



**MINUTES
SPECIAL COUNCIL MEETING**

8 MARCH 2018

These minutes were confirmed at the Ordinary Council Meeting held on 28 March 2018

Signed: Date

(Chair person at the meeting at which minutes were confirmed)

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

DISCLAIMER

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Please note that meetings are recorded for minute taking purposes.

**SPECIAL COUNCIL MEETING AGENDA
8 MARCH 2018**

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

6:03 pm – President Ballard declared the meeting open.

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

Elected Members

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr N Walker
Cr P Schutz
Cr M Fisher
Cr B Seale
Cr G Ballard

Staff

Mr A Cook – Chief Executive Officer

Apologies

Cr C Ward
Cr C Bartron

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

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.3.015	PROCESS FOR THE RECRUITMENT OF A CHIEF EXECUTIVE OFFICER.....	5
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10.3.015 PROCESS FOR THE RECRUITMENT OF A CHIEF EXECUTIVE OFFICER

File Reference: Personal
Disclosure of Interest: Nil
Applicant: Mr Leigh Ballard – Shire President
Previous Item Nos: Nil
Date: 7 March 2018
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

Quotations received from three qualified consultants to assist Council with the recruitment process for the position of Chief Executive Officer . As the attachments are commercially sensitive, they are provided in confidence to elected members.

- Lester Blades
- Western Australian Local Government Association
- LoGo Appointments

Summary

This agenda item is requesting Council to consider the following actions:

1. Appoint a consultant to assist in the recruitment of the Chief Executive Officer.
2. Nominate a working party, from within the Elected Membership, and delegate the authority to liaise with the consultant, approve the advertisement and selection criteria, review and shortlist the applications, perform the interviews, nominate a preferred candidate and negotiate the contract conditions including the salary. Formal appointment is to be presented to full Council.
3. The working party is to review and select an appropriately qualified Acting CEO for the duration between the incumbent departing and the new CEO commencing work. The formal appointment is to be presented to full Council.
4. Utilise the \$10,000 allocated for a consultant to facilitate the CEO performance review to engage an alternative consultant to undertake the recruitment process and, if required, reallocate additional funds from the Legal Expenses account which has not been utilised.

Background

On 7 March 2018, Mr Aaron Cook, the Chief Executive Officer provided his notice of resignation providing three months' notice as per his employment contract. Mr Cook's last day of work is to be 30 May 2018.

Quotes have been sought for a consultant to facilitate the recruitment process with Council.

Comment

Following Mr Cook's resignation, it is important for Council to progress with the recruitment to ensure that the timeframe between Mr Cook's departure and the appointed CEO's start date is minimised.

The appointment of a consultant is not a requirement, however, is recommended as recruitment professionals have access to a range of materials to assist and facilitate the process. Their experience in assessment and guidance of Council and the working party is also beneficial to assist in recruiting a suitably qualified and experienced person to the role.

Three quotations have been received from the following consultants. Each consultant has provided a quotation, organisation information and a scope of works.

- Lester Blades
- Western Australian Local Government Association
- LoGo Appointments

Each consultant is qualified to perform the recruitment; however, Council must consider who is best suited to attract the best applicants for consideration.

It is also recommended to appoint a working party to be the point of contact for the consultant that is to be headed by the Shire President. It is proposed that the working party contain no more than five Elected Members as many of the decisions that will need to be made are time restricted and require fast feedback to the Shire President. In addition, it is proposed that the working party be delegated to liaise with the consultant on all actions and advice from approving the advertisement through to contract negotiation, but not the formal appointment, as this is required to be presented to full Council for endorsement.

An acting CEO will also be required to be appointed due to the gap in the timeframe when Mr Cook departs and the appointed CEO commences. As such it is recommended that the working party be delegated the authority to liaise with the appointed contractor and the incumbent CEO to identify and negotiate with the person for the period required and present to Council for formal endorsement.

There is no budget allocation for appointing a consultant for this purpose, therefore it is required to authorise a budget amendment for the allocation of the funds. It is proposed to utilise the \$10,000 of funding allocated for the CEO performance review and the remaining funds to be allocated from the Legal Expenses account if required. Two of the quotes are over the budget amount for the performance review and if accepting one of these contractors the maximum required from the Legal Expenses account is \$19,500.

Consultation

- Mr Leigh Ballard – Shire President

Statutory Environment

Local Government Act 1995 – Division 4, Section 5.36 Local government employees

Local Government Act 1995 – Division 4, Section 6.8 Expenditure from municipal fund not included in annual budget

Policy Implications

Nil

Financial Implications

It is presented to amend the current budget by allocating the funds from the CEO performance review to the recruitment for the CEO and re-allocate any remaining funds from the Legal Expenses account to fund any short fall up to a maximum of \$19,500.

Strategic Implications

The appointment of a suitably qualified CEO is important for the organisation to continue driving in its strategic direction and also provide staff with the security and communication provided by an efficient leader.

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
Outcome:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

Accept the resignation from Mr Aaron Cook Chief Executive Officer, with a final working day being 30 May 2018, and commence the recruitment for a Chief Executive Officer and:

1. Appoint _____ consultant to assist in the recruitment of the Chief Executive Officer for the amount of \$____,_____ + GST.
2. Nominate a working party consisting of the Shire President, Deputy Shire President, Cr _____, Cr _____ and Cr _____ and delegate the authority for the Shire President to represent the working group and liaise with the consultant, approve the advert and selection criteria, review and shortlist the applications, perform the interviews,

nominate a preferred candidate and negotiate the contract conditions including the salary. Formal appointment is to be presented to full Council.

3. The working party is to review, select and negotiate with an appropriately qualified Acting CEO for the duration between the incumbent departing and the new CEO commencing work. The formal appointment is to be presented to full Council.
4. Amend the budget to utilise the \$10,000 allocated for a consultant to facilitate the CEO performance review to engage an alternative consultant to undertake the recruitment process and, if required, reallocate additional funds from the Legal Expenses account which has not been utilised up to a maximum of \$____,_____.

COUNCIL RESOLUTION 0318.016

Moved: Cr Seale

Seconded: Cr Schutz

That Council:

Accept the resignation from Mr Aaron Cook, Chief Executive Officer, with a final working day being 30 May 2018, and commence the recruitment for a Chief Executive Officer and:

1. Appoint LoGo Appointments consultant to assist in the recruitment of the Chief Executive Officer for the amount of \$7,000 + GST plus advertising costs of \$3,500 + GST and additional costs.
5. Nominate a working party consisting of the Shire President, Deputy Shire President, Cr Fisher, Cr Seale and Cr G Ballard and delegate the authority for the Shire President to represent the working group and liaise with the consultant, approve the advert and selection criteria, review and shortlist the applications, perform the interviews, nominate a preferred candidate and negotiate the contract conditions including the salary. Formal appointment is to be presented to full Council.
6. The working party is to review, select and negotiate with an appropriately qualified Acting CEO for the duration between the incumbent departing and the new CEO commencing work. The formal appointment is to be presented to full Council.
7. Amend the budget to utilise the \$10,000 allocated for a consultant to facilitate the CEO performance review to engage an alternative consultant to undertake the recruitment process and, if required, reallocate additional funds from the Legal Expenses account which has not been utilised up to a maximum of \$10,000

CARRIED 7/0

Reason for change: To record the decisions required by the elected members.

CONFIDENTIAL ATTACHMENTS

- Due to the commercially sensitive nature of attachments, they are provided under separate cover to elected members.

11. ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. CLOSURE OF MEETING

6:45 pm – The Presiding Member, President Ballard declared the meeting closed.