

# Minutes

## Special Council Meeting

**Wednesday 11 March 2026,**  
At 5.15pm

Council Chambers, 39 Bannister Road, Boddington

A vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment.

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**1. DECLARATION OF OPENING**

The Shire President declares the meeting open at 5:17pm.

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present and emerging.

**2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**2.1 Attendance**

Cr Eugene Smalberger	Shire President
Cr Paul Carrotts	Deputy President
Cr Ian Macpherson	Councillor
Cr Hans Prandl	Councillor
Cr Johan van Heerden	Councillor
Cr Andrew Ryley	Councillor
Cr Paul Kessler	Councillor
Mrs. Julie Burton	Chief Executive Officer
Mrs. Cara Ryan	Executive Manager Corporate Services
Mr. James Wickens	Executive Manager Development and Community Services
Mr. Fabian Houbrechts	Executive Manager Infrastructure Services
Mrs. Grace Dwyer	Executive Assistant (Minutes)

Visitors 4

**2.2 Apologies**

Nil

**2.3 Leave of Absence**

Nil

**3. DISCLOSURES OF INTEREST**

Nil

**4. PUBLIC QUESTION TIME**

Public question time is limited to a total of fifteen minutes of duration, except by consent of the person presiding. Each speaker is limited to three minutes duration to speak, except by consent of the person presiding.

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## **6. REPORTS OF OFFICERS AND COMMITTEES**

### **6.1 Endorsement of CEO Application Package**

File Reference:	2.076
Applicant:	Nil
Previous Item:	Nil
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Attachments:	6.1A Confidential   Chief Executive Officer Application Package

#### **Summary**

This report seeks Council endorsement of the Chief Executive Officer Application Package, including the position advertisement, position description and supporting information, to enable the recruitment process for the substantive Chief Executive Officer of the Shire of Boddington to commence.

#### **Background**

Council previously resolved to commence the recruitment process for the appointment of a substantive Chief Executive Officer.

In accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996, Council must approve the recruitment and selection process and associated documentation prior to advertising the position.

As part of this process, Council has considered the proposed position description, responsibilities and selection criteria for the role of Chief Executive Officer. An application package has been prepared to support the recruitment process and provide information to prospective applicants.

The application package includes the position advertisement, position description and general information regarding the role and the organisation. The position is proposed to be offered under a performance-based contract of up to five years with remuneration aligned to the Salaries and Allowances Tribunal Band 4 determination.

#### **Comment**

The Chief Executive Officer is the principal employee of the local government and is accountable to Council for the leadership of the organisation and the proper management of the Shire's operations in accordance with the Local Government Act 1995.

The position is responsible for implementing Council decisions, providing professional and strategic advice to Council and ensuring that the organisation operates effectively to deliver the objectives of the Strategic Community Plan and Corporate Business Plan.

The application package outlines the key responsibilities of the role and the capabilities required of prospective applicants. It also provides information to assist applicants in understanding the expectations of the position and the strategic priorities of the Shire.

Endorsement of the application package will allow the recruitment consultant to proceed with advertising the position and managing the application process in accordance with the Local Government Act 1995 and associated regulations.

### Consultation

Preparation of the application package has been undertaken in consultation with the Shire President and the appointed recruitment consultant. Further consultation will occur during the recruitment process through the selection panel and interview stages.

### Strategic Implications

Aspiration	Performance
Outcome 12	Visionary leadership and responsible governance
Objective 12.1	Maintain a high standard of leadership, corporate governance, and customer service.

### Legislative Implications

Section 5.36 of the Local Government Act 1995 provides that a local government must not employ a person to the position of Chief Executive Officer unless Council believes the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract.

The Local Government (Administration) Regulations 1996 also require Council to approve the recruitment and selection process prior to advertising the position.

### Policy Implications

Standards for CEO Recruitment Performance and Termination

### Financial Implications

The final salary determination will be considered and approved by Council. The position advertisement reflects remuneration in accordance with the Salaries and Allowances Tribunal determination for a Class 4 local government.

### Economic Implications

Nil

### Social Implications

Nil

### Environmental and Climate Change Implications

Nil

### Risk Considerations

Risk Statement and Consequence	Failure to endorse the application package may delay the recruitment process and extend the vacancy in the Chief Executive Officer position.
Risk Rating (prior to treatment or control)	Moderate
Principal Risk Theme	Governance

Risk Action Plan (controls or treatment proposed)	Council endorsement of the application package will allow the recruitment process to proceed in accordance with legislative requirements.
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**Officer Recommendation and Council Decision**

**COUNCIL RESOLUTION: 14/26**

**Moved:** Cr P Carrotts **Seconded:** Cr I Macpherson

**That Council:**

- 1. Adopt the Chief Executive Officer Position Description as contained within Attachment 6.1A.**
- 2. Adopt the complete Application Package, as contained within Attachment 6.1A, to be included in the Chief Executive Officer recruitment advertisement.**

Carried: **7-0**

For: Cr E Smalberger, Cr P Carrotts, Cr H Prandl, Cr A Ryley, Cr J Van Heerden, Cr P Kessler, Cr I Macpherson

Against: Nil

7. **CLOSURE OF MEETING**

The Shire President declared the meeting closed at 5:19pm.