



TOWN OF  
**Bassendean**

# MINUTES

## **Special Council Meeting**

**Tuesday 25 October 2022, 5:00 pm**

in the Council Chamber, Administration Building  
48 Old Perth Road, Bassendean WA 6054

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

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

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

Nil

## **3 Attendances and Apologies**

### **Present**

#### Councillors

Cr Kathryn Hamilton, Mayor  
Cr Renee McLennan, Deputy Mayor  
Cr Hilary MacWilliam  
Cr Emily Wilding  
Cr Jennie Carter  
Cr Paul Poliwka  
Cr Tallan Ames

#### Officers

Ms Kathleen Stewart, Manager Organisational Development and Human Resources  
Ms Elizabeth Kania, Manager Governance and Strategy  
Mrs Amy Holmes, Minute Secretary

#### Guest

Mr Peter Casey, Mills Recruitment

#### Public

Nil

## **4 Declarations of Interest**

Nil

## 5 Presentations or Deputations

Nil

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

Nil

## 7 Questions from Members of the Public

Nil

## 8 Reports

### **Council Resolution - Item 8.0(a)**

#### **SCM 1/10/22**

MOVED Cr Wilding, Seconded Cr Ames, that the meeting go behind closed doors, in accordance with Section 5.23 of the Local Government Act 1995, the time being 5.05pm.

CARRIED UNANIMOUSLY 7/0

<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.

### **Purpose**

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



**Council Resolution - Item 8.1(a)**

**SCM 2/10/22**

MOVED Cr McLennan, Seconded Cr Wilding, that Standing Orders to be suspended.

**CARRIED UNANIMOUSLY 7/0**

**Council Resolution - Item 8.1(b)**

**SCM 3/10/22**

MOVED Cr Wilding, Seconded Cr McLennan, that Standing Orders be resumed.

**CARRIED UNANIMOUSLY 7/0**

*Cr McLennan moved the Officer Recommendation with amendments to the advertisement and position description, as per the attached confidential documents.*

**Council Resolution/Officer Recommendation – Item 8.1**

**SCM 4/10/22**

MOVED Cr McLennan, Seconded Cr Ames, that Council:

1. Approves the Chief Executive Officer job description form (position description), **with amendments**; 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, **with amendments**.

**CARRIED BY AN ABSOLUTE MAJORITY 7/0**

**Council Resolution - Item 8.0(b)**

**SCM 5/10/22**

MOVED Cr Wilding, Seconded Cr MacWilliam, that the meeting come from behind closed doors, the time being 5.34pm.

**CARRIED UNANIMOUSLY 7/0**

## 9 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 5.35pm.