



A Fortunate Place

Shire of Wickepin

Minutes

Special Meeting of Council

Council Chambers, Wickepin

The purpose of the meeting will be to:

1. Endorse the Job Description form developed as part of the CEO recruitment process on 25 March 2022;
2. Endorse the Advertisement developed as part of the CEO recruitment process on 25 March 2022;
3. Endorse the Application/Information package developed as part of the CEO recruitment process on 25 March 2022;
4. Appoints 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. Julie Russell
 - Cr. Wes Astbury
 - Cr Fran Allan
 - Cr John Mearns
 - Cr Tyron Miller
 - Cr Peter Thompson
 - Cr Lindsay Corke
5. Appoints an independent member of the recruitment committee in accordance with the Standard 1.3.

31 March 2022



Notice of Special Meeting of Council

Please note that a special meeting of Council of the Shire of Wickepin will be held on 31 March 2022 at Council Chambers, Wickepin, commencing at 5.00pm.

Certification: I have perused this agenda and am aware of all recommendations made to Council and support each as presented.

Mark Hook
Chief Executive Officer

28 March 2022

Time Table

5.00pm	Special Meeting of Council Meeting
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Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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**Minutes of Special Meeting of Council held in Council Chambers, Wickepin
Thursday 31 March 2022 commencing @ 5.00pm**

The President declared the meeting open at 5.07pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

President	Julie Russell
Deputy President	Wes Astbury
Councillor	John Mearns
Councillor	Fran Allan
Councillor	Lindsay Corke
Councillor	Ty Miller
Councillor	Peter Thompson
Chief Executive Officer	Mark Hook
Executive Support Officer	Mel Martin

Apologies

2. Petitions, Memorials and Deputations

3. Declarations of Councillor's and Officer's Interest

4. Reports and Information

4.1 Appointment – CEO Recruitment

Submission To:	Ordinary Council
Location/Address:	Whole of Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	PE.REC.2010
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	28 March 2022

Enclosure/Attachments:

1. Job Description
2. Advertisement
3. Application/Information Package

Summary:

Council is to:

1. Consider endorsement of a Job Description, Advertisement and Application/Information Package for the Local Government's position of Chief Executive Officer.
2. 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:

Council commenced the process of recruiting to the Chief Executive Officer's position with the appointment of a recruitment consultant (licensed employment agent - John Phillips Consulting) on 15 March 2022.

It was the task of the recruitment consultant to liaise with the Shire President and Councillors to collate, develop and compile the documentation and supporting material so that the position can be advertised. This included a Job Description, an Advertisement and an Applicants/Information Package.

The recruitment consultant, John Phillips drafted a Job Description, an Advertisement and an Applicants/Information Package. Councillors met with the recruitment consultant at a forum/workshop on 25 March 2022 to consider and work on the draft documents.

The recruitment consultant finalised the Job Description, an Advertisement and an Applicants/Information Package and these were provided for tabling at the Special Council Meeting to be held on 31 March 2022.

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:

- 5.39A - Model standards for CEO recruitment, performance and termination
- Regulation 18A(2)(da) – which provides that the State-wide public notice must include a website address where a job description form (JDF) for the position can be accessed.
- Regulation 18FA - which sets out the model standards for local governments in relation to the

recruitment, performance review and termination of employment of a local government CEO.

- Schedule 2 (Clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021
- Regulations - Division 2 – Clause 5 - Standards for recruitment of CEO's (Standard 1.2)

Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.

The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.

- Regulations - Division 2 – Clause 8 - Establishment of selection panel for employment of CEO (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 CEO.

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 CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO 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:

Council can resolve to:

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

Statutory Environment:

Refer to Strategic Community Plan, Workforce Plan, Corporate Business Plan.

Policy Implications:

Council is required to work within the framework of its adopted Model Standards.

Financial Implications: Nil

Strategic Implications:

Local Government Act 1995

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

Recommendations:

That Council resolves to:

1. Endorse the Job Description form developed as part of the CEO recruitment process on 25 March 2022, as attached;
2. Endorse the Advertisement developed as part of the CEO recruitment process on 25 March 2022, as attached;
3. Endorse the Application/Information package developed as part of the CEO recruitment process on 25 March 2022, as attached;
4. 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. Julie Russell
Cr. Wes Astbury
Cr Fran Allan
Cr John Mearns
Cr Tyron Miller
Cr Peter Thompson
Cr Lindsay Corke
5. Appoints _____ to be the independent member of the recruitment committee in accordance with the Standard 1.3.

Voting Requirements: Absolute majority.

Resolution No 310322-01**Moved Cr Allan /Seconded Cr Astbury**

That Council resolves to:

1. Endorse the Job Description form developed as part of the CEO recruitment process on 25 March 2022, as attached;
2. Endorse the Advertisement developed as part of the CEO recruitment process on 25 March 2022, as attached;
3. Endorse the Application/Information package developed as part of the CEO recruitment process on 25 March 2022, as attached;

Carried 7/0 by Absolute Majority

Resolution No 310322-02**Moved Cr Thompson / Seconded Cr Mearns**

That Council 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 Julie Russell

Cr Wes Astbury

Cr Fran Allan

Cr John Mearns

Cr Tyron Miller

Cr Peter Thompson

Cr Lindsay Corke

Carried 7/0 by Absolute Majority

Resolution No 310322-03**Moved Cr Allan / Seconded Cr Astbury**

That Council appoints Gerri Hinkley to be the independent member of the recruitment committee in accordance with the Standard 1.3.

Carried 5/2 by Absolute Majority

5. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.42pm.