

Shire of Wiluna

MINUTES



Special Council Meeting

Monday 5th November 2012

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Minutes

Item

1. DECLARATION OF OPENING AND ANOUNCEMENT OF VISITORS

The President opened the meeting at 9.05 am.

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

Graham Harris	(President)
Jim Quadrio	(Deputy President)
Kim Ovens	(Councillor)
Stacey Petterson	(Councillor)
Chris Webb	(Councillor)

Tony Doust (Acting Chief Executive Officer)

Apologies

Bernie Weller (Councillor)

3. NOTATIONS OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil

5. ITEMS FOR DISCUSSION

5.1. Process for Appointment of a New Chief Executive Officer.

6. CLOSURE

The Meeting was closed at 9.30 am.

APPENDIX 5.1. Application Package – Workplace Solutions

5.1. Subject/Applicant:	Process for Appointment of a New Chief Executive Officer
File:	00252
Reporting Officer:	Tony Doust Acting Chief Executive Officer
Date of Report:	2 nd November 2012
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to set the requirements to be used to recruit, advertise, and establish selection criteria for the appointment of a new Chief Executive Officer.

Background

The position of permanent Chief Executive Officer became vacant following the decision of Council in March 2012. Council at that time appointed Mr Tony Doust as Acting Chief Executive Officer for a set period of twelve months expiring in March 2013.

It is appropriate for the Council to commence the requirements to fill the position of a Chief Executive Officer on a permanent basis given the time it often takes to find a suitable person and they take up the appointment.

Comment

The Shire President requested the Acting Chief Executive Officer to contact Work Place Solutions (WALGA) to establish their requirements to assist with this process. The Shire President authorised the engagement of Workplace Solutions to assist with this appointment on the following basis:

1. *“Review/develop the position description, selection criteria and remuneration package, in line with the current Local Government Legislation requirements for the Chief Executive Officer position under the Local Government Act, Local Government Operational Guidelines – Number 10 and the Salaries and Allowances Tribunal determination under Section 7A of the Salaries and Allowances Act 1975.*
2. *Applicant information package developed.*
3. *Distributing Application/Information package and taking enquiries*
4. *Short list applicants and discussion with President*
5. *Coordinating interviews and drafting interview questions*
6. *Conducting reference and other related checks for the preferred applicant*
7. *Notification to unsuccessful applicants (phone and written)*

Complimentary placement of information on WALGA website and automated email generated for enquiries.

The estimated advertising costs are additional to the quoted service fee, as are fees relating for interviewing and/or accommodation expenses for the Recruitment Manager and/or the short listed applicants if required.

Should the Recruitment Manager be required to travel to Wiluna for one day of interviews, an hourly fee of \$150 p/hr (plus GST) will be applicable. These will be agreed with the President/and or Council and invoiced to the Council based on actual costs incurred

.Advertising Costs -The Weekend West (Professional Appointments) – approximate cost: \$2,500 (plus GST)”

Attached to the agenda is the Application package prepared by Workplace Solutions that has been prepared based on the information provided by the Acting Chief Executive Officer following consultation with the Shire President. (Appendix 5.1.)

It is recommended that Council adopt the package which includes a copy of the proposed advertisement, job description (incorporating the selection criteria) and remuneration details.

The President has also suggested that the Council delegate authority to the President and Deputy President to proceed with all the requirements and negotiations with Work Place Solutions, including interviews, and make a recommendation to Council of the applicant to be appointed and remuneration package.

Consultation

Shire President, Lydia Highfield Workplace Solutions

Statutory Environment

Local Government Act 1995 – Sections 5.36, 5.37 & 5.39

Local Government (Administration) Regulations 1996 – Sections 18A, 1
8B, 18C, 18D, 18E & 19A

Policy Implications

Shire of Wiluna Policies 2.9 & 2.10 – Housing, 2.12 - Superannuation

Financial Implications

Recruitment costs and advertising included in the 2012/13 adopted budget

Strategic Implications

It is important to Council to obtain the services of the best qualified and experienced person available to fill the position of Chief Executive Officer to ensure the objectives and requirements of the Shire of Wiluna Strategic Plan 2012-2023 are achieved.

Voting Requirements

Absolute Majority

SCM 172/12 Recommendation & Council Decision

MOVED CR WEBB

SECONDED CR OVENS

- 1. Council endorses the Presidents action of requesting the Acting Chief Executive Officer to engage Workplace Solutions to assist Council with the recruitment of a new Chief Executive Officer.**
- 2. Council adopts the package provided by Workplace Solutions (as attached as appendix), for the recruitment of a Chief Executive Officer, which includes a copy of the proposed advertisement, job description (incorporating the selection criteria) and remuneration details.**
- 3. Council appoints the President and Deputy President to proceed with all the requirements and negotiations with Workplace Solutions, including interviews, and make a recommendation to Council of the applicant to be appointed as Chief Executive Officer and the remuneration package.**

CARRIED 5/0 by Absolute Majority