



Shire of
Serpentine
Jarrahdale

Special CEO Employment Committee Meeting

Unconfirmed Minutes

Wednesday, 1 May 2019
5.30pm

Purpose: Approval of the Chief Executive Officer Application Package

Contact Us

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Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes of the Special CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Wednesday 1 May 2019.

The Presiding Member Councillor Atwell declared the meeting open at 5.30pm and welcomed Councillors and Staff. Councillor Atwell acknowledged that the meeting was being held on the traditional lands of the Noongar People and paid his respects to their Elders past and present.

Minutes

1. Attendances and apologies (including leave of absence):

In Attendance:

Councillors: D Atwell.....(Presiding Member)
M Byas
M Rich
J See
K McConkey.....(Deputy Delegate)

Officers: Ms H Sarcich..... Deputy CEO / Director Community Services
Ms K Shailer.....PA to Deputy CEO / Director Community Services
(Minute Taker)

Apologies: Ms L Simpson, Manager Human Resources

2. Declaration of Councillors and Officers interest:

Nil.

3. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

Nil.



4. Reports:

CEO002/05/19 – Approval of the Chief Executive Officer Application Package (SJ2071)	
Responsible Officer:	Manager Human Resources
Senior Officer/s:	Deputy CEO / Director Community Services
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is for the CEO Employment Committee to approve the Chief Executive Officer Application Package.

Relevant Previous Decisions of Council

OCM065/04/19 Council Resolved:

That Council:

1. AUTHORISES the Shire President to seek quotes as soon as possible from recognised local government recruitment providers in accordance with Council's procurement policy for recruitment agencies to undertake administrative functions associated with the recruitment of a new Chief Executive Officer.
2. The Shire President is to report back as soon as practicable quotes received from the agency procurement process to Council for its determination.
3. REQUESTS the CEO Employment Committee as appointed by Council, to review the selection criteria in accordance with its terms of reference and work with the independent procurement agency to advertise and commence the recruitment process and subsequently provide a recommendation of a preferred applicant for the position of CEO.

SCM068/04/19 Council Resolved:

That Council APPOINTS WALGA Recruitment to provide Chief Executive Officer Recruitment Consultancy Services in accordance with the terms in attachment 4.



Background

At the Special Meeting of Council held on 18 April 2019, Council resolved to appoint WALGA to facilitate the recruitment process for the role of Chief Executive Officer. This process involved facilitating a workshop with the CEO Employment Committee held on 29 April 2019, to review the Chief Executive Officer Application Package and Competency Requirements.

The Application Package includes the:

- Advertisement
- Position Description and Competency Requirements
- Remuneration Details
- Key Result Areas and Performance Objectives, and
- Application Notes

Statutory Environment

- *Local Government Act 1995*
- *Fair Work Act 2009*
- Local Government Industry Award 2010

Attachments

- Attachment 1 – **Confidential** Chief Executive Officer Application Package (IN19/9289)

Financial Implications

The financial implication associated with the recruitment of the Chief Executive Officer was addressed at the Special Council Meeting, 18 April 2019 - 6.1 - Confidential - Appointment of Chief Executive Officer Recruitment Consultancy Services. There are no financial implications associated to this report.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Process Delay	Possible (3)	Minor (2)	Moderate (5-9)	Service Interruption - 2 Minor - Temporary interruption to an	Accept Officer Recommendation



				activity – backlog cleared with existing resources	
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Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk rating of **6** has been determined for this item.

Voting Requirements: Simple Majority

CEO004/05/19 CEO Employment Committee Resolution

Moved Cr See, seconded Cr Rich

That the CEO Employment Committee **APPROVES** the Chief Executive Officer Application Package as per attachment 1.

CARRIED UNANIMOUSLY 5/0

5. Urgent business:

Nil.

6. Closure:

There being no further business the meeting closed at 5.33pm.

I certify that these minutes were confirmed at the
CEO Employment Committee Meeting held on

.....
Cr D Atwell – Presiding Member

.....
Date