



# Shire of Pingelly

## Minutes

Special Council Meeting  
31 March 2021

**TABLE OF CONTENTS**

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2.	ACKNOWLEDGEMENT OF COUNTRY .....	3
3.	ANNOUNCEMENTS BY THE PRESIDING MEMBER .....	3
3.1	Council Agenda Reports.....	3
4.	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....	3
5.	PUBLIC QUESTION TIME .....	3
6.	DISCLOSURES OF INTEREST .....	3
7.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	3
8.	OFFICE OF THE CHIEF EXECUTIVE OFFICER .....	3
8.1	Recruitment of Chief Executive Officer .....	3
9.	CLOSURE OF MEETING .....	6

**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman declared the meeting open at 8.46am.

**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**

Nil.

**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**

**MEMBERS PRESENT**

Cr W Mulroney (President)  
Cr B Hotham  
Cr P Narducci  
Cr D Freebairn  
Cr A Oliveri

**STAFF IN ATTENDANCE**

Ms J Burton Chief Executive Officer  
Mrs V Ward Executive Assistant

**APPROVED LEAVE OF ABSENCE**

Cr P Wood

**APOLOGIES**

Cr J McBurney (Deputy President)  
Cr K Camilleri

**5. PUBLIC QUESTION TIME**

No members of the public present.

**6. DISCLOSURES OF INTEREST**

Nil.

**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
--------	---------------------------------------

**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.
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

**12984 Moved: Cr Narducci**

**Seconded: Cr Hotham**

**Recommendation and Council Decision**

**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 Lydia Highfield, being a suitably qualified independent recruitment consultant to progress the recruitment, selection and appointment process for a new Chief Executive Officer.**

CARRIED 5:0

**9. CLOSURE OF MEETING**

The Chairman declared the meeting closed at 8.54am

These minutes were confirmed by Council at the Ordinary Council Meeting held on 21 April 2021

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