



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# AGENDA

## Special Council Meeting

To be held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday, 29 January 2025

Commencing 5.30pm

**Meeting Purpose: CEO Employment Contract**

## NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that a Special Meeting of Council of the Shire of Koorda will be held on Wednesday 29 January 2025 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 5.30pm.

The meeting is closed to public as the purpose of the meeting is to discuss CEO Employment Contract.

Zac Donovan  
Chief Executive Officer  
23 January 2025

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda 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 or Committee meetings.

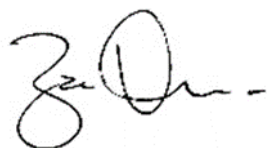
Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda 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 Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed

A handwritten signature in black ink, appearing to read 'Zac Donovan', with a stylized flourish at the end.

Zac Donovan  
Chief Executive Officer

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**Shire of Koorda  
Special Council Meeting  
5.30pm, Wednesday, 29 January 2025**



**1. Declaration of Opening**

The Presiding person welcomes those in attendance and declares the meeting open at X.XXpm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Councillors:**

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr NJ Chandler	
Cr GL Boyne	
Cr KM Burrell	
Cr KA Fuchsbichler	

**Staff:**

Mrs K Harrap	Governance Officer
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**Members of the Public:**

**Apologies:**

**Visitors:**


**Approved Leave of Absence:**

**3. Disclosure of Interest**

## 4. OFFICER'S REPORTS

*It is recommended that Council close the meeting to the public in accordance with the Local Government Act section 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

### 4.1. CEO Employment Contract

Governance and Compliance		
Date	21 January, 2025	
Location	Not Applicable	
Responsible Officer	Cr Jannah Stratford, President	
Author	As above	
Legislation	Local Government Act 1995, Local Government (Administration) Regulations 1996	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	<i>Sent under Confidential Cover to Councillors</i> CEO Employment Contract Requested Alterations to CEO Contract	

#### Background:

The Shire of Koorda CEO resigned on 12 July 2023, effective 11 August 2023, with Council commencing a recruitment process in September 2023. At the conclusion of the application period and review of applicants by the Council Selection Committee, it was decided not to proceed with appointment. In discussion with the recruitment consultant, Council opted to appoint an Acting CEO for a 12-month period commencing 5 February 2024 and expiring on 3 February 2025.

Council re-commenced the recruitment process following a Special Meeting, held 2 October 2024, where a Recruitment Consultant was appointed, and the CEO Recruitment Committee was established as per below recommendation.

Officer Recommendation RESOLUTION 191024	
Moved Cr GW Greaves	Seconded Cr GL Boyne
That, by Absolute Majority, Council:	
1. Approves the Position Description and Selection Criteria for the position of CEO in the attached Koorda CEO Application Package.	
2. Confirms the membership of the CEO Recruitment Committee/Panel. Noting Lydia Highfield is to facilitate the process to recruit for the role of Chief Executive Officer, appoints the following Councillors to the CEO Recruitment Committee/Panel;	
i.	Cr JM Stratford
ii.	Cr GW Greaves
iii.	Cr NJ Chandler
iv.	Cr GL Boyne
v.	Cr KM Burrell
vi.	Cr KA Fuchsbichler
vii.	Cr S Christie
viii.	Mr. John Nuttall
3. Adopts the attached Terms of Reference (TOR) for the CEO Recruitment Committee/Panel, incorporating the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.	
CARRIED BY ABSOLUTE MAJORITY 6/0	
FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr S Christie	

**Comment:**

Advertising for the Chief Executive Officer position began on 28 October 2024, with applications closing Monday 18 November 2024.

Following the close of the application period, the CEO Recruitment Committee met on Friday 6 December 2024 and the below was resolved.

Officer Recommendation	
Moved Cr NJ Chandler	Seconded Cr GL Boyne
That the CEO Recruitment Panel;	
1. Agrees to the shortlisted Applicants.	
2. Requests recruitment Consultant to liaise with shortlisted applicants for a suitable interview date and time.	
3. Recruitment Consultant to draft interview questions to distribute to panel members for feedback.	
CARRIED BY ABSOLUTE MAJORITY 5/0	
FOR: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Mr J Nuttall	

The CEO Recruitment Committee conducted interviews with the shortlisted applicants on Tuesday 17 December 2024.

At the Ordinary Meeting of Council held on 18 December 2024, Council endorsed the Employment Contract to be offered to the preferred applicant, with President and Deputy President (with assistance from the Recruitment Consultant) authorised to present, negotiate and execute the terms within.



**Officer Recommendation 1  
Resolution 211224**

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That by Absolute Majority, Council;

(a) Following interviews with the shortlisted candidates with CEO Selection Panel on 17th December 2024, Council approves the making of an offer to the candidate named in Confidential Attachment 1 (Attached Candidate's Application) for the position of Chief Executive Officer at the Shire of Koorda, as the person the Council believes to be most suitably qualified for the position.

(b) Approves and is satisfied with the proposed terms of the CEO employment contract detailed in Confidential Attachment 2, being for a period of five (5) years in accordance with the 2024 Salaries and Allowances Tribunal Local Government Determination Band 4 range \$240,396 per annum; and

(c) Considers that the Recruitment and Appointment of the new Chief Executive Officer has been undertaken and completed in accordance with the Local Government Act 1995, Local Government (Administration) Regulations 1996 and the Shire of Koorda CEO Standards for Recruitment, Performance and Termination.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler, Cr S Christie

**Officer Recommendation 2  
Resolution 221224**

Moved Cr S Christie

Seconded Cr KA Fuchsbichler

That Council;

(a) Authorises the Shire President, Deputy Shire President and the Consultant to present, negotiate and execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995, subject to the candidate agreeing to enter into the proposed terms of the CEO employment contract;

(b) Notes that subject to the candidate named in Confidential Attachment 1 accepting the proposed terms of the CEO employment contract, the candidate is appointed to the position of CEO at the Shire of Koorda, the name of the preferred candidate be made public and notification to be given to the Department of Local Government, Sport and Cultural Industries.

(c) Notes that, if the candidate negotiates under clause 12 of Schedule 2 of the Local Government (Administration) Regulations 1996 terms different to the proposed terms, the Shire President will present the amended proposed contract to Council for approval before the contract is executed.

**CARRIED 5/0**

For: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler, Cr S Christie

As the candidate has negotiated under clause 12 of Schedule 2 of the Local Government (Administration) Regulations 1996 terms different to those within the contract, the Shire President is presenting the amended proposed contract to Council for approval before the contract is executed.

**Consultation:**

CEO Recruitment Committee

Lydia Highfield, Recruitment Consultant

**Statutory Implications:**

Local Government Act 1995 Section 5.39A. Model standards for CEO recruitment, performance and termination

(1) Regulations must prescribe model standards for local governments in relation to the following —

(a) the recruitment of CEOs;

(b) the review of the performance of CEOs;

(c) the termination of the employment of CEOs.

(2) Regulations may amend the model standards

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2024  
4.1 – Open and Transparent Leadership  
4.1.1. Ensure the use of resources is effective, efficient and reported regularly

**Risk Implications:**

<b>Risk Profiling Theme</b>	Employment Practices
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Low (3)
<b>Key Controls (in place)</b>	Council Policies
<b>Action (Treatment)</b>	Recruitment and enactment of Council Policies
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications:**

An annual allocation was made in the 2024/2025 budget for the employment of a CEO.

**Voting Requirements:**    ☐ Simple Majority    ☒ Absolute Majority

**Officer Recommendation**

**For Council consideration.**

**BY ABSOLUTE MAJORITY**

**5. Closure**