



Special Meeting of Council

MINUTES

Monday 5 July 2021

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SHIRE OF BROOMEHILL-TAMBELLUP**Minutes of the Special Meeting of Council held in the
Tambellup Council Chambers on Monday 5 July 2021 commencing at 4.45pm.****1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The President welcomed Councillors and Staff and declared the meeting open at 4.45pm.

The President also welcomed Sylvana Caranna of Lo-Go Appointments, who joined the meeting via Zoom, attending as the HR Consultant appointed to assist with CEO Recruitment.

2. ATTENDANCE

Cr MC Paganoni	President
Cr ME White	Deputy President
Cr CJ Letter	
Cr SH Penny	
KB Williams	Chief Executive Officer (CEO)
KP O'Neill	Manager Finance & Administration
PA Hull	Strategic Support & Projects Officer
A Richardson	Governance & Executive Assistant

Visitor

Sylvana Caranna, Lo-Go Appointments via Zoom

2.1 APOLOGIES

Cr KJ Holzknicht
Cr DT Barritt

2.2 APPROVED LEAVE OF ABSENCE

Cr MC Nazzari

3. DECLARATION OF INTEREST

Nil.

4. PUBLIC QUESTION TIME

No members of the public were present.

5. MATTERS FOR DECISION

5.1	CEO RECRUITMENT – APPROVAL OF CEO POSITION DESCRIPTION
Attachment:	CONFIDENTIAL – DRAFT CEO Employment Contract; Appendix 1 CEO Position Description
File Ref:	ADM0571
Author:	KP O’Neill – Manager Finance & Administration
Date:	2 July 2021
Disclosure of Interest:	Nil

SUMMARY

For Council to consider and approve the Chief Executive Officer’s Position Description in accordance with the provisions of the *Local Government (Administration) Regulations 1996; Schedule 2 Model Standards for CEO Recruitment, Performance and Termination*.

BACKGROUND

Following resignation of the Shire’s CEO Keith Williams, Council resolved at the June 2021 Ordinary Council meeting to initiate the recruitment process to appoint a Chief Executive Officer.

Recent amendments to the *Local Government (Administration) Regulations 1996* included the introduction of Model Standards for CEO Recruitment, Performance and Termination. Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination were developed and issued by the Department of Local Government, Sport and Cultural Industries to assist local governments in meeting the requirements of the standards.

The guidelines outline the circumstances where the minimum standard will be met and outline the three decisions which relate to the recruitment and selection of CEOs and must be made by absolute majority of Council. Those are:

1. Approve the Position Description which is to include qualifications, selection criteria and responsibilities of the position.
2. The final appointment.
3. The employment contract.

The Position Description is included as Appendix 1 to the attached Draft Contract for the CEO. Council approval of the CEO Position Description is required, by Absolute Majority, to ensure compliance with the Regulations. Delay in Councils approval of the Position Description will in turn delay commencement of advertising for the position.

COMMENT

At the June 2021 meeting, the Council appointed Elected Members and an Independent Member to the CEO Selection Panel, endorsed the Terms of Reference for the CEO Selection Panel and appointed Lo-Go Appointments to facilitate the recruitment process. A position description was not available for Council approval at the June meeting.

The attached Draft CEO Employment Contract, including Position Description, has been prepared by Councils appointed HR Consultant, Sylvana Caranna of Lo-Go Appointments. The Position Description complies with the Model Standards for CEO Recruitment, Performance and Termination, and it clearly outlines the qualifications, selection criteria and responsibilities of the position.

Key Performance Indicators do not form part of the Position Description and will be developed at the end of the 3 month probation period, with consultation occurring between the Council and the appointed CEO.

CONSULTATION

Sylvana Caranna, Lo-Go Appointments
Shire President
Councillors

STATUTORY ENVIRONMENT

Local Government Act 1995

s5.39A Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following –*
 - (a) the recruitment of CEOs;*
 - (b) the review of the performance of CEOs;*
 - (c) the termination of the employment of CEOs.*
- (2) Regulations may amend the model standards.*

Local Government (Administration) Regulations 1996

r18FA Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following –

- (a) the recruitment of CEOs;*
- (b) the review of the performance of CEOs;*
- (c) the termination of the employment of CEOs.*

Schedule 2 Model Standards for CEO Recruitment, Performance and Termination; r5

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.*
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out –*
 - (a) the duties and responsibilities of the position; and*
 - (b) the selection criteria for the position determined in accordance with subclause (1).*

POLICY IMPLICATIONS

Policy 1.28 – Standards for CEO Recruitment, Performance and Termination

STRATEGIC IMPLICATIONS

Strategic Community Plan 2018-2028

KRA One – Our People

1.5 Our Shire demonstrates strong leadership, effective governance and efficient service delivery to our community

FINANCIAL IMPLICATIONS

Provision will be made in the 2021/22 Budget for recruitment costs.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION**S210701****Moved Cr White, seconded Cr Letter****That Council:**

- 1. Notes that the attached Chief Executive Officer Position Description complies with the Guidelines for Chief Executive Officer Recruitment and Selection, and that it reflects the qualifications, selection criteria and responsibilities of the position.**
- 2. Approves the attached Position Description for the role of Chief Executive Officer, pursuant to Schedule 2, Regulation 5(2) of the Local Government (Administration) Regulations 1996.**

**CARRIED 4/0
By Absolute Majority****6. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****S210702****Moved Cr Letter, seconded Cr Penny****That Council accepts Item 6.1 onto the agenda for decision.****CARRIED 4/0****6.1 CEO SELECTION PANEL**

Cr Holzknacht has advised in writing that she is no longer available to sit on the CEO Selection Panel and withdraws her appointment to the Panel.

Cr Letter was nominated by Cr White as a member to the CEO Selection Panel; Cr Letter accepted the nomination.

S210703**Moved Cr Letter, seconded Cr Penny****That Council accepts Cr Holzknacht's resignation from the CEO Selection Panel****CARRIED 4/0****S210704****Moved Cr White, seconded Cr Penny****That Council appoints Cr Letter as a member to the CEO Selection Panel.****CARRIED 4/0****7. CLOSURE**

There being no further business the President thanked Councillors, Staff and Sylvana Caranna for their attendance and declared the meeting closed at 5.02pm.