



Council Agenda

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Shire of Pingelly Special Council Meeting 31 March 2021

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MISSION STATEMENT

To enhance the quality of life for the people of Pingelly through the provision of leadership, services and infrastructure.



Shire of Pingelly

Notice of Meeting

Notice is given that a meeting of the Council will be held in the Council Chambers, 17 Queen Street, Pingelly on Wednesday 31 March 2021, commencing at 8.45am.

Your attendance is respectfully requested.

Disclaimer

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations. The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

A handwritten signature in black ink, appearing to read 'Julie Burton', written over a horizontal line.

Julie Burton
Chief Executive Officer

PUBLIC QUESTION TIME INFORMATION

The Shire of Pingelly welcomes community participation during public question time. This document is to be read in conjunction with the *Shire of Pingelly Standing Orders Local Law 2017* and the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

1. A member of the public who raises a question during question time must:
 - a. be in attendance at the meeting;
 - b. first state their name and address;
 - c. direct the question to the Presiding Member;
 - d. ask the question briefly and concisely;
 - e. limit any preamble to matters directly relevant to the question; and
 - f. ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
2. Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
3. Where a member of the public seeks a written response to their questions to be tabled at a meeting, the member of the public must submit their questions to Council by no later than 12 noon on the day prior to the meeting date of which the response is to be tabled.
4. Where a member of the public submits their questions after 12 noon on the day prior to the meeting date of which the response is to be tabled, a written response may be provided at the discretion of the presiding member.
5. Where a member of the public submits a written question after 12 noon the day prior to the meeting at which they are to be tabled, a verbal response may be provided at the meeting.
6. A member of the public may ask questions without notice at a meeting, provided they present a written copy of their questions to Council prior to the commencement of the meeting.

Questions may be submitted by e-mail to admin@pingelly.wa.gov.au.

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman to declare the meeting open.

2. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past, present and emerging.

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER

3.1 Council Agenda Reports

Please note that all elected members have been provided with the relevant information pertaining to each Officers reports within today's Agenda and the Officer Recommendations are based on Council Policy and or State Acts and Legislation.

4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

5. PUBLIC QUESTION TIME

6. DISCLOSURES OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

8. OFFICE OF THE CHIEF EXECUTIVE OFFICER

8.1 Recruitment of Chief Executive Officer

File Reference:	ADM0672
Location:	Not Applicable
Applicant:	Not Applicable
Author:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachments:	Recruitment Proposals
Previous Reference:	Nil

Summary

Council is requested to consider and approve the process which is proposed to be used to recruit a new Chief Executive Officer.

Background

The current Chief Executive Officer has advised Council of her resignation, effective 18 June 2021. As a result, the Council is required to commence a process for recruiting and selecting a new Chief Executive Officer.

Regulation 18C of the Local Government (Administration) Regulations states that the local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

Comment

Quotations have been sought from recruitment professionals to assist and guide Council through the recruitment process. These proposals are attached under confident cover.

The appointment of a consultant is not a requirement, however is recommended, as recruitment professionals have access to a range of materials to assist and facilitate the process. Their experience in assessment and guidance of Council is also beneficial to assist in recruiting a suitably qualified and experienced person to the role.

Recent amendments to legislation have introduced a number of changes to the way CEO’s are recruited. The minimum standard for recruitment and selection will be met if:

- The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- The Council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- The local government has verified the recommended applicant’s work history, qualifications, referees and claims made in their job application.
- The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- The Council has endorsed by absolute majority the final appointment.
- The Council has approved the employment contract by absolute majority.

Due to the specialised nature of recruiting a Local Government Chief Executive Officer, it would be prudent for Council to engage the services of a suitably qualified independent recruitment consultant. Following this engagement, the selected consultant will brief Council on the future stages of this process.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The total cost for the recruitment process is likely to be in the vicinity of \$12,000.

Strategic Implications

Goal 5	Innovation, Leadership and Governance
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Risk Implications

Risk	Minimal risk exists with the recommendation, as the consultant options presented are professional and well experienced in the local government recruitment field.
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Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Financial, Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

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)

Voting Requirements

Simple Majority

Recommendation

That Council:

1. Notes the commercial in confidence proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer.
2. Engage _____, being a suitably qualified independent recruitment consultant to progress the recruitment, selection and appointment process for a new Chief Executive Officer.

Moved: _____ Seconded: _____

9. CLOSURE OF MEETING

The Chairman to declare the meeting closed.