



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## CEO Recruitment Committee Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 27 November 2023

Commencing 6.00pm

UNCONFIRMED

## NOTICE OF MEETING

Dear CEO Recruitment Committee Members,

Notice is hereby given that a CEO Recruitment Committee Meeting of the Shire of Koorda will be held on Monday 27 November 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 6.00pm.

Lana Foote  
Acting Chief Executive Officer  
27 November 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 CEO Recruitment Committee Meeting 6.00pm, Monday, 27 November 2023



### 1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 6.00pm.

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

#### Committee Members:

Cr JM Stratford	Member
Cr GW Greaves	Member
Cr NJ Chandler	Member
Cr GL Boyne	Member
Cr KM Burrell	Member

#### Independent Members:

Mr John Nuttall	Independent Panel Member (via MS Teams)
Mrs Lydia Highfield	CEO Recruitment Consultant (Facilitator) (via MS Teams)

#### Staff:

Mrs K Harrap	Governance Officer
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#### Apologies:

#### Approved Leave of Absence:

### 3. Election of Presiding Member and Deputy Presiding Member

The Committee are to elect a Presiding Member and, if desired, Deputy Presiding Member from amongst themselves in accordance with s5.12 of the Local Government Act 1995:

*(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule—*

- (a) to “office” were references to “office of presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”.*

*(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule—*

- (a) to “office” were references to “office of deputy presiding member”; and*
- (b) to “council” were references to “committee”; and*
- (c) to “councillors” were references to “committee members”; and*
- (d) to “mayor or president” were references to “presiding member”.*

Once the Committee have elected their Presiding Member, the Governance Officer will hand the meeting over to them.

One nomination was received from Councillor GW Greaves, nominating Councillor JM Stratford for the position of Presiding Member. As no other nominations were received, Cr JM Stratford was declared elected.

6.01pm - Cr JM Stratford assumed the chair.

Councillor JM Stratford called the floor for nominations for Deputy Presiding Member, Councillor GW Greaves nominated. As no other nominations were received, Cr GW Greaves was declared elected.

6.03pm – Mrs K Harrap withdrew from the chambers.

#### **4. Disclosure of Interest**

Nil.


#### **5. Confirmation of Minutes from Previous Meetings**

Nil.

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## 6. Officer's Reports

### 6.1. CEO RECRUITMENT

<b>Governance and Compliance</b>		 Shire of <b>Koorda</b> <small>Drive in, stay awhile</small>
<b>Date</b>	27 November 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Cr Jannah Stratford, President	
<b>Author</b>	As above	
<b>Legislation</b>	Local Government Act 1995	
<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>FINAL</b>	CONFIDENTIAL – CEO Applications sent under Confidential Cover. <a href="#">CEO Recruitment Panel Terms of Reference</a> <a href="#">CEO Application Package</a>	

#### Background:

At the Special Meeting of Council held on the 23 October 2023, Council endorsed the following recommendation.

<p><b>Officer Recommendation</b> Resolution 231023</p> <p>Moved Cr KM Burrell <span style="float: right;">Seconded Cr GW Greaves</span></p> <p>That, by Absolute Majority:</p> <ol style="list-style-type: none"> <li>1. Council approve the Position Description and Selection Criteria for the position of CEO, with minor amendments provided in the attached Koorda CEO Application Package.</li> <li>2. Confirms the re-establishment 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;             <ol style="list-style-type: none"> <li>1. President, Cr JM Stratford</li> <li>2. Deputy President, Cr GW Greaves</li> <li>3. Cr NJ Chandler</li> <li>4. Cr GL Boyne</li> <li>5. Cr KM Burrell</li> </ol> </li> <li>3. Appoints John Nuttall to join the CEO Recruitment Committee/Panel as the independent person, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996.</li> <li>4. The duties of the CEO Recruitment Committee/Panel are to make recommendations to the Council with regard to:             <ol style="list-style-type: none"> <li>a. The recruitment of the substantive CEO;</li> <li>b. The Candidate Applicant Information Package and Employment Contract for the substantive CEO;</li> <li>c. Approve a remuneration package that offers salary, superannuation, motor vehicle and housing, as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT Band Level 4, for the position of Chief Executive Officer with a contract term of three to five years.</li> </ol> </li> <li>5. 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, be adopted.</li> <li>6. The CEO Recruitment Committee/Panel shall disband upon the date that Council makes the appointment to the office of Chief Executive Officer.</li> <li>7. CEO Recruitment Committee/Panel members and/or all parties that have access to Applicant information, to sign a confidentiality agreement prior to the first item of business.</li> </ol> <p style="text-align: right;"><b>CARRIED BY ABSOLUTE MAJORITY 5/0</b></p> <p><b>FOR:</b> Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell</p>
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**Comment:**

Advertising for the Chief Executive Officer position began on the 28<sup>th</sup> of October 2023, with applications closing Wednesday 15<sup>th</sup> November 2023.

Applications have been sent to Panel members under confidential cover.

To further progress recruitment process Panel members need review applications to shortlist candidates for interviews.

**Consultation:**

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*

**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

**Committee Recommendation**

**Moved Cr GW Greaves**

**Seconded Cr KM Burrell**

**Having assessed Chief Executive Officer Applications, the Recruitment Panel recommends to Council;**

- 1. No applications to be progressed,**
- 2. Appoints an external Acting CEO while undergoing future recruitment process,**
- 3. Recruitment Consultant to assist with potential candidates for interim Acting CEO Position.**

**BY ABSOLUTE MAJORITY CARRIED 6/0**

**FOR:** Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Mr J Nuttall

**7. Urgent Business Approved by the Person Presiding or by Decision**

Nil.

**8. Date of Next Meeting**

TBC

**9. Closure**

The Chairperson thanked everyone for their attendance and closed the meeting at 7.46pm.

**Signed:** \_\_\_\_\_

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

**Date: TBC**

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