



## MISSION AND VALUES OF COUNCIL

*"A Sustainable Community that is inclusive, attractive, healthy and pleasant to live in, that uses our land so as to preserve our history and environment, respects the rights and equality of our citizens and manages our future growth wisely."*

# CONFIRMED MINUTES

OF THE

SPECIAL MEETING OF COUNCIL

**9 DECEMBER 2016**

## **OUR VISION**

***"A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment."***

## **OUR MISSION**

***"To deliver affordable and quality Local Government services."***

## **CORE VALUES OF THE SHIRE**

***The core values that underpin the achievement of the mission will be based on a strong customer service focus and a positive attitude:***

**Communication**

**Integrity**

**Respect**

**Innovation**

**Transparency**

**Courtesy**

### **DISCLAIMER**

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Broome expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

**SHIRE OF BROOME**  
**SPECIAL MEETING OF COUNCIL**  
**FRIDAY 9 DECEMBER 2016**  
**INDEX – MINUTES**

1.	OFFICIAL OPENING .....	5
2.	ATTENDANCE AND APOLOGIES .....	5
3.	DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY .....	5
4.	PUBLIC QUESTION TIME .....	5
5.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....	5
6.	REPORTS OF OFFICERS .....	7
	6.1 OUR PEOPLE .....	8
	6.1.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS .....	9
	6.2 OUR PLACE.....	10
	NIL	
	6.3 OUR PROSPERITY .....	12
	NIL	
	6.4 OUR ORGANISATION .....	14
	NIL	
7.	REPORTS OF COMMITTEES .....	16
	NIL	
8.	MATTERS BEHIND CLOSED DOORS .....	18
9.	MEETING CLOSURE.....	19

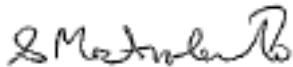
## NOTICE OF MEETING

Dear Council Member,

The next Special Meeting of the Shire of Broome will be held on Friday, 9 December 2016 in the Council Chambers, Corner Weld and Haas Streets, Broome, commencing at 4.00pm for the purpose of considering:

- CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS

Regards



S MASTROLEMBO  
**Acting Chief Executive Officer**

09/12/2016

**MINUTES OF THE SPECIAL MEETING OF COUNCIL OF THE SHIRE OF BROOME,  
HELD IN THE COUNCIL CHAMBERS, CORNER WELD AND HAAS STREETS, BROOME,  
ON FRIDAY 9 DECEMBER 2016, COMMENCING AT 4.00PM.**

**1. OFFICIAL OPENING**

The Chairman welcomed Councillors and Officers and declared the meeting open at 4.01pm.

**2. ATTENDANCE AND APOLOGIES**

Attendance:           Cr R Johnston           Shire President  
                           Cr H Tracey            Deputy Shire President  
                           Cr M Fairborn  
                           Cr D Male  
                           Cr B Rudeforth

Leave of Absence:    Nil

Apologies:           Cr W Fryer  
                           Cr P Matsumoto  
                           Cr C Mitchell

Officers:             James Watt            Director Corporate Services  
                           Danielle Dwyer       Manager Human Resources

Public Gallery:     Nil

**3. DECLARATIONS OF FINANCIAL INTEREST / IMPARTIALITY**

FINANCIAL INTEREST			
Councillor	Item No	Item	Nature of Interest
Nil.			

IMPARTIALITY			
Councillor	Item No	Item	Nature of Interest
Nil.			

**4. PUBLIC QUESTION TIME**

Nil.

**5. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

The Acting Chief Executive Officer advises that there are matters for discussion on the agenda for which the meeting may be closed, in accordance with section 5.23(2) of the *Local Government Act 1995*.

**COUNCIL RESOLUTION:**

**Moved: Cr H Tracey**

**Seconded: Cr M Fairborn**

**That the following Agenda item be considered under 8. Matters Behind Closed Doors, in accordance with section 5.23(2) of the Local Government Act 1995, as specified:**

**6.1.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS**

*Item 6.1.1 and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)(c) as it contains “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”.*

**CARRIED UNANIMOUSLY 5/0**

**6.**

**REPORTS  
OF  
OFFICERS**

# 6.1

## OUR PEOPLE



### ***PRIORITY STATEMENT***

Embracing our cultural diversity and the relationship between our unique heritage and people, we aim to work in partnership with the community to provide relevant, quality services and infrastructure that meet the needs and aspirations of our community and those visiting and doing business in our region.

Supporting and contributing to the well-being and safety of our community is paramount, as is our focus on community engagement and participation.

Council aims to build safe, strong and resilient communities with access to services, infrastructure and opportunities that will result in an increase in active civic participation, a reduction in anti-social behaviour and improved social cohesion.



**6.1.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS**

This item is located in these Minutes under Section 8, Matters To Be Discussed Behind Closed Doors.

# 6.2

## OUR PLACE



### ***PRIORITY STATEMENT***

The Shire of Broome has an abundance of unique natural features, coastal attractions, significant streetscapes, historic precincts and a mix of old and new urban developments.

Our aim is for all communities and settled areas, including the Broom Township, to be a place where the natural environment, on which life depends, is maintained, whilst at the same time the built environment contributes to the economy and a quality lifestyle for all.

Preserving the Shire's natural environment is a critical community outcome. Council will put into place strategies that nurture and improve the Shire's unique environment and biodiversity.

The Shire will work in partnership with the community and other agencies to ensure responsible and accountable management of both the natural and build environments is achieved in the short term and for future generations.

There are no reports in this section.

# 6.3

## OUR PROSPERITY



### ***PRIORITY STATEMENT***

Our region has grown significantly over the past years in terms of population, economy and industry – this will continue! Balancing ecological sustainability with economic growth and retaining the 'look and feel' of Broome and its environs are an ongoing challenge for the region. Encouraging appropriate investment and business development opportunities to ensure a strong, diverse economic base is essential for community prosperity and the success of our future generations.

Focusing on developing clear pathways linking education with employment for our youth and the community at large is essential as we aim to retain our local people and continue to build a skilled and highly motivated workforce.

Business and Industry partnerships must be fostered to ensure sustainable economic growth is achieved, along with the provision of affordable and equitable services and infrastructure. Ensuring development meets community needs and legislative requirements whilst creating close community relationships and enhancing our understanding of local heritage and cultural issues will continue to be a major focus. The built environment must contribute to the economy, long term viability of the region and provide a quality lifestyle for all.

There are no reports in this section.

# OUR ORGANISATION



## ***PRIORITY STATEMENT***

Council will strive to create an environment where local governance is delivered in an open and accountable manner; where we provide leadership to the region in such areas as planning and financial management; where the community has the opportunity to contribute to the Council's decision making thereby fostering ownership of strategies and initiatives.

In delivering open, accountable and inclusive governance, we will be ever mindful that we operate within a highly regulated environment that requires a high level of compliance.

Council will strive to be the conduit between the other spheres of government and the community, translating State and Federal law, policy and practice into customer focussed, on ground service delivery that support's Broome's unique lifestyle.

The Region is experiencing significant change with Council dedicated to sound governance, effective leadership and innovation, and high quality services. Building organisational capacity is a priority with a commitment to delivering services to the community in a sustainable, effective and accountable way.

There are no reports in this section.

**7.**

**REPORTS  
OF  
COMMITTEES**

Chairperson.....Date.....



There are no reports in this section.

**8. MATTERS BEHIND CLOSED DOORS**

**COUNCIL RESOLUTION:**

**Moved: Cr H Tracey**

**Seconded: Cr M Fairborn**

**That the meeting be closed to the public at 4:02**

**CARRIED UNANIMOUSLY 5/0**

*This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 section 5.23(2)((e)(iii)) as it contains “a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government”, and section 5.23(2)(c) as it contains “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”.*

**6.1.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS**

<b>LOCATION/ADDRESS:</b>	Nil
<b>APPLICANT:</b>	Nil
<b>FILE:</b>	RFQ16-95
<b>AUTHOR:</b>	Manager Human Resources
<b>CONTRIBUTOR/S:</b>	Director Corporate Services
<b>RESPONSIBLE OFFICER:</b>	Shire President
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	7 December 2016

**SUMMARY:** At the Special Meeting of Council held 16 November 2016 Council accepted the written resignation of the Chief Executive Officer, Mr K R Donohoe.

The purpose of this report is for Council to consider:

- a. the quotations received from recruitment consultants;
- b. the adoption of the Terms of Reference for a Chief Executive Officer Recruitment Advisory Committee of Council; and
- c. representation on this Committee.

**COUNCIL RESOLUTION:**  
**(REPORT RECOMMENDATION)**

**Moved: Cr H Tracey**

**Seconded: Cr M Fairborn**

**That Council:**

1. **Awards RFQ 16- 95 Recruitment and Selection – Chief Executive Officer to Western Australian Local Government Association as per the RFQ Assessment (Attachment 5); and**
2. **Establishes the Chief Executive Officer Recruitment Advisory Committee in accordance with the attached Terms of Reference and with the following**

**membership;**  
**Cr. R Johnston, with Cr D Male appointed as Deputy**  
**Cr. H Tracey, with Cr M Fairborn appointed as Deputy**  
**Cr. B Rudeforth**

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY 5/0**

**Attachments**

1. Local Government Operational Guidelines Appointing a CEO
2. RFQ 16-95 Recruitment and Selection - Chief Executive Officer
3. Submission 1
4. Submission 2
5. RFQ 16-95 Officer Assessment to Shire President
6. SOB CEO Recruitment Advisory Committee Terms of Reference

**COUNCIL RESOLUTION:**

**Moved: Cr D Male**

**Seconded: Cr B Rudeforth**

**That the Meeting again be open to the public at 4:07.**

**CARRIED UNANIMOUSLY 5/0**

**The Council Chambers were opened and it was noted that no members of the public entered the Chambers.**

**9. MEETING CLOSURE**

There being no further business the Chairman declared the meeting closed at 4:07.