



A Fortunate Place

Shire of Wickepin

Minutes

# Special Meeting of Council

Council Chambers, Wickepin

**Special Meeting of Council to appoint a Consultant for the recruitment of a new Chief Executive Officer.**

# 14 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 14 March 2022 at Council Chambers, Wickepin, commencing at 3.00pm.

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

9 March 2022

#### Time Table

3.00pm	Special Meeting of Council Meeting
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#### **Disclaimer**

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**Minutes of Special Meeting of Council held in Council Chambers, Wickepin  
Monday 14 March 2022 commencing @ 3.00pm**

The President declared the meeting open at 3.05pm.

**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

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<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole of Shire</b>
<b>Name of Applicant:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>File Reference:</b>	<b>PE.REC.2010</b>
<b>Author:</b>	<b>Mark Hook, Chief Executive Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>9 March 2022</b>

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### Enclosure/Attachments:

1. Lydia Highfield - Proposal for the recruitment process for the position of Chief Executive Officer.
2. LO-GO Appointments - Proposal to assist the Shire of Wickepin with the recruitment for a Chief Executive Officer.
3. John Phillips Consulting – Proposal for services associated with the recruitment of the Shire of Wickepin next Chief Executive Officer.

### Summary:

Council is being requested to appoint a recruitment specialist from the contractors listed for the recruitment of a Chief Executive Officer for the Shire of Wickepin.

### Background:

The current CEO Mr Mark Hook has tendered his resignation to the Shire President taking effect from the 16<sup>th</sup> July 2022.

At the request of the Shire President, the CEO has obtained three quotes to undertake the recruitment process for the position of Chief Executive Officer for the Shire of Wickepin.

### Comments:

Following are comments forwarded by the West Australian Local Government Association on the new process for a CEO appointment.

When undertaking recruitment, Local Governments need to consider, plan and schedule specific processes to give effect to the CEO standards, and meet Council's obligations as the employing authority, with the agreed processes being subject to endorsement by Council resolution.

For example - when recruiting:

- What information will need to be gathered and analysed by the Council to determine the skills, qualifications, experience and qualities that the Council will expect a CEO candidate to demonstrate? How will the Council facilitate discussion and develop consensus on these attributes ie Council workshops?
- Who will draft the Position Description? Will this be managed by an external human resources consultant to ensure the Position Description is drafted in accordance with appropriate industrial practice?

- Who will draft the proposed contract of employment? Will this be managed by an external legal consultant so that it complies with employment law, the Salaries and Allowances Tribunal Local Government CEO Determination and appropriate industrial practice?
- Will the Council appoint an independent recruitment consultant? What will be the scope of activity that the consultant will be required to undertake on the Local Government's behalf? What reports and recommendations will the consultant be required to make? When and how will the consultant be required to provide the Council with reports and recommendations?
- How will the procurement and selection of consultant services (HR consultant, legal consultant and / or recruitment consultant) be facilitated to comply with the adopted Purchasing Policy?
- The Council will need to establish a Selection Panel. Will this be a formal committee of Council under s.5.8?
- What criteria will the Council use to identify and select the independent person to be a member of the Selection Panel? Will this be an open or closed process?
- What probity requirements will members of the selection panel need to comply with ie confidentiality agreement, disclosure of impartiality interests, consequence of panel member recusal?
- What will the Council include in a Terms of Reference to establish the extent of activity and discretion that the Selection Panel will be required to perform, perhaps including clear statements of the Panel's limitations?

WALGA recommends that Councils consider conducting a facilitated workshop to ensure the involvement of all Council Members in establishing the end-to-end CEO recruitment process. This approach will ensure that Council Members that are inexperienced in recruitment processes and/or not actively involved in the Selection Panel take ownership in recognition of Council's responsibility as the CEO's employing authority. This approach will also mitigate against Council Members feeling inadequately prepared or informed when making the final determination to appoint the CEO, and to certify that the process was conducted in accordance with adopted CEO Standards. The focus of the workshop is to reach agreement regarding the skills, experience, qualifications and character expected of candidates applying for the CEO position.

The workshop should also consider the manner in which this information will be developed in accordance with the requirements of the Model Standards for CEO Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

- CEO selection criteria (cl. 5 of the Model Standards)
- Advertising requirements (cl. 6 of the Model Standards)
- CEO 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)

Due to the intensive program for discussion at the facilitated workshop, it is strongly recommended that the appointed independent recruitment consultant attend to ensure there is a clear and first hand understanding of Council's CEO recruitment strategy.

The CEO has obtained three 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 are attached and must be treated in confidence.

1. Lydia Highfield
2. LO-GO Appointments
3. John Phillips Consulting

### **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 CEO Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

#### **Recommendations:**

That Council appoint XXXXXXXX to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin.

**Voting Requirements:** Simple majority.

### **Resolution No 140322-01**

**Moved Cr Allan /Seconded Cr Miller**

That Council appoint John Phillips Consulting to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin.

**Carried 7/0**

## **5. Closure**

There being no further business the Presiding Officer declared the meeting closed at 3.35pm.