

SHIRE OF JERRAMUNGUP



MINUTES

SPECIAL MEETING OF COUNCIL

5th DECEMBER 2014

SHIRE OF JERRAMUNGUP

SPECIAL MEETING OF COUNCIL HELD IN THE CAMERON BUSINESS CENTRE,
TOBRUK ROAD, JERRAMUNGUP ON FRIDAY 5TH DECEMBER 2014,
COMMENCING AT 11.55AM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 11:55am

2. RECORD OF ATTENDANCE

Cr R Lester	President
Cr J Iffla	Deputy President
Cr B Trevaskis	Member
Cr C Daniel	Member
Cr R Parsons	Member
Cr J Leenhouders	Member
Mr W Parker	Chief Executive Officer

3. APOLOGIES

Cr W Bailey Member

4. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8. DECLARATIONS OF FINANCIAL INTEREST

Nil

9. OFFICERS REPORT

9.1 CEO Recruitment Process

SUBMISSION TO:	Administration
AGENDA REFERENCE:	Confidential Item
SUBJECT:	CEO Recruitment Process
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	The author is the current incumbent of the subject position.
DATE OF REPORT:	1 December 2014

SUMMARY

On 26th October 2014, the Chief Executive Officer tendered his resignation. Council subsequently endorsed the process to be used for the selection and appointment of a new Chief Executive Officer and advertised the position on Saturday 8th November 2014.

Council has now shortlisted and interviewed the preferred candidates. This item seeks to select a preferred candidate and commence contractual negotiations.

ATTACHMENT

Attachment 9.1 (a) - Local Government Operational Guideline Number 10 – Appointing a CEO

Attachment 9.1(b) - Position Contract

Attachment 9.1(c) - Salary Ranges

BACKGROUND

On 26th October 2014, the Shire's Chief Executive Officer tendered his resignation. His last day of employment will be 23rd January 2015.

Given this resignation, Council is required to commence a process of appointing a replacement. The Department for Local Government and Communities has produced a Local Government Operational Guideline on appointing a CEO. This guideline clearly outlines the steps required to complete a successful and compliant recruitment process.

The following checklist was considered by Council at a Special Meeting on Tuesday 4th November 2014. The status of each stage is outlined below;

1. Approve an agreed salary package (set a suitable salary package that complies with the determination under section 7A of the Salaries and Allowances Act 1975) - **COMPLETE**
2. Review necessary documentation (contract of employment and position description) - **COMPLETE**
3. Approve a process to be used for the selection and appointment of the CEO (i.e. stages of the process, who is to be involved and to what extent, whether a consultant is appointed and their role in the process) - **COMPLETE**

4. Advertise the position inviting applications from suitably qualified applicants (advertisement to contain information set out in 18A(2) of the Local Government (Administration) Regulations 1996) - **COMPLETE**
5. Applicants to be short listed (may be undertaken by consultants, selection panel/ committee or council) - **COMPLETE**
6. Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council) - **COMPLETE**
7. Select preferred applicant/s (make recommendation for council to offer the position to the 1st preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract) - **INCOMPLETE**
8. Approve the formal and final appointment (must be decision by council that it:
(i) believes the person is suitably qualified for the position of CEO; and
(ii) is satisfied with the provisions of the proposed CEO employment contract) – **INCOMPLETE**

As outlined above, stages 1 to 5 are complete with Council conducting interviews on 5th December 2014.

As the interviews are now complete, Council is required to select the preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract.

CONSULTATION

Consultation has occurred with the elected group.

COMMENT

Nil

STATUTORY REQUIREMENTS

There are three sections of the Local Government Act 1995 that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless Council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract. Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the Local Government (Administration) Regulations 1996, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

STRATEGIC IMPLICATIONS

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the Council and the local government.

FINANCIAL IMPLICATIONS

The process has been completed internally, therefore having a minimal impact on Council's budget.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council Human Resources Operational Policy applies to this item with regard to designated senior employees.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Select applicant _____ as the preferred applicant.
2. Authorise the Shire President to commence contractual negotiations with the preferred applicant within the designated salary package.
3. Sets the following preliminary performance criteria to be contained in the contract;
 - Achievement of the 2014/15 project outcomes as listed in the Corporate Business Plan.

SC141201 Moved Cr Iffla/ Seconded Cr Parsons

That Council;

1. **Select applicant 023 as the preferred applicant.**
2. **Authorise the Shire President to commence contractual negotiations with the preferred applicant within the designated salary package.**
3. **Sets the following preliminary performance criteria to be contained in the contract;**
 - **Achievement of the 2014/15 project outcomes as listed in the Corporate Business Plan.**

Carried 6-0

10. NEXT MEETING/S

Ordinary Meeting – to be held Wednesday 17th December 2014 commencing 8.30am at the Council Chambers, Jerramungup.

11. CLOSURE

The President declared the meeting closed at 12:00pm.