



Minutes

Special Council Meeting
Thursday 5 October 2023

Date	Thursday 5 October 2023
Time	6:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 6 October 2023



Notice of Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

A handwritten signature in black ink, appearing to read "Erika Clement".

Erika Clement
Acting Chief Executive Officer
Friday 6 October 2023

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1 Declaration of Opening

The President declared the meeting open at 6.10pm.

2 Attendance

2.1 Present

Councillors

J Russell	Councillor
W Astbury	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

E Clement	Acting Chief Executive Officer
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3 Public Question Time

3.1 Public Question Time Relating to the Agenda Item Only

Nil

4 Apologies and Leave of Absence

4.1 Apologies

T Miller	Councillor
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4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

Nil

5 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

Nil

6 Reports and Information

6.1 Appointment – Chief Executive Officer Recruitment Consultant

Submission to	Special Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	PE.REC.2010
Author	E Clement – Acting Chief Executive Officer
Interest Disclosures	-
Report Written Date	2 October 2023
Attachments	Recruitment Process Proposal

Summary

1. Council is being requested to appoint a recruitment specialist for the recruitment of a Chief Executive Officer for the Shire of Wickepin.
2. Council is to determine the structure and membership of a committee of Council undertake the recruitment consultation, supported by the appointed recruitment consultant. Membership of the committee is to include an independent member, in accordance with the required Standards.

Background

Mr Nathan Cain tendered his resignation as Chief Executive Officer of the Shire of Wickepin and ceased in the role on Friday 6 October 2023.

The Acting Chief Executive Officer has obtained quotes to undertake the recruitment process for the position of Chief Executive Officer for the Shire of Wickepin.

All contractors are listed on the WALGA procurement panel, two (2) were contacted and one (1) declined.

The Local Government (Administration) Amendment Regulations 2021 were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. These regulations bring into effect Section 22 of the Local Government Legislation Amendment Act 2019 (the Amendment Act). Particular attention is directed to:

- Regulations - Division 2 – Clause 8 - Establishment of selection panel for employment of Chief Executive Officer (Standard 1.3)

Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of Chief Executive Officer.

The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:

- a councillor;
- a human resources consultant; or
- an employee of the local government;

It is recommended that an independent person have relevant experience in the recruitment and selection of Chief Executive Officer's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of Chief Executive Officer based on the selection criteria outlined in the JDF.

It is at the discretion of the local government to determine the number of people on the selection panel.

Comments

As per Shire Policy 2.1.26 – *CEO Recruitment, Performance and Termination*.

Council has indicated that it would rely on the advice of the Recruitment Consultant to indicate the best timing going forward for the best possible pool of applicants. All indications are that the process should commence immediately, and if so the following schedule is likely;

- Advertise and receive applications and do your preliminary assessment by 14 November 2023 – for shortlisting considerations by Council on the 15 November 2023,
- Interviews to take place week commencing 20 November and reference checking, negotiation and finalisation of appointment to take place week commencing 27 November,
- The final report for inclusion in Agenda by 12 December so Council can formalise appointment at Council meeting 13 December 2023.

Council has previously conducted a facilitated workshop to ensure the involvement of all Council Members in establishing the end-to-end Chief Executive Officer Recruitment package and process.

The selected consultant will consider the information developed by Wickepin and used to date to ensure the best possible promotion of the vacancy and to ensure compliance with the requirements of the Model Standards for Chief Executive Officer Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

- Chief Executive Officer selection criteria (cl. 5 of the Model Standards)
- Advertising requirements (cl. 6 of the Model Standards)
- Chief Executive Officer job/position description (cl. 7 of the Model Standards)
- Selection Panel membership and terms of reference, including process for selecting independent member (cl. 8 and cl. 9 of the Model Code)

The appointed independent recruitment consultants have all indicated an understanding of Council's Chief Executive Officer Recruitment strategy.

The Acting Chief Executive Officer has obtained two (2) quotes from the following companies to undertake the recruitment process for the position of Chief Executive Officer for the Shire of Wickepin. The full proposal is attached and must be treated in confidence.

1. LO-GO Appointments \$11,529 plus advertising, testing and travel, approximately \$3000 i.e. \$14,529.
2. Price Consulting - Declined

Council can resolve to:

- Adopt the recommendation;
- Adopt the recommendation with further amendments; or
- Not accept the recommendation, giving reasons.

Statutory Environment

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

Model Standards for Chief Executive Officer Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

Policy Implications

Nil

Financial Implications

Advertising of the position and the cost of the specialist recruitment consultant will require a budget amendment in December/January Budget Review.

Strategic Implications

Local Government Act 1995

Local Government (Administration) Amendment Regulations 2021 (CEO Standards)

Voting Requirement

Absolute Majority

Officer Recommendation

1. *That Council appoint LO-GO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin at an estimated price of \$14,529 plus GST.*
2. *Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:*
Cr J Russell
Cr W Astbury
Cr F Allan
Cr J Mearns
Cr T Miller
Cr P Thompson
Cr L Corke
3. *Appoints _____ to be the independent member of the recruitment committee in accordance with the Standard 1.3.*

Council Decision**Resolution** SCM-231005-01**Moved** Cr Allan**Second** Cr Mearns

1. That Council appoint LO-GO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin at an estimated price of \$14,529 plus GST.
2. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:
 - Cr J Russell
 - Cr W Astbury
 - Cr F Allan
 - Cr J Mearns
 - Cr T Miller
 - Cr P Thompson
 - Cr L Corke
3. Appoints Ms. G Hinkley to be the independent member of the recruitment committee in accordance with the Standard 1.3.

Carried 6/0**For** Cr J Russell, Cr W Astbury, Cr F Allan, Cr J Mearns, Cr P Thompson, Cr L Corke**Against** Nil

7 Closure

The Presiding Member declared the meeting closed at 6.20pm.