



Special Meeting of Council

AGENDA

**Monday 5 July 2021
at 4.30pm**

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SHIRE OF BROOMEHILL-TAMBELLUP

NOTICE OF MEETING

**A Special Meeting of Council will be held in the
Tambellup Council Chambers on Monday 5 July 2021 commencing at 4.30pm.**



**KB Williams
Chief Executive Officer**

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. ATTENDANCE

| | |
|----------------|--------------------------------------|
| Cr MC Paganoni | President |
| Cr ME White | Deputy President |
| Cr DT Barritt | |
| Cr CJ Letter | |
| Cr SH Penny | |
| KB Williams | Chief Executive Officer (CEO) |
| KP O’Neill | Manager Finance and Administration |
| PA Hull | Strategic Support & Projects Officer |

Visitor

Sylvana Caranna, Lo-Go Appointments via Zoom

2.1 APOLOGIES

Cr KJ Holzknecht

2.2 APPROVED LEAVE OF ABSENCE

Cr MC Nazzari

3. DECLARATION OF INTEREST

4. PUBLIC QUESTION TIME

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

OFFICER RECOMMENDATION

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.***

6. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

7. CLOSURE