

SHIRE OF JERRAMUNGUP



MINUTES

SPECIAL MEETING OF COUNCIL

4th November 2014

SHIRE OF JERRAMUNGUP

SPECIAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS, VASEY STREET, JERRAMUNGUP ON TUESDAY 4th NOVEMBER 2014, COMMENCING AT 8.35AM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 8.35am.

2. RECORD OF ATTENDANCE

Cr R Lester	President
Cr J Iffla	Deputy President
Cr W Bailey	Member
Cr B Trevaskis	Member
Cr C Daniel	Member
Cr R Parsons	Member
Cr J Leenhouders	Member

Mr W Parker	Chief Executive Officer
Mrs C Solomon	Coordinator of Governance & Land Administration

3. APOLOGIES

Nil

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

Mr Parker declared an interest Item 9.1, CEO Recruitment Process, the nature of the interest is the author is the current incumbent of the subject position.

9. OFFICERS REPORT

9.1 CEO Recruitment Process

SUBMISSION TO:	Administration
AGENDA REFERENCE:	9.1
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:	27 October 2014

SUMMARY

On 26 October 2014, the Chief Executive Officer tendered his resignation. In response, Council now needs to decide on advertising, documentation and appointment process.

ATTACHMENT

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

Attachment 9.1(b) - Position Information

Attachment 9.1(c) - Position Contract

BACKGROUND

On 26 October 2014, the Shire's Chief Executive Officer tendered his resignation. His last day of employment will be 23 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 is applicable;

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).
2. Review necessary documentation (contract of employment and position description).
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).
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).
5. Applicants to be short listed (may be undertaken by consultants, selection panel/ committee or council).
6. Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council).

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).
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).

CONSULTATION

Consultation has occurred with the elected group.

COMMENT

An advertisement, position description, position information and model contract of employment has been appended to this report for Council consideration. In terms of the process, the following is recommended.

1. Council endorses the relevant documents
2. Position is advertised on Saturday 8 November in West Australian, LGnet, Seek and LGjobs.
3. Applications close at 2:00pm Monday 24 November 2014.
4. Applications are shortlisted by the CEO Review and Selection Committee.
5. Interviews conducted during December.
6. Preferred applicant endorsed by Council in late December 2014.

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

It is recommended that Council complete the recruitment and employment of the CEO in house. The process therefore will have 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. Formally accept the resignation of Mr William Parker from the position of Chief Executive Officer effective 23 January 2015.
2. Endorse the advertisement, position description and selection criteria as outlined in the position information.
3. Resolves to apply the LGMA Model Contract of Employment for Designated Senior Employees.
4. Approves the process to be used for the selection and appointment of the Chief Executive Officer as outlined within the comment section of this report.
5. Endorses a salary package to be set in accordance with the Salaries and Allowances Tribunal Band 4 (\$125,079 - \$195,280 per annum).

SC141101 Moved Cr Daniel / Seconded Cr Leenhouwers

That Council;

- 1. Formally accept the resignation of Mr William Parker from the position of Chief Executive Officer effective 23 January 2015.**
- 2. Endorse the advertisement, position description and selection criteria as outlined in the position information.**
- 3. Resolves to apply the LGMA Model Contract of Employment for Designated Senior Employees.**
- 4. Approves the process to be used for the selection and appointment of the Chief Executive Officer as outlined within the comment section of this report.**
- 5. Endorses a salary package to be set in accordance with the Salaries and Allowances Tribunal Band 4 (\$125,079 - \$195,280 per annum).**

Carried 7-0

10. NEXT MEETING/S

Ordinary Meeting – to be held Wednesday 19th November 2014 commencing 8.30am at the Council Chambers, Jerramungup.

11. CLOSURE

The President declared the meeting closed at 9.05am.