



Shire of
Narrogin
Love the life

MINUTES

SPECIAL COUNCIL MEETING

11 MARCH 2026

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Council Meeting.

Signed:  Date **12 March 2026**

These minutes were confirmed at the Ordinary Council Meeting held on ___/___/___

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koorra wer boorda.

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Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT



Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

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Please note that meetings may be recorded for minute taking purposes.

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SPECIAL COUNCIL MEETING

11 MARCH 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 5:10 pm.

Before we begin, I remind Elected Members, Employees, and the public, that this meeting is being recorded in accordance with Regulation 14I of the *Local Government (Administration) Regulations 1996*. The recordings will be made publicly available and serve as a public record of proceedings.

While Section 9.57A of the *Local Government Act 1995* provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of Council proceedings, this does not extend to Elected Members or Employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr M Fisher

Cr C Bartron

Cr J Pomykala

Cr T Wiese

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr I Graham – Executive Manager Corporate & Community Services

Mr A Majid – Executive Manager Planning & Sustainability

Mr J Warburton – Executive Manager Infrastructure Services

Mrs L van Heerden – Executive Support Officer

Leave of Absence

Nil

Apologies

Nil

Absent

Nil

Visitors

One (1)

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature
Nil			

4. PUBLIC QUESTION TIME

Nil

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. MATTERS WHICH REQUIRE DECISIONS

6.1.1 RECRUITMENT OF CHIEF EXECUTIVE OFFICER

File Reference	22.7.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	10.4.6 – Ordinary Council Meeting – 25 February 2026
Date	6 March 2026
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Position Description & Selection Criteria – Chief Executive Officer2. Council Policy 1.18 – Standards for CEO Recruitment, Performance and Termination

Summary

Following Council's resolution of 25 February 2026 establishing the CEO Selection Panel and appointing McArthur as the recruitment consultant, the Shire President and the CEO Selection Panel have now met with McArthur to progress the recruitment process.

In accordance with Policy 1.18 – Standards for CEO Recruitment, Performance and Termination, Council must approve by **absolute majority**:

- The Job Description Form (Position Description); and
- The Selection Criteria for the position of Chief Executive Officer.

The CEO Selection Panel recommends the proposed Position Description and Selection Criteria for Council's consideration and adoption.

Background

At the Ordinary Council Meeting held on 25 February 2026, Council resolved (Absolute Majority):

1. To establish a CEO Selection Panel comprising all Elected Members;
2. To appoint Katrina Crute as the independent member of the CEO Selection Panel in accordance with Policy 1.18;
3. To appoint McArthur as the recruitment consultant to assist Council and the CEO Selection Panel with the recruitment process;
4. To authorise the Shire President to progress the interim CEO appointment; and
5. To confirm that the CEO recruitment process is to be undertaken in accordance with:
 - Sections 5.36, 5.37, 5.39B and 5.39C of the Local Government Act 1995;
 - Regulations 18A and 18FB of the Local Government (Administration) Regulations 1996; and
 - Council's adopted Policy 1.18 – Standards for CEO Recruitment, Performance and Termination.

Subsequent to that resolution, the Shire President and the CEO Selection Panel met with McArthur to:

- Review the proposed recruitment methodology and timetable;
- Consider the draft Position Description; and
- Develop and refine the proposed Selection Criteria in accordance with the Shire's adopted Standards and contemporary Local Government CEO recruitment practice.

The CEO Selection Panel now recommends the proposed Position Description and Selection Criteria for formal adoption by Council

Consultation

Consultation has occurred with:

- The CEO Selection Panel (Panel of the Whole);
- The appointed independent panel member;
- McArthur (appointed recruitment consultant).

The draft Position Description and Selection Criteria have been developed in accordance with:

- The Shire of Narrogin Strategic Community Plan;
- Legislative requirements; and
- Policy 1.18 – Standards for CEO Recruitment, Performance and Termination.

No community consultation is required at this stage.

Statutory Environment

The recruitment and appointment of a CEO must comply with:

Local Government Act 1995

- Section 5.36 – Employment of CEO
- Section 5.37 – CEO to be appointed by Council
- Section 5.39B – Contract of employment (CEO)
- Section 5.39C – Standards for CEO recruitment and performance

Local Government (Administration) Regulations 1996

- Regulation 18A – Selection panel requirements and advertising
- Regulation 18FB – Certification following employment

Under the adopted Standards (Policy 1.18), Council must determine the selection criteria and approve the job description form for the position of CEO by absolute majority before progressing to advertising.

Failure to properly adopt the Position Description and Selection Criteria would prevent lawful certification under Regulation 18FB following appointment.

Policy Implications

This report directly implements the requirements of:

Policy 1.18 – Standards for CEO Recruitment, Performance and Termination

In particular, the Standards require:

- Establishment of a selection panel;
- Inclusion of an independent panel member;
- Determination of selection criteria; and
- Approval of the Job Description Form by resolution of an absolute majority of Council.

No policy amendments are proposed.

Sustainability & climate change implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

The adoption of the Position Description and Selection Criteria has no additional financial impact beyond the previously approved engagement of McArthur and the existing recruitment budget allocation.

Recruitment costs remain within the allocated provision in the 2025/26 Budget.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the process is found to be unlawful.	Unlikely (2)	Major (4)	Medium (5-9)	Compliance Requirements	Ensure adoption by absolute majority and alignment with adopted Standards.

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of eight (8) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Council has already:

- Established the CEO Selection Panel;
- Appointed an independent panel member; and
- Engaged McArthur as recruitment consultant.

The next statutory step in the recruitment process is the adoption, by absolute majority, of:

- The Position Description (Job Description Form); and
- The Selection Criteria.

The CEO Selection Panel recommends the proposed documents as compliant with:

- The Local Government Act 1995;
- The Local Government (Administration) Regulations 1996; and
- Policy 1.18 – Standards for CEO Recruitment, Performance and Termination .

Upon adoption, the recruitment process can formally proceed to advertising and candidate assessment.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 110326.01

Moved: Cr Pomykala

Seconded: Cr Wiese

That with respect to the recruitment of a Chief Executive Officer, Council:

1. Note that, pursuant to its resolution of 25 February 2026, the CEO Selection Panel and appointed recruitment consultant (McArthur) have met and progressed the recruitment process;
2. Adopt, by Absolute Majority, the agreed Position Description;
3. Adopt, by Absolute Majority, the agreed Selection Criteria; and
4. Confirm that the recruitment process is to proceed in accordance with:
 - a) Sections 5.36, 5.37, 5.39B and 5.39C of the Local Government Act 1995;
 - b) Regulations 18A and 18FB of the Local Government (Administration) Regulations 1996; and
 - c) Council's adopted Policy 1.18 – Standards for CEO Recruitment, Performance and Termination.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr McNab, Cr Wiese

Against: Nil

	<h2>Shire of Narrogin Chief Executive Officer Position Description</h2>
POSITION TITLE	Chief Executive Officer
DEPARTMENT / SERVICE AREA	Office of the Chief Executive Officer
INDUSTRIAL AWARD	Contract
CLASSIFICATION	Negotiated Contract (Within SAT Band 3 Determination)
POSITION REPORTS TO (ROLE)	Council
SUPERVISION OF:	<ul style="list-style-type: none"> • Executive Manager Corporate and Community Services • Executive Manager Planning and Sustainability • Executive Manager Infrastructure Services • Executive Support Coordinator • Business Development and Innovation Officer
LAST DATE PD REVIEWED	March 2026
POSITION PURPOSE	<p>The Chief Executive Officer is accountable to Council for the proper management of all aspects of the Shire's municipal activity in accordance with relevant Acts, Local Laws, Regulations and Policies.</p>
POSITION CERTIFICATION DATE: 11 March 2026	
APPROVED BY: Council	
POSITION OBJECTIVES <ul style="list-style-type: none"> • Provides innovative and inspirational leadership and develops and drives strategies to assist in achieving the vision and expectations of the Council. • Provides astute leadership, well-developed management skills and smart strategies in meeting the demands and challenges of the organisation. • Fosters and drives a culture of innovation, can-do attitude and openness in the delivery of Council services to ratepayers, in particular reviewing and improving all aspects of the management of the organisation, with an emphasis on genuine community engagement to meet the challenges of serving the Shire. • Works in close collaboration with Council and the President to provide accurate and timely advice and information that will ensure the key outcomes and objectives of the Council are met. • Delivers the highest level of organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all. 	

ROLES AND RESPONSIBILITIES	
LEADERSHIP AND ENGAGEMENT	<ul style="list-style-type: none"> • Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, projects and services in an efficient, effective, and sustainable manner. • Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, business, community and sporting associations and neighboring Local Governments.
PROGRAM, PROJECT AND SERVICE DELIVERY	<ul style="list-style-type: none"> • Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget. • Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations. • Review services and programs to measure value for money and community utilisation and satisfaction. • Drive a culture of commitment to continuous improvement in customer service.
STRATEGIC DEVELOPMENT	<ul style="list-style-type: none"> • Be responsible for the implementation of the integrated strategic planning framework. • Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan, the annual budget and the long-term financial plan. • Facilitate effective engagement with the community in reviewing the Community Strategic Plan. • Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.
GOVERNANCE, COMPLIANCE AND RISK	<ul style="list-style-type: none"> • Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support. • Ensure that advice and information is communicated effectively with Council so that informed decisions can be made • Ensure compliance with all statutory and regulatory obligations. • Maintain the council policy framework to ensure it is relevant, current and accessible. • Maintain delegation and disclosure registers to ensure they are current, accurate and accessible. • Maintain an effective enterprise-wide risk management framework.
KEY STAKEHOLDER RELATIONSHIPS	<ul style="list-style-type: none"> • Establish quality relationships with ratepayers, community organisations, business groups and regional interests • Effectively liaising with local government authorities, WALGA and other state and federal government authorities and agencies • Addressing public meetings in a positive and effective manner • Ensuring positive relationships are established with local media • Encourage open communication between administration, staff and Council Members • Promptly and diligently responding to requests for service and advice from employees and the community

<p>ECONOMIC DEVELOPMENT</p>	<ul style="list-style-type: none"> • Work with local businesses to develop new and innovative opportunities to attract and retain business and visitors to the region • Generate opportunities to grow local jobs and population growth • Establish and build key partnerships to strengthen the Economic Development and Tourism strategies for the region • Collaborate with neighboring Councils to promote visitors and interest in the region • Continue to build on the economic opportunities of renewables in the region
<p>COUNCIL RELATIONSHIPS</p>	<ul style="list-style-type: none"> • Maintain an effective working relationship with the Shire President and Councillors with a focus on timely communication and accessibility. • Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively. • Identify training and development opportunities for elected members. • Ensure Council decisions are implemented in a timely and effective manner.
<p>HUMAN RESOURCE MANAGEMENT</p>	<ul style="list-style-type: none"> • Implement and review workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives. • Provide training and development opportunities for employees. • Strive to deliver a values driven workplace culture through training, development, and leading by example. • Drive enterprise-wide commitment to a safe workplace. • Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.
<p>FINANCIAL MANAGEMENT</p>	<ul style="list-style-type: none"> • Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government. • Maintain a close oversight of the Local Government's financial position and performance. • Exercise prudent and responsible stewardship of the Local Government's physical and financial assets committed to achieving long term sustainable outcomes. • Facilitate regular engagement with elected members to review the Local Government's financial position and performance.
<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Leadership: Has the ability to lead and influence elected members, employees and stakeholders with credibility, competence, and empathy. Demonstrates visionary leadership and behaviors which align with the Local Government's values and leads by example. • Problem Solving: Can define, analyse and break down complex situations to evaluate alternatives and generate innovative solutions. • Ethics: Is committed to the highest standards of ethical behavior personally and professionally and always acts fairly and transparently. • Collaboration: Achieves outcomes through developing productive working relationships with key influencers and decision makers. • Communication: Communicates with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view. • Personal Development: Balances work and life needs through stable and sustainable work practices and an ongoing commitment to personal and professional development

REQUIREMENTS OF THE POSITION

Selection Criteria – All essential unless otherwise specified

- At least 5 years of Senior Executive Management experience – with Local Government or a comparable public sector environment
- Demonstrated ability to lead and manage high performing organisations (office and field-based staff) and foster a positive workplace culture
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management and Annual Budgets
- Provide strategic leadership in stakeholder engagement by building stronger relationships with government, community and funding bodies to promote the Shire, attract investment and strengthen service delivery
- Demonstrated experience providing strategic oversight of major projects and procurement activities, including tender processes, ensuring sound commercial outcomes and delivery within approved budgets and timeframes
- Sound corporate governance and effectively manage risk and WHS guidelines
- Proven ability to provide strategic, professional and timely advice to Council to support informed governance and decision making, underpinned by a sound knowledge of the Local Government Act 1995 and associated legislation relevant to the sector
- Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan

QUALIFICATIONS (Preferred)

- Tertiary qualifications in a relevant discipline.
- Post graduate qualifications in leadership, management or public or business administration are desirable

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, and approved policies and procedures
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role / position
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Deliver effective uses of the Shire's resources (staff, equipment and other) within the levels of accountability

WORK HEALTH AND SAFETY STATEMENT OF OUTCOMES

While at work all of our employees, including contractors and volunteers, will be expected to:

- ensure their own safety and health at work; and
- avoid adversely affecting the safety or health of any other person through any act or omission at work.
- comply with safety and health instructions given by the Shire, including any direction to wear personal protective clothing or equipment.
- report all hazards, injury or harm to health in our workplaces to the Shire in a timely fashion and assist with any investigations when required.
- cooperate with the Shire in our efforts to carry out our legislatively imposed safety and health duties

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

- The Shire of Narrogin will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination (including Equal Employment Opportunity) and workplace bullying.
- The Shire aims to ensure harassment, discrimination and workplace bullying does not occur, but in the event that it does, appropriate action is taken immediately. The Shire also commits to educating employees as to the nature and effects of harassment, discrimination and workplace bullying and to provide the necessary resources to inform them of the contents of this policy, their rights and responsibilities.
- The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, age, disability, religious or political convictions.

- All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.
- All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
- All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
- The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability

1.18 Standards for CEO Recruitment, Performance and Termination

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995, Section 5.39B;
Local Government (Administration) Amendment Regulations 2021; and
Local Government (Administration) Regulations 1996.

Corporate context Nil

History

Adopted	24 February 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Statutory requirement –

The Local Government Act requires that the standards may only be adopted or amended by absolute majority.

-- See over --

Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination

Adopted Standards for CEO Recruitment, Performance and Termination



Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Narrogin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. 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.

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.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.

6.1.2 AWARDING OF REQUEST FOR TENDER 25/26-09 DESIGN AND CONSTRUCT NARROGIN REGIONAL LEISURE CENTRE ENERGY EFFICIENCY PROJECT

File Reference	1.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	4 March 2026
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. CONFIDENTIAL attachment Request for Tender 25/26-09 Evaluation Matrix (provided under separate cover).

Summary

Council is requested to consider awarding Request for Tender 2025/26-09 Design and Construct Narrogin Regional Leisure Centre Energy Efficiency Project as per the confidential attachment.

Background

The Narrogin Regional Leisure Centre (NRLC) is facing a critical infrastructure challenge to both its operational viability and environmental sustainability. The aquatic facility, which is a major part of NRLC and home to the only indoor heated pool between Albany and Perth, serves as a vital year-round resource for communities across Western Australia's Wheatbelt and Great Southern regions attracting over 1,390 casual visits per month.

The aquatic facility's aging LPG reliant heating systems are nearing the end of their functional life and, if not remedied, the facility will continue to face escalating costs, rising emissions, and increased service disruption which could ultimately undermine the NRLC's long-term future.

To address this, the Shire of Narrogin has proposed a transformative project that will electrify the aquatic facility and transition it to renewable energy. The project will eliminate the NLRC's dependence on LPG, significantly reduce annual emissions and provide considerable annual energy cost savings. Failure to proceed would mean escalating financial strain, increasing emissions, and a missed opportunity to future-proof a vital community asset whilst also contributing to both the WA State and Federal Government's net-zero by 2050 targets.

Consultation

A feasibility study into solar PV and battery installation for the NRLC was completed by HFM Asset Management in May 2025. The study was commissioned to investigate the options for a solar PV system to offset (reduce) grid electricity consumption and eliminate reliance on LPG for pool and domestic hot water heating at the NRLC, in line with a desire to fully electrify the swimming pool heating and other domestic hot water heating services at the centre. The final report from the study recommended five (5) options for solar PV systems, ranging from 200kW with no battery, up to 400kW with battery. The recommended solution, based on appropriate scale, relative cost, energy and emission savings and payback period was the 200kW no battery option, and this project was included in the adopted 2025/26 Annual Budget.

Request for Tender 25/26-09 Design and Construct Narrogin Regional Leisure Centre Energy Efficiency Project was advertised through the West Australian newspaper on Saturday 7 February 2026, the Shire's Facebook platform, Public Noticeboards and the Shire's website on 21 January 2026. The closing time and date for submissions was 2.00pm (WST) Tuesday 24 February 2026. As at closing time and date, two conforming and one non-conforming tender submissions had been received.

Statutory Environment

The following statutory implications relates:

- Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications

The tender process facilitated is compliant with Section 3 of Council's Policy Manual – Financial Management at

- 3.1 Purchasing;
- 3.1 (a) Purchasing Principals;
- 3.1 (b) Purchasing Thresholds and Requirements;
- 3.1 (c) Regulatory Compliance; and
- 3.2 Regional Price Preference.

Sustainability & Climate Change Implications

Environmental – The successful completion of the project will result in the elimination of the need for LPG and resulting significant reductions in emissions.

Economic - The successful completion of the project will result in significant annual energy cost savings.

Social - The successful completion of the project will ensure the viability and ongoing operation of the NRLC swimming pool facility for the Narrogin and regional community.

Financial Implications

The project is included in the 2025/26 Annual Budget, with a total cost of \$1,070,716. This is funded 50/50 by a Community Energy Upgrade Fund Grant and a proposed matching loan.

The recommended tender submission is \$267,492 over budget. It is recommended that the Shire raises a loan of \$802,850 over a ten (10) year term to fund this shortfall. An amount of \$1,937,860 is allowed for noting this also is proposed to fund any required structural works as determined by structural assessment of roof purlins over the aquatic centre, which will be subject to a separate report in due course. The solar panels are proposed over this section of the roof.

Payback calculations are as follows:

Cost	\$	Annual Energy Savings	Payback Period Years
Project Budget	\$1,070,716	\$350,000	
Additional funding required (Loan)	\$275,000		
TOTAL	\$1,345,716	\$350,000	3.85 Years

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Outcome:	1. Economic Objective
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions
Outcome:	2. Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.3.4 Provide improved community facilities (e.g., library/recreation)
Outcome:	3. Environment Objective
Strategy:	3.3.1 Increase resource usage efficiency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Should Council resolve not to accept the tender, then this would be a missed opportunity for improving the energy efficiency of the NRLC aquatic operations including reductions in emissions and energy costs into the future.	Unlikely (2)	Moderate (3)	Medium (5-9)	Management of Facilities, Venues, Events and Services	Accept Officer Recommendation

Letting a design and construction contract inherently involves procurement risks such as contract works insurance, managing variations, and effective project management.	Unlikely (2)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Control through a number of established administrative practices including obtaining contractor works, insurance from LGIS and monitoring adherence to the contract specifications and criteria.
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Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

RFT 25/26-09 , was facilitated as a compliant tender with two conforming (2) full submissions and one non-conforming partial submission received by the close of the tender submission period.

All submissions received were evaluated under the criteria requirements and specifications of the tender, and were evaluated by the:

- Executive Manager Corporate & Community Services;
- Executive Manager Planning & Sustainability;
- Manager Recreation Services; and
- Project Manager (Successful Projects).

The selection criteria were weighted as follows:

- Price 40%;
- Relevant Experience 15%;
- Methodology 30%; and
- Capacity and Delivery time frame 15%.

The full tender submission evaluation matrix is presented to Council in confidential attachment 1. Request for Tender 25/26-09 Evaluation Matrix. The recommended tender submission clearly evaluated as the preferred submission overall with their experience and price including a full service of design, supply, delivery, installation and completion of the project.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 110326.02

Moved: Cr McNab

Seconded: Cr Pomykala

That with respect to Request for Tender 25/26-09 Design and Construct NRLC Energy Efficiency Project, Council:

1. Award the tender as per the confidential attachment;
2. Authorise the Chief Executive Officer to proceed with obtaining a loan for \$802,850 over a ten (10) year term for the matching and additional funding required; and
3. Amend the 2025/26 Annual Budget as follows:
 - Increase Capital Expenditure Job BC296 NRLC Energy Efficiency Project by \$275,000;
 - Decrease Capital Expenditure Job BC160 NRLC Roof Purloins by \$275,000; and
 - Reallocate Capital Revenue – New Loan Energy Efficiency Project by \$275,000 and reduce New Loan Roof Purloins by \$275,000.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr McNab, Cr Wiese

Against: Nil

7. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

8. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:16 pm.



Shire of
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