
TABLE OF CONTENTS

1. Attendances and apologies (including leave of absence):	3
2. Nomination of Presiding Member	3
3. Nomination of Deputy Presiding Member	4
4. Public question time:	4
5. Public statement time:	4
6. Petitions and deputations:	4
7. Declaration of Councillors and officers interest:	4
8. Receipt of minutes or reports and consideration of adoption of recommendations:	5
CEC001/10/16 CONFIDENTIAL - WALGA Recruitment and Selection Report for the position of Chief Executive Officer (SJ1216)	5
9. Motions of which notice has been given:	5
10. Urgent Business:	5
11. Councillor questions of which notice has been given:	5
12. Closure:	5

GUIDELINES APPLICABLE TO THIS COMMITTEE

- The purpose of this Committee is described in the Terms of Reference as adopted by Council at the Special Council Meeting on 8 August 2016, referred to as decision SCM014/08/16.
- The role of this Committee is to discuss items appearing on the agenda, or other matters, for which the committee is responsible and to make recommendations to Council.
- A committee recommendation to Council is not binding on the Council or the Shire of Serpentine Jarrahdale.
- This Committee does not have delegated authority granted to it by Council. All Committee recommendations are to be presented to the next available Ordinary Council Meeting for a decision.
- The normal statutory obligations and the Shire's Standing Orders Local Law applied to Council meetings apply to this Committee.
- Each member of the Committee at a meeting will have one vote. The Chairperson does not in the event of an equality of votes have a casting vote. In the event of a tied vote the matter will be referred to the Council for deliberation.

DISCLAIMER

No person should rely on, or act on the basis of any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Serpentine Jarrahdale expressly disclaims liability for any loss or damage suffered by any person as a result of relying on, or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the committee meeting.

Minutes of the CEO Employment Committee held in the Council Chambers, 6 Paterson Street, Mundijong on Tuesday 18th October 2016. The Acting Chief Executive Officer declared the meeting open at 9.43 am.

1. Attendances and apologies (including leave of absence):

In Attendance:

Councillors: J Erren Committee Member
D Gossage Committee Member
S Piipponen Committee Member
M Rich Committee Member
B Urban Committee Member

Officers: Ms Lydia Highfield Recruitment Consultant WALGA
Mr Gary Clark Acting Chief Executive Officer
.....(from 9:43am to 10:02am)

Leave of Absence: Nil

Apologies: Nil

Observers: Nil

CEO's Advice

The Acting Chief Executive Officer opened the meeting with some advice for the Committee before they undertook their first order of business of appointing a Presiding Member.

Whilst there is nothing in the legislation preventing someone other than the Shire President being appointed as Presiding Member for this committee, it is a long way from best practice, or established protocol for a CEO Employment Committee. There is an expectation that the Shire President represents the local government, particularly as the person seen to negotiate the contractual arrangements. This would be the expectation of the candidate and having someone other than the Shire President in this role may send a message of dysfunction.

The WALGA Recruitment Consultant, Ms Lydia Highfield was asked if she had ever facilitated a CEO recruitment process where the Chair of the committee was not the Shire President or Mayor and she advised that she had not.

2. Nomination of Presiding Member

The Chief Executive Officer called for nominations for the office of Presiding Member for the CEO Employment Committee for the ensuing term until the next Local Government Election in October 2017.

Two (2) nominations were received, one from Cr Erren and Cr Rich.

A ballot was conducted and the Acting CEO declared Cr Michelle Rich as the Presiding Member for the CEO Employment Committee for the ensuing term, expiring October 2017.

The Acting Chief Executive Officer vacated the chair and Cr Rich assumed the chair at 10:00am. The Acting Chief Executive Officer left the meeting at 10:02am.

3. Nomination of Deputy Presiding Member

The Presiding Member called for nominations for the office of Deputy Presiding Member for the CEO Employment Committee for the ensuing term until the next Local Government Election in October 2017.

One (1) nomination was received. Cr Gossage nominated Cr Urban, this nomination was seconded by Cr Piipponen. The nomination was accepted by Cr Urban and with no member opposing the nomination Cr Urban was declared Deputy Presiding Member for the CEO Employment Committee for the ensuing term, expiring October 2017.

4. Public question time:

Nil

5. Public statement time:

Nil

6. Petitions and deputations:

Nil

7. Declaration of Councillors and officers interest:

Nil

Committee Recommendation:

Moved Cr Gossage, seconded Cr Urban

That the meeting be closed to members of the public at 10.03 to allow the Committee to discuss Confidential Item CEC001/10/16 in accordance with section 5.23(2) of the Local Government Act 1995.

CARRIED 5/0

Committee Recommendation:

Moved Cr Piipponen, seconded Cr Urban

That Standing Orders 9.5, 9.6, 9.6A, 10.7 and 10.8 be suspended at 10.05am so that confidential item CEC001/10/16 may be discussed.

CARRIED 5/0

Committee Recommendation:

Moved Cr Piipponen, seconded Cr Urban

That Standing Orders be reinstated at 10.50am.

CARRIED 5/0

8. Receipt of minutes or reports and consideration of adoption of recommendations:

CEC001/10/16 CONFIDENTIAL - WALGA Recruitment and Selection Report for the position of Chief Executive Officer (SJ1216)	
Author:	Lydia Highfield – Recruitment Services Manager, WALGA
Date of Report:	18 October 2016
Disclosure of Officers Interest:	No officer involved in the preparation of this report is required to declare an interest in accordance with the provisions of the <i>Local Government Act</i>

CEC001/10/16 Committee Recommendation

Moved Cr Erren, seconded Cr Urban

That the CEO Employment Committee:

1. Receive the Confidential WALGA Recruitment and Selection report as contained in confidential attachment CEC001.1/10/16.
2. Recommends that Applicant 9 is suitably qualified for the position and is the Committee's preferred applicant for the position of Chief Executive Officer in accordance with *section 5.36(2)(a) of the Local Government Act*.
3. Recommends that WALGA Recruitment Service conduct character and qualification checks as described in *section 8. of the WALGA Recruitment and Selection report* as contained in confidential attachment CEC001.1/10/16 and a pre-employment medical for the preferred applicant.
4. Recommends that WALGA Recruitment Service and Employee Relations commences negotiations on a suitable employment contract, which is to be brought back to the CEO Employment Committee prior to making a final recommendation to Council.
5. Recommends that should Applicant 9 withdraw or contract negotiations fail, WALGA Recruitment Services and Employee Relations be authorised to commence the process as outlined in 3 and 4 above, with Applicant 5, who is also considered suitably qualified for the position.

CARRIED 5/0

9. Motions of which notice has been given:

Nil

10. Urgent Business:

Nil

11. Councillor questions of which notice has been given:

Nil

12. Closure:

There being no further business the meeting closed at 10.53am.

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 28 November 2016

.....
Presiding Member

.....
Date