIEF EXECUTIVE OFFICER (INTERIM)**

21 October 2022

# Meeting Information

## About the Special Council Meeting

The Mayor will preside at the Special Council meeting. In the absence of the Mayor, the meeting will be presided over by the Deputy Mayor. The Briefing Session is designed as a Question and Answer session only. No decisions by Council are made at this forum.

The meeting is open to all members of the public, except during the consideration of matters deemed confidential in line with the Local Government Act 1995.

## Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

## Conduct at meetings

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Special Council meeting or any item presented in the agenda, please contact the Town of Bassendean at:  
mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:  
Town of Bassendean Council - YouTube

or if you miss it live, go to:  
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

# Council Seating Plan

Minute Secretary  
Amy Holmes

Manager Governance and Strategy  
Elizabeth Kanla



Chief Executive Officer (Interim)  
Luke Gibson

Mayor  
Cr Kathryn Hamilton  
E: [crhamilton@bassendean.wa.gov.au](mailto:crhamilton@bassendean.wa.gov.au)

Director Corporate Services  
Paul White



A/Director Community Planning  
Donna Shaw



Executive Manager Infrastructure  
Phillip Adams



Executive Manager Sustainability and Environment  
Nicole Davey



Cr Emily Wilding  
E: [crwilding@bassendean.wa.gov.au](mailto:crwilding@bassendean.wa.gov.au)



Cr Hilary MacWilliam  
E: [crmacwilliam@bassendean.wa.gov.au](mailto:crmacwilliam@bassendean.wa.gov.au)

Cr Tallan Ames  
E: [crames@bassendean.wa.gov.au](mailto:crames@bassendean.wa.gov.au)



Cr Renee MacLennan  
E: [crmaclellan@bassendean.wa.gov.au](mailto:crmaclellan@bassendean.wa.gov.au)

Cr Jennie Carter  
E: [crarter@bassendean.wa.gov.au](mailto:crarter@bassendean.wa.gov.au)



Cr Paul Poliwka  
E: [crpoliwka@bassendean.wa.gov.au](mailto:crpoliwka@bassendean.wa.gov.au)

# Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Information	For the Council/Committee to note.



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## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

### **Acknowledgement of Traditional Owners**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

## **2 Announcements by the Presiding Person Without Discussion**

## **3 Attendances and Apologies**

## **4 Declarations of Interest**

## **5 Presentations or Deputations**

Deputation requests can be submitted prior to the Briefing Session via the online form: [Online Form - Request for Deputation » Town of Bassendean](#)

Further information can be found here:  
[About Council Meetings » Town of Bassendean](#)

## **6 Statements by Members of the Public on Agenda Items**

## **7 Questions from Members of the Public**

## 8 Reports

<b>8.1</b>	<b>Recruitment of a Chief Executive Officer - job description form (position description) and job advertisement</b>
<b>Property Address</b>	NA
<b>Landowner/Applicant</b>	NA
<b>File Reference</b>	GOVN/POLCY/2
<b>Department</b>	Human Resources and Organisational Development
<b>Previous Reports</b>	NA
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, town planning schemes & policies.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Chief Executive Officer job advertisement [8.1.1 - 1 page]</li> <li>2. CONFIDENTIAL - Chief Executive Officer position description [8.1.2 - 6 pages]</li> </ol>

### Purpose

The purpose of this report is for Council to approve the position description and the drafted job advertisement for the recruitment and selection process of a Chief Executive Officer.

### Background

#### *Appointment of a recruitment consultant*

At the Ordinary Council Meeting on 26 July 2022, Council considered a number of items following on from the resignation of the Town's CEO, Ms Peta Mabbs. In order to commence the recruitment process for a new CEO, Council resolved the following:

*"That Council:*

2. *Approves \$50,000 from the Town's operating budget, accounted for at the mid-year review, for the purposes of the recruitment and selection process for a new CEO, including costs associated with developing the CEO Employment Contract; and*
3. *Requests the Administration in consultation with the Mayor to scope the requirements for the appointment of an independent consultant, and facilitate the provision of a further report to Council no later than September."*

At a Special Council Meeting on 20 September 2022, Council resolved the following:

*“That Council appoints Mills (Peter Casey) as the professional recruitment consultant to assist the Council with the recruitment of a new CEO.”*

## **Communication and Engagement**

The professional recruitment consultant (Consultant) has liaised with the Manager, Human Resources and Organisational Development to collate the organisational information required to develop the position description and the job advertisement. The Consultant has collaborated with Councillors regarding the development of the position description and the job advertisement.

## **Strategic Implications**

Priority Area 1: Strengthening and Connecting our Community

1.1 Fostering a culture of collaboration and trust between the organisation and community

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

6.5 Foster an environment of innovation and leadership

## **Comment**

The *Local Government (Administration) Amendment Regulations 2021* outline that Council must approve, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position.

The Consultant assists with all stages of the recruitment process, including the review of the CEO position description (Job Description Form) for Council’s approval and the development of a job advertisement.

## *Recommendation*

The development of the position description and job advertisement is congruent with legislative requirements and the Town’s Policy; therefore Council can approve the position description and job advertisement in order to progress the recruitment and selection process. Copies of these documents are contained in the confidential attachments.

Council may choose to consider the following recommendation. It is recommended that the position description be updated with the Town’s current branding and the Town’s endorsed (chief executive level) Workplace Health and Safety (WHS) responsibilities statement before advertising the role. The WHS statement is:



The role is accountable and responsible for:

Championing a 'safety first culture', best practice, and a proactive, consultative and values-based approach to the management of safety, health, and wellbeing in Town of Bassendean workplaces

Providing leadership and support in the development and implementation of work health, safety and wellbeing systems and initiatives to ensure compliance with work health and safety legislation

All staff must demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

### **Statutory Requirements**

- *Local Government Act 1995*
- *Salaries and Allowances Act 1975*
- *Local Government (Administration) Amendment Regulations 2021*
- (Council Policy) Standards for CEO Recruitment, Performance and Termination

### **Financial Considerations**

As resolved at the July Ordinary Council meeting, costs associated with the recruitment of a new CEO will be accounted for in the mid-year budget review. Review of the Chief Executive Officer's position description is included in the fixed-fee of the appointed recruitment consultant.

### **Risk Management Implications**

Financial Risk

Low

### **Declaration of Conflicts of Interest**

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

### **Officer Recommendation – Item 8.1**

That Council:

1. Approves the Chief Executive Officer job description form (position description); and
2. Approves the updating of the position description with the Town's current branding;
3. Approves the updating of the position description with the Town's executive level WHS accountabilities and responsibilities statement; and
4. Endorses the job advertisement that has been drafted by the Consultant.

**Voting requirements: Absolute Majority**

## **9 Closure**