



*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

Monday 9 October 2023

Commencing 4.30pm

**Meeting Purpose: To appoint a CEO Recruitment Committee and CEO Recruitment Consultant.**

## 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 Monday 9 October 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.30pm.

The purpose of the meeting is to appoint a CEO Recruitment Committee and CEO Recruitment Consultant.

Lana Foote  
Acting Chief Executive Officer  
6 October 2023

## 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



Lana Foote  
Acting Chief Executive Officer

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**Shire of Koorda  
Special Council Meeting  
4.30pm, Monday, 9 October 2023**



**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 BG Cooper	Deputy President
Cr GL Boyne	
Cr GW Greaves	
Cr LC Smith	
Cr NJ Chandler	

**Staff:**

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**


**3. Public Question Time**

(Please note: Being a special meeting of Council, any questions must relate to the purpose of the meeting being to appoint a CEO Recruitment Committee and CEO Recruitment Consultant).

**4. Disclosure of Interest**

## 5. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

### 5.1. Appointment of CEO Recruitment Consultant

<b>Corporate and Community</b>		
<b>Date</b>	6 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Cr Jannah Stratford, President	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	CONFIDENTIAL - CEO Recruitment Consultant Proposals (sent under separate cover)	

#### Background:

Mr. Darren Simmons, CEO Shire of Koorda resigned on the 12<sup>th</sup> of July 2023, effective 11<sup>th</sup> of August 2023.

Following the resignation of a CEO, it is recommended that the Council consider the appointment of an external recruitment consultant to coordinate the recruitment process.

It is also noted in a separate report, the requirement for Council to establish a CEO Selection Committee/Panel.

#### Comment:

As per July Meeting of Council - confidential item *16.1 CEO Resignation* Council resolved:

5. *Engages WALGA to conduct an in-person CEO recruitment training session for Council.*
6. *Investigates potential consultants to assist with the recruitment process.*

On the 25<sup>th</sup> of August 6 Councillors completed the WALGA facilitated CEO Recruitment Training

The Shire President has requested quotes from CEO Recruitment Consultants providing the following scope of services within the request.

- Develop Terms of Reference for CEO Recruitment Committee and Selection Panel including criteria for the independent panel member.
- Assist in developing the draft position description.
- Assist in developing the selection and performance criteria.
- Assist in developing an employment contract for the position.
- Draft the advertisement.
- Facilitate the preliminary assessment of applications by the panel.
- Facilitate the final shortlisting of applicants for interviews.
- Assist in drafting the questions for interviews.
- Coordinate and attend interviews.
- Facilitate discussion to decide upon the preferred applicant.
- Conduct referee checks
- Drafting/writing reports for the council's consideration

- Communicate outcomes to unsuccessful candidates.
- Communicate with preferred applicant on contract matters.
- Assist in preparation of Key Performance Indicators to be considered by Council.

Quotes were received from six consultant agencies and forwarded to councillors under confidential cover – ‘commercial in confidence’.

**Consultation:**

WALGA Chief Executive Officer Recruitment Guide.

**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*

**Policy Implications:**

Shire of Koorda “F - Purchasing Policy V1.0” to be followed.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1. Open and Transparent Leadership

4.1.1. Ensure the use of resources is effective, efficient and reported regularly.

**Financial Implications:**

Funding for the recruitment process will be identified in the mid-year budget review process.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**


**That Council;**

**1. Appoints consultant \_\_\_\_\_ at \$ \_\_\_\_\_ (exc GST) to support Council with CEO Recruitment; and**

**2. Notes there may be additional costs for incidentals such as travel and accommodation.**

**BY ABSOLUTE MAJORITY**

## 5.2. Establishment of CEO Recruitment Committee/Panel

<b>Corporate and Community</b>		
<b>Date</b>	6 October 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Cr Jannah Stratford, President	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">CEO Recruitment Standard and Guidelines</a> <a href="#">Model Standards for CEO Recruitment, Performance and Termination</a>	

### Background:

Local governments are required to establish a Selection Panel ('the Panel') to conduct and facilitate CEO recruitment and selection process. The Panel is a requirement of the Model Standards and must comprise of Elected Members and include at least one independent person.

The independent person cannot be a current elected member, human resources consultant or a staff member of the local Government. Examples of who the independent person could be include:

- Prominent and highly regarded members of the community including past Elected members and CEO's
- Respected and experienced former Elected Members and current and former CEO's from other Local Governments; and
- Experienced board members with AICD accreditation and qualifications.

### Comment:

It is noted that the CEO Recruitment Committee/Panel will not appoint a new CEO. The Panel is responsible for assessing applicants and making recommendations to the Council regarding the most suitable applicant or applicants. The role of an independent panel member is to bring an impartial perspective to the process.

As per previous agenda item, a CEO Recruitment Consultant is to be engaged to assist with the CEO recruitment process.

The Consultant will be preparing a 'Terms of Reference' for the Panel which will include;

- the roles and responsibilities of the panel members,
- the composition of the panel
- duration of term
- the criteria for appointment of the independent panel member; and
- the requirement of panel members to sign a confidentiality agreement.

### Consultation:

WALGA Chief Executive Officer Recruitment Guide.

**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*

Local Government Act 1995

*Section 5.8. Establishment of committees*

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required.

**Policy Implications:**

Nil.

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1. Open and Transparent Leadership

4.1.1. Ensure the use of resources is effective, efficient and reported regularly.

**Financial Implications:**

Any funding for the recruitment process in relation to the Independent Panel member will be identified in the mid-year budget review process.

**Voting Requirements:**     Simple Majority     Absolute Majority

**Officer Recommendation**

**That Council, by Absolute Majority;**

**1. Establishes the CEO Recruitment Committee, comprising of the following members;**

- i.**        \_\_\_\_\_
- ii.**      \_\_\_\_\_
- iii.**     \_\_\_\_\_
- iv.**     \_\_\_\_\_

**2. Authorises Shire President and Deputy Shire President to appoint the Independent Person to the CEO Recruitment Committee/Panel.**

**BY ABSOLUTE MAJORITY**

**6. Closure**