

SHIRE OF SHARK BAY

MINUTES

11 June 2021

CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE



PETIT BORE – NANGA - SHARK BAY

11 JUNE 2021



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Shark Bay for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Council members or staff.

The Shire of Shark Bay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Shark Bay during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Shark Bay.

The Shire of Shark Bay advises that no action should be taken on any application or item discussed at a Council meeting and should only rely on **WRITTEN ADVICE** of the outcome and any conditions attaching to the decision made by the Shire of Shark Bay.

11 JUNE 2021

The minutes of the committee meeting of the Chief Executive Officers Recruitment and Selection Committee held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 11 June 2021 commencing at 2.00 pm.

TABLE OF CONTENTS

RC1.0	Declaration of Opening	4
RC2.0	Acknowledgement of Country	4
RC3.0	Record of Attendances / Apologies / Leave of Absence Granted	4
RC4.0	Question time for public	4
RC5.0	CONFIRMATION OF MINUTES	5
RC5.1	Confirmation of the Minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 5 March 2021	5
RC5.2	Confirmation of the Minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 24 May 2021	5
RC6.0	Chief Executive Officer Recruitment and Selection Committee – Recommendation to Council for Appointment of Officer	6
RC7.0	Next Chief Executive Officer Recruitment and Selection Committee Meeting	8
RC8.0	Closure of Meeting	8

11 JUNE 2021

RC1.0 DECLARATION OF OPENING

The Chairperson Cr Cowell declared the Chief Executive Officer Recruitment and Selection Committee open at 2.00 pm.

RC2.0 ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Malgana People as the traditional custodians of the land and sea in and around the Shire of Shark Bay.

I pay my respects to their Elders past, present and emerging.

RC3.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell	Chairperson
Cr L Bellottie	
Cr J Burton	
Cr E Fenny	
Cr G Ridgley	
Cr M Smith	
Cr P Stubberfield	
Mr D Hoult	Independent Member
Ms Lydia Highfield	Consultant
Mrs R Mettam	Executive Assistant

APOLOGIES

Nil

RC4.0 QUESTION TIME FOR PUBLIC

The Chief Executive Officer Recruitment and Selection Committee does not have any delegated authority from Council. The Local Government Act 1995 Section 5.23 - Meetings generally open to public - (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

11 JUNE 2021

RC5.0 CONFIRMATION OF MINUTES

RC5.1 CONFIRMATION OF THE MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING HELD ON 5 MARCH 2021

Moved Cr Bellottie
Seconded Cr Burton

Committee Resolution

That the minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 5 March 2021, as circulated to all Committee Members, be confirmed as a true and accurate record.

8/0 CARRIED

RC5.2 CONFIRMATION OF THE MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING HELD ON 24 MAY 2021

Moved Cr Burton
Seconded Cr Smith

Committee Resolution

That the minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 24 May 2021, as circulated to all Committee Members, be confirmed as a true and accurate record.

8/0 CARRIED

11 JUNE 2021

**RC6.0 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE –
RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF OFFICER**

GV10000

Author

Executive Assistant

Disclosure of Any Interest

Nil

Committee Recommendation

That the Chief Executive Officer's Recruitment and Selection Committee recommend to Council that applicant number _____ be offered the position of Chief Executive Officer for the Shire of Shark Bay.

The Chief Executive Officer's Recruitment and Selection Committee recommend to Council that the Chairperson and the Committee recruitment consultant negotiate the remuneration package and contract with the applicant and present it to the Council meeting for confirmation at a future date.

REQUIRES ABSOLUTE MAJORITY

Moved Cr Fenny
Seconded Cr Stubberfield

Committee Resolution

That the Chief Executive Officer's Recruitment and Selection Committee recommend to Council that applicant number 9 is the preferred applicant for the position.

The Chief Executive Officer's Recruitment and Selection Committee recommend to Council that the Chairperson and the Committee recruitment consultant negotiate the remuneration package and contract with the applicant and present it to the Council meeting for confirmation at a future date.

8/0 CARRIED BY ABSOLUTE MAJORITY

Background

The Chief Executive Officer's Recruitment and Selection Committee held interviews and a workshop to select the final applicant for the Senior position of Chief Executive Officer for the Shire of Shark Bay.

The committee now needs to confirm the applicant to be presented to a Council meeting to make the appointment.

Legal Implications

The Local Government (Administration) amendment regulations 2021 came into effect on 3 February 2021 and regulation 18C selection and appointment process for Chief Executive Officer was deleted and replaced by Schedule 2 (clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021.

11 JUNE 2021

Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

[Clause 11 inserted: SL 2021/14 r. 7.]

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Council's Budget for the 2021/2022 financial year will include the remuneration within the Salaries and Wages Budget process.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Absolute Majority Required

Signatures

Executive Assistant

R Mettam

Date of Report

1 June 2021

11 JUNE 2021

RC7.0 NEXT CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING

The next meeting of the Chief Executive Officer Recruitment Committee will be advised as required.

RC8.0 CLOSURE OF MEETING

The Chairperson Cr Cowell closed the Chief Executive Officer Recruitment and Selection Committee meeting at 2.03 pm.