



SHIRE OF WILLIAMS AGENDA

SPECIAL MEETING OF COUNCIL
MONDAY 12 JUNE 2023



NOTICE OF SPECIAL MEETING OF COUNCIL

Dear Elected Member,

You are respectfully advised the next Special Meeting of the Shire of Williams will be held on Monday 12 June 2023, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 5.00 pm.

A handwritten signature in black ink, appearing to read 'Geoff McKeown'.

Geoff McKeown
Chief Executive Officer

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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

To support industry and business development through the development of sustainable infrastructure and investment opportunities.

ED1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

ED2. To have appropriate levels of housing to cater for population retention and growth.

SOCIAL AND CULTURAL

To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.

SCD1. To provide community infrastructure and facilities that meet the needs of the population.

SCD2. To support a safe and healthy community with a strong sense of community pride.

SCD3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE & ENVIRONMENT

To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community split.

LUE1. To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community.

LUE2. Natural assets and public open spaces are accessible, well utilised and managed.
LUE3. Recognising and implementing sustainability measures.

LUE4. To have safe and well maintained transport network that supports local economy.

CIVIC LEADERSHIP

Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

CL1. The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

CL2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

CL3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

Contents

1.0	Declaration of Opening / Announcement of Visitors	5
2.0	Record of Attendance / Apologies / Leave of Absence	5
3.0	Declarations of Interest	5
4.0	Reports	6
4.1	Office of the Chief Executive Officer	6
4.1.1	CEO Recruitment.....	6
5.0	New Business of an Urgent Nature introduced by Decision of Meeting	9
6.0	Closure of Meeting	9

AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, will declare the Meeting open at 5.00pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie - President
Cr Natalie Major - Deputy President
Cr Moya Carne
Cr Simon Harding
Cr Bob Baker
Cr Tracey Price
Cr Bernie Panizza
Cr Christine Cowcher
Cr John Macnamara

Staff

Geoff McKeown - Chief Executive Officer

Visitors – Nil

Apologies - Nil

Leave of Absence – Nil

3.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	
Item No. / Subject	
Type of Interest	

4.0 Reports

4.1 Office of the Chief Executive Officer

4.1.1 CEO Recruitment

File Reference	4.20.15
Statutory Ref.	<i>Local Government Act 1995, section 5.39A and Local Government (Administration) Amendment Regulations 2021, r18FA</i>
Author & Date	Geoff McKeown 9 June 2023
Attachments	Attachment 1 – CEO Job Description, Advertisement and Applicants/Information Package

Background

The Council met on the 1 May 2023 to appoint a human resources consultant, experienced in local government recruitment, to assist with the recruitment of a new Chief Executive Officer. At that meeting the following resolution was passed:

Council Resolution

N Major/T Price

That Council appoint LO-GO Appointments to assist with the recruitment process for the position of Chief Executive Officer for the Shire of Williams.

**Carried 9/0
Resolution 94/23**

In accordance with the Shire of Williams Standards for CEO Recruitment, Performance and Termination, the purpose of the meeting is to:

1. Endorse the Job Description developed as part of the CEO recruitment process;
2. Endorse the Advertisement developed as part of the CEO recruitment process;
3. Endorse the Application/Information Package developed as part of the CEO recruitment process;
4. Appoint a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'); and
5. Appoint an independent member of the Recruitment Committee.

Comment

Council commenced the process of recruiting a new Chief Executive Officer with the appointment of LO-GO Appointments on 1 May 2023.

It was the task of the recruitment consultant to liaise with the Shire President and Councillors to collate, develop and compile the documentation and supporting material so that the position can be advertised. This included a Job Description, an Advertisement and an Applicants/Information Package.

Councillors met with the recruitment consultant at a forum/workshop on 22 May 2023 to consider and work on the draft document. The Council and the recruitment consultant have finalised the Job Description, an Advertisement and an Applicants/Information Package and the document is tabled (Attachment 1) for the Special Council Meeting to be held on Monday, 12 June 2023.

The *Local Government (Administration) Amendment Regulations 2021* were gazetted on 2 February 2021 and took effect on 3 February 2021. These regulations bring into effect Section 22 of the *Local Government Legislation Amendment Act 2019* (the Amendment Act).

In regard to this legislation, the following areas are noted:

- 5.39A - Model standards for CEO recruitment, performance and termination.
- Regulation 18A(2)(da) – which provides that the State-wide public notice must include a website address where a job description form (JDF) for the position can be accessed.
- Regulation 18FA - which sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.
- Schedule 2 (Clauses 3-14) of the *Local Government (Administration) Amendment Regulations 2021*.
- Regulations - Division 2 – Clause 5 - Standards for recruitment of CEO's (Standard 1.2)

Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.

The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.

- Regulations - Division 2 – Clause 8 - Establishment of selection panel for employment of CEO (Standard 1.3)

Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.

The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:

- a council member;
- an employee of the local government; or
- a human resources consultant engaged by the local government.

It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives.

It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.

It is at the discretion of the local government to determine the number of people on the selection panel.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

- CL 2.2 Maintain accountability, transparency and financial responsibility
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

Financial Implications

Costs will be incurred with the engagement of a human resources consultant and advertising the position.

Voting Requirements

Absolute Majority

Officer’s Recommendation

That Council:

1. Endorses the Job Description form developed as part of the CEO recruitment process, as attached;
2. Endorses the Advertisement developed as part of the CEO recruitment process, as attached;
3. Endorse the Application/Information package developed as part of the CEO recruitment process, as attached;
4. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:
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.....
.....
5. Appoints _____ to be the independent member of the Recruitment Committee in accordance with the model standards for CEO recruitment, performance and termination.

5.0 New Business of an Urgent Nature introduced by Decision of Meeting

6.0 Closure of Meeting