



Shire of
Serpentine
Jarrahdale

Special CEO Employment Committee Meeting

Confirmed Minutes

Monday, 17 June 2019
5.30pm

Purpose: Chief Executive Officer Recruitment and Selection

Endorsed by Special Council Meeting - 24 June 2019

That the [minutes and resolutions](#) contained therein of the Special CEO Employment Committee Meeting held on 17 June 2019 be endorsed (E19/7145) with the following amendments:

- That Council
- a) Resolution 2 - delete ENDORSES, insert NOTES;
 - b) Resolution 2 – delete “is suitably qualified for the position and”;
 - c) Resolution 4 – after ‘REQUESTS that WALGA Recruitment Service and Employee Relations,’ insert “together with the Shire President and Presiding Member of the CEO Employment Committee,”
 - d) Resolution 4 – after ‘commences negotiations on a suitable employment contract, which is to be brought back to’ insert “Council for final adoption”.
 - e) Resolution 4 – delete “the CEO Employment Committee prior to making a final recommendation to Council.”
 - f) Resolution 5 – delete.

Contact Us

Enquiries

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In Person

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 Monday 17 June 2019.

The Presiding Member Councillor Atwell declared the meeting open at 5.32pm 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
K McConkey
J See

Officers: Ms H Sarcich.....Acting Chief Executive Officer

Observer: Councillor R Coales
Ms Lydia Highfield.....Recruitment Services Manager, WALGA

Apologies: Councillor B Denholm(Deputy Delegate)

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:

Ms Helen Sarcich left the Chambers at 5.33pm.

Ms Lydia Highfield left the Chambers at 5.34pm.

Ms Helen Sarcich and Ms Lydia Highfield returned to the Chambers at 5.34pm.

CEO003/06/19 –Chief Executive Officer Recruitment and Selection (SJ2978)	
Responsible Officer:	Manager Human Resources
Senior Officer:	Acting Chief Executive Officer
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 to recommend that Council endorse the Preferred Applicant identified through the Chief Executive Officer Recruitment process and resolves to request WALGA Recruitment to continue with the recruitment process.

Relevant Previous Decisions of Council

Ordinary Meeting of Council held 15 April 2019

OCM063/04/19 COUNCIL RESOLUTION Moved Cr Coales, seconded Cr See That Council ACCEPTS the written resignation of the Chief Executive Officer, Mr K Donohoe effective from 10 July 2019.



OCM065/04/19 COUNCIL RESOLUTION

Moved Cr Rich, seconded Cr Atwell

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.

Special Council Meeting held 18 April 2019

SCM068/04/19 COUNCIL RESOLUTION

Moved Cr Byas, seconded Cr Atwell

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

Special CEO Employment Committee Meeting held 1 May 2019 and endorsed by Council on 20 May 2019

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.

OCM073/05/19 COUNCIL RESOLUTION

Moved Cr Atwell, seconded Cr McConkey

That the minutes and resolutions contained therein of the Special CEO Employment Committee held on 1 May 2019 be endorsed. (E19/5204).

Background

In April 2019 the WA Local Government Association's Recruitment service was appointed by Council to provide Recruitment, Selection and Appointment services to recruit the new Chief Executive Officer.

Consistent with the recruitment and selection process, the WALGA Recruitment Services Manager Lydia Highfield met with the CEO Employment Committee on 29 April 2019 and developed the Advertisement and Application package for applicants.

The position was advertised in the professional appointments section of the West Australian Newspaper on Saturday 4 May 2019, online via Seek and Career One on Saturday 4 May 2019 and on the WALGA website. The closing date for the applications was Monday



20 May 2019. Applicants were able to email, fax, or post their applications to WALGA Recruitment.

A shortlist was agreed on 24 May 2019, with four applicants interviewed on 5 June 2019, using an interview schedule and prepared interview questions. Assistance was provided to the CEO Employment Committee members by Lydia Highfield, WALGA Recruitment Services Manager.

Statutory Environment

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

Attachments

- CEO003.1/06/19 – **Confidential** Recruitment and Selection Report (E19/6973)

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 with 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 activity – backlog cleared with existing resources	Accept Officer Recommendation



Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Likelihood	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	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

CEO005/06/19 CEO Employment Committee Resolution

Moved Cr See, seconded Cr Rich

That the CEO Employment Committee recommends that Council:

- 1. RECEIVES the Confidential WALGA Recruitment and Selection report as contained in confidential attachment CEO003.1/06/19.**
- 2. ENDORSES that Applicant 17 is suitably qualified for the position and is the Committee's preferred applicant for the position of Chief Executive Officer in accordance with section 5.36(2)(a) of the Local Government Act.**
- 3. REQUESTS WALGA Recruitment Service to conduct character and qualification checks as described in section 7 of the WALGA Recruitment and Selection report as contained in confidential attachment CEO003.1/06/19 and a pre-employment medical for the preferred applicant.**
- 4. REQUESTS that WALGA Recruitment Service and Employee Relations commences negotiations on a suitable employment contract, which is to be brought back to the CEO Employment Committee prior to making a final recommendation to Council.**
- 5. ENDORSES that should Applicant 17 withdraw or contract negotiations fail, WALGA Recruitment Services and Employee Relations be authorised to commence the process as outlined in 3 and 4 above, with Applicant 20, who is also considered suitably qualified for the position.**

CARRIED UNANIMOUSLY 5/0



Resolution from Special Council Meeting – 24 June 2019
SCM130/06/19

COUNCIL RESOLUTION

Moved Cr Byas, seconded Cr Atwell

That the [minutes and resolutions](#) contained therein of the Special CEO Employment Committee Meeting held on 17 June 2019 be endorsed (E19/7145) with the following amendments:

That Council

- a) Resolution 2 - delete ENDORSES, insert NOTES;
- b) Resolution 2 – delete “is suitably qualified for the position and”;
- c) Resolution 4 – after ‘REQUESTS that WALGA Recruitment Service and Employee Relations,’ insert “together with the Shire President and Presiding Member of the CEO Employment Committee,”
- d) Resolution 4 – after ‘commences negotiations on a suitable employment contract, which is to be brought back to’ insert “Council for final adoption”.
- e) Resolution 4 – delete “the CEO Employment Committee prior to making a final recommendation to Council.”
- f) Resolution 5 – delete.

CARRIED UNANIMOUSLY 8/0

*Reason for difference to CEO Employment Committee Recommendation
The preferred applicant will be decided by Council at a future Council Meeting.*

The resolution now reads:

That Council

1. RECEIVES the Confidential WALGA Recruitment and Selection report as contained in confidential attachment CEO003.1/06/19.
2. NOTES that Applicant 17 is the Committee’s preferred applicant for the position of Chief Executive Officer in accordance with section 5.36(2)(a) of the Local Government Act.
3. REQUESTS WALGA Recruitment Service to conduct character and qualification checks as described in section 7 of the WALGA Recruitment and Selection report as contained in confidential attachment CEO003.1/06/19 and a pre-employment medical for the preferred applicant.
4. REQUESTS that WALGA Recruitment Service and Employee Relations together with the Shire President and Presiding Member of the CEO Employment Committee, commences negotiations on a suitable employment contract, which is to be brought back to Council for final adoption.

5. Urgent business:

Nil.

6. Closure:

There being no further business the meeting closed at 5.37pm.

I certify that these minutes were confirmed at the
CEO Employment Committee Meeting held on 2 December 2019.


Cr MORAN BMS – Presiding Member

02 Dec 2019

Date