



Shire of
Koorda

Drive in, stay awhile

AGENDA

Special Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday, 2 October 2024

Commencing 5.00pm

Meeting Purpose: To commence CEO Recruitment Process.

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that a Special Meeting of Council of the Shire of Koorda will be held on Wednesday 2 October 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.00pm.

The purpose of the meeting is to commence the Shire of Koorda CEO Recruitment Process.

Zac Donovan
Chief Executive Officer
01 October 2024

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda 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 or Committee meetings.

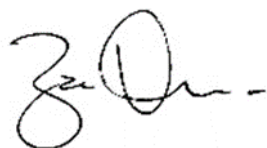
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda 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 Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed

A handwritten signature in black ink, appearing to read 'Zac Donovan', with a horizontal line extending to the right.

Zac Donovan
Chief Executive Officer

Table of Contents

1.	Declaration of Opening	4
2.	Record of Attendance, Apologies and Leave of Absence	4
3.	Public Question Time	4
4.	Disclosure of Interest	4
5.	OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE.....	5
5.1.	Commence CEO Recruitment Process.....	5
6.	Closure	7

**Shire of Koorda
Special Council Meeting
5.00pm, Wednesday, 02 October 2024**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at X.XXpm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr NJ Chandler	(Approved Electronic Attendance – via MS Teams)
Cr GL Boyne	
Cr KM Burrell	
Cr KA Fuchsbichler	
Cr S Christie	

Staff:

Miss C West	Finance Officer
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Members of the Public:

Apologies:

Approved Leave of Absence:


3. Public Question Time

(Please note: Being a special meeting of Council, any questions must relate to the purpose of the meeting being to appoint a CEO Recruitment Committee and CEO Recruitment Consultant).

4. Disclosure of Interest

5. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

5.1. Commence CEO Recruitment Process

Corporate and Community		
Date	01 October 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	WALGA CEO Recruitment Guide for Local Government Councils CONFIDENTIAL - CEO Recruitment Consultant Proposals (sent under separate cover)	

Background:

The Shire of Koorda CEO resigned on the 12 July 2023, effective 11 August 2023, with Council commencing a recruitment process in September 2023. The process involved defining a Council CEO Recruitment Selection Committee; appointing an external recruitment consultant; selecting an independent selection panel member; drafting necessary position and contractual documents; and advertising the CEO position.

At the conclusion of the application period and review of applicants by the Council Selection Committee, it was decided not to proceed with appointment. In discussion with the recruitment consultant, Council opted to appoint an Acting CEO for a 12-month period commencing 5 February 2024 and expiring on 3 February 2025.

The Councils actions in this regard complied with the Local Government Act 1995 (s5.39B) which requires Councils to adopt model standards for CEO recruitment, performance and termination. The WALGA CEO recruitment guide is attached for reference.

Comment:

There are a number of steps that Council must undertake to comply with the CEO recruitment model standards. These include:

- Ensure all decisions on management of CEO employment process are within formally convened Council meetings, as no single individual has power or authority to make such decisions.
- Nominate a Council Selection Committee.
- Call for and select an independent recruitment consultant as per the Shire purchasing policy.
- Select an independent person to be appointed to the recruitment selection panel.
- Define the CEO role position description, remuneration package range and contract terms.
- Advertise the vacancy either directly managed by Council or via any appointed recruitment consultant.
- Review applications and determine selection process including number of candidates to be interviewed and ensure consistent interview/questions requirements.
- Conduct post interview selection including referee and qualification checks, police clearance and possibly physical and psychometric testing if preferred by Council.
- Negotiation and appointment of preferred candidate.

- Public announcement of appointed candidate.
- Establishment of agreed key performance criteria, targets and indicators.

Given the CEO recruitment process is a continuation of the process commenced in September 2023 which included the appointment of an Acting CEO in February 2024, Council may either decide to continue with all or any of the pre-determined Council Selection Committee, recruitment consultant or independent selection panel member.

Alternatively, Council may decide to undertake new processes for any or all of these functions including, but not limited to, redefining Council Selection Panel members; calling for submissions and engaging a recruitment consultant; and selecting an independent member for the selection panel.

As mentioned, all decisions regarding the CEO recruitment process need to be undertaken as part of a formal meeting of the Shire of Koorda Council and not the decision of any single member.

Consultation:

Nil

Statutory Implications:

Local Government Act 1995 (s5.39A).

Policy Implications:

Shire of Koorda "F - Purchasing Policy V1.0" to be followed.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2024

4.1. Open and Transparent Leadership

4.1.1. Ensure the use of resources is effective, efficient and reported regularly.

Financial Implications:

Funding for the recruitment process will need to be allocated from the Budget consultant allocation.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

That Council;

- 1. Appoints consultant _____ at \$ _____ (exc GST) to support Council with CEO Recruitment; and**
- 2. Notes there may be additional costs for incidentals such as travel and accommodation.**
- 3. Establishes the CEO Recruitment Committee, comprising of the following Members;**
 - i. _____**
 - ii. _____**
 - iii. _____**
 - iv. _____**
- 4. Authorises Shire President and Deputy Shire President to appoint the Independent Person to the CEO Recruitment Committee/Panel.**

BY ABSOLUTE MAJORITY

6. Closure