

Shire of Perenjori
MINUTES
Special Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on 7 May 2012, to commencing at 12.40 pm.

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S12051. PRELIMINARIES

12051.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr Chris King officially opened the meeting at 12.40pm.

12051.2 OPENING PRAYER

12051.3 DISCLAIMER READING

12051.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr Chris King
Cr Laurie Butler
Cr Jenny Hirsch
Cr John Cunningham
Cr Rodney Desmond
Cr Lisa Smith
Cr Harold Wass
Ms Lydia Hyfield
Mr John Phillips

Apologies:

Cr Graeme Reid

12051.5 PUBLIC QUESTION TIME

Nil

12051.6 DEPUTATIONS / PRESENTATIONS

Nil

12051.7 NOTATIONS OF INTEREST

Financial Interest – Local Government Act s 5.60A

Proximity Interest – Local Government Act s 5.60B

Interest Affecting Impartiality – Shire of Perenjori Code of Conduct.

12051.8 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Nil

12051.9 MATTERS FOR WHICH MEETING MAY GO BEHIND CLOSED DOORS

Nil

S12052. PURPOSE OF SPECIAL MEETING

The meeting is to meet with WALGA Workplace Solutions and adopt strategy for the recruitment of a new CEO.

12052.1 RECRUITMENT STRATEGY FOR NEW CEO

APPLICANT:	SHIRE OF PERENJORI
FILE:	0
DISCLOSURE OF INTEREST:	0
AUTHOR:	STAN SCOTT – CEO _____
RESPONSIBLE OFFICER	STAN SCOTT – CEO _____
REPORT DATE:	30 April 2012
ATTACHMENTS	<ol style="list-style-type: none"> 1. WALGA Draft Application Package 2. Local Government Operational Guidelines - Number 10 – Appointing a CEO 3. CEO Position Description 4. Salaries and Allowances Tribunal Report June 2011 5. Confidential – CEO Contract 2012-14

Executive Summary:

Ms Lydia Hyfield from WALGA Workplace solutions will be attending today's meeting. She will walk Council through the process of recruiting a new CEO

Applicants Submission:

At the April Ordinary Meeting Council resolved as follows:

- 1. That Council appoint WALGA Workplace Solutions to conduct the CEO selection;***
- 2. That Council convene a Special Meeting at the earliest opportunity to meet with the consultant and review the process and documentation.***

Ms Lydia Hyfield from WALGA Workplace solutions will be attending today's meeting from 1.00 pm. The first meeting with the consultant will seek to:

- Review position description, selection criteria, and remuneration package.
- Applicant information package developed

Background:

The CEO has accepted an offer from the Shire of Toodyay and has commenced the formal 3 month notice period. The CEO will cease employment on 20 July 2012, but the final two weeks will be annual leave. The last day of work will be 6 July 2012.

Statutory Environment:

Local Government Act 1995 S3.1 –The general function of a local government is to provide for the good government of persons in its district.

There are three sections of the *Local Government Act 1995* (the Act) that have direct application to the appointment of a CEO. *Section 5.36 of the Act* requires a local government to employ a “suitably qualified” person to fill the position of CEO. *Section 5.39* contains provisions for the contracts of CEOs. *Section 5.40* requires that all employees are to be selected in accordance with the principles of merit and equity.

Policy Implications:

Nil

Financial Implications:

With advertising costs, travel and accommodation the final cost for WALGA Workplace Solutions will approximate \$15,000.

Strategic Implications:

The appointment of a CEO is one of the most important strategic decisions Council will make.

Consultation:

Today’s meeting is an opportunity for Council to determine the process it will use to select a new CEO.

Comment:

Ms Lydia Hyfield from WALGA Workplace solutions will be attending today’s meeting from 1.00 pm. She will walk Council through the process of recruiting a new CEO including:

- Review position description, selection criteria, and remuneration package. What kind of CEO is Council seeking to attract? There are new constraints on the CEO package.
- Applicant information package developed.
- Deciding on the advertising strategy (what publications, how many insertions, the theme of the advertisement)
- Process for shortlisting
- Selection panel – Council committee or entire Council.

Further material will be circulated when received from WALGA. Ms Hyfield suggests that the existing CEO should assist Council where possible in the recruitment process.

Departmental Circular 07-2012 advises as follows:

Salaries and Allowances Tribunal to be extended to making determinations on remuneration of local government Chief Executive Officers

Previously, the Tribunal had a statutory role in making recommendations as to the remuneration to be paid or provided to local government CEOs.

Amendments to the Salaries and Allowances Act 1975 have extended this power to enable SAT to making binding determinations on local government CEO remuneration. It is expected that SAT will publish its first report on this new responsibility in June 2012.

Local governments will be required (subject to transitional provisions) to ensure the salaries of their CEOs are set within the salary bands determined by the Tribunal from 1 July 2012.

Voting Requirements:

Simple Majority (Absolute Majority if committee to be appointed)

Officers Recommendation:

That Council determine its Recruitment Strategy for a new CEO.

Council met with WALGA Workplace Solutions and discussed process for selection of a new CEO, temporary arrangements that may be required in the interim and delivery by WALGA Workplace Solutions of an exit interview with the departing CEO and a half day KPI workshop following appointment of the new CEO. No resolutions were adopted.

12052.2 MOTIONS OF WHICH DUE NOTICE HAVE BEEN GIVEN

Nil

12052.3 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12052.4 MATTERS BEHIND CLOSED DOORS

Nil

12052.5 DATE OF NEXT MEETING / MEETINGS

Ordinary Council Meeting to be held on the 17th may 2012

12052.6 CLOSURE

With no further business the Special Council Meeting was closed by Cr Chris King at 2.00pm.

I certify that this copy of the Minutes is a true and correct record of the meeting held 7th May 2012

Signed: _____

Presiding Elected Member

Date: _____