



Shire of
Koorda

Drive in, stay awhile

MINUTES

CEO Recruitment Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Friday 06 December 2024

Commencing 3.30pm

UNCONFIRMED

NOTICE OF MEETING

Dear CEO Recruitment Committee Members,

Notice is hereby given that a CEO Recruitment Committee Meeting of the Shire of Koorda will be held on Friday 06 December 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 3.30pm.

Zac Donovan
Chief Executive Officer
02 December 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



Zac Donovan
Chief Executive Officer

Table of Contents

1.	Declaration of Opening	4
2.	Record of Attendance, Apologies and Leave of Absence	4
3.	Election of Presiding Member and Deputy Presiding Member.....	4
4.	Disclosure of Interest	5
5.	Confirmation of Minutes from Previous Meetings	5
5.1.	CEO Recruitment Committee Meeting held on 27 November 2023.....	5
6.	Officer's Reports.....	6
6.1.	CEO RECRUITMENT	6
7.	Urgent Business Approved by the Person Presiding or by Decision	9
8.	Date of Next Meeting.....	9
9.	Closure	9

UNCONFIRMED

Shire of Koorda CEO Recruitment Committee Meeting 3.30pm, Friday, 06 December 2024



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 3.35pm.

2. Record of Attendance, Apologies and Leave of Absence

Committee Members:

Cr JM Stratford	Member
Cr GW Greaves	Member
Cr NJ Chandler	Member
Cr GL Boyne	Member
Cr S Christie	Member

Independent Members:

Mr John Nuttall	Independent Panel Member (via MS Teams)
Mrs Lydia Highfield	CEO Recruitment Consultant (Facilitator) (via MS Teams)

Staff:

Mrs K Harrap	Governance Officer
--------------	--------------------

Apologies:

Cr KM Burrell	Member
Cr KA Fuchsbichler	Member

Approved Leave of Absence:

3. Election of Presiding Member and Deputy Presiding Member

The Committee are to elect a Presiding Member and, if desired, Deputy Presiding Member from amongst themselves in accordance with s5.12 of the Local Government Act 1995:

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule—

- (a) to “office” were references to “office of presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”.*

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule—

- (a) to “office” were references to “office of deputy presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”; and*
- (d) to “mayor or president” were references to “presiding member”.*

Once the Committee have elected their Presiding Member, the Governance Officer will hand the meeting over to them.

One nomination was received from Councillor JM Stratford for the position of Presiding Member. As no other nominations were received, Councillor JM Stratford was declared elected.

Councillor JM Stratford called the floor for nominations for Deputy Presiding Member, Councillor GW Greaves nominated. As no other nominations were received, Cr GW Greaves was declared elected.

4. Disclosure of Interest

Nil.

5. Confirmation of Minutes from Previous Meetings

5.1. CEO Recruitment Committee Meeting held on 27 November 2023

[Click here to view the previous minutes](#)

Voting Requirements

Simple Majority

Absolute Majority

Committee Recommendation

Moved Cr GW Greaves

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the CEO Recruitment Committee Meeting held 27 November 2023, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr S Christie, Mr J Nuttall

6. Officer's Reports

3.40pm - SUSPEND STANDING ORDERS

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That standing orders be suspended to discuss item 6.1. CEO Recruitment.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr S Christie, Mr J Nuttall

3.40pm – Mrs K Harrap withdrew from the chambers.

4.42pm – Cr GW Greaves withdrew from the chambers to take a bushfire phone call.

4.43pm – RESUMPTION OF STANDING ORDERS

Moved Cr GL Boyne


Seconded Cr S Christie

That standing orders be resumed as per the attendance register.

CARRIED 5/0

FOR: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr S Christie, Mr J Nuttall

6.1. CEO RECRUITMENT

Governance and Compliance		
Date	27 November 2024	
Location	Not Applicable	
Responsible Officer	Cr Jannah Stratford, President	
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	
FINAL	CONFIDENTIAL – CEO Applications sent under Confidential Cover. CEO Recruitment Panel Terms of Reference CEO Application Package	

Background:

At the Ordinary Meeting of Council held on the 23 October 2024, Council endorsed the following recommendation.

Officer Recommendation
RESOLUTION 191024

Moved Cr GW Greaves **Seconded Cr GL Boyne**

That, by Absolute Majority, Council:

- 1. Approves the Position Description and Selection Criteria for the position of CEO in the attached Koorda CEO Application Package.**
- 2. Confirms the membership of the CEO Recruitment Committee/Panel. Noting Lydia Highfield is to facilitate the process to recruit for the role of Chief Executive Officer, appoints the following Councillors to the CEO Recruitment Committee/Panel;**
 - i. Cr JM Stratford**
 - ii. Cr GW Greaves**
 - iii. Cr NJ Chandler**
 - iv. Cr GL Boyne**
 - v. Cr KM Burrell**
 - vi. Cr KA Fuchsbichler**
 - vii. Cr S Christie**
 - viii. Mr. John Nuttall**
- 3. Adopts the attached Terms of Reference (TOR) for the CEO Recruitment Committee/Panel, incorporating the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.**

CARRIED BY ABSOLUTE MAJORITY 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr S Christie

Comment:

Advertising for the Chief Executive Officer position began on the 28 October 2024, with applications closing Monday 18 November 2024.

Applications have been sent to Panel members under confidential cover.

To further progress recruitment process Panel members need to review applications to shortlist candidates for interviews.

Consultation:

Lydia Highfield Recruitment Consultant

Statutory Implications:

Local Government Act 1995

Section 5.39A. Model standards for CEO recruitment, performance and termination

(1) Regulations must prescribe model standards for local governments in relation to the following —

- (a) the recruitment of CEOs;*
- (b) the review of the performance of CEOs;*
- (c) the termination of the employment of CEOs.*

(2) Regulations may amend the model standards

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 efficient use of resources and governance and operational compliance and reporting meets legislative and regulatory requirements.

Financial Implications:

Funding for the recruitment process will be identified in the mid-year budget review process.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That the CEO Recruitment Panel;

- 1. Agrees to the shortlisted Applicants.**
- 2. Requests recruitment Consultant to liaise with shortlisted applicants for a suitable interview date and time.**
- 3. Recruitment Consultant to draft interview questions to distribute to panel members for feedback.**

CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Mr J Nuttall

UNCONFIRMED

7. Urgent Business Approved by the Person Presiding or by Decision

Nil.

8. Date of Next Meeting

TBC

9. Closure

The Chairperson thanked everyone for their attendance and closed the meeting at 4.46pm.

Signed: _____

Presiding Person at the meeting at which the minutes were confirmed.

Date: TBC

UNCONFIRMED