

MINUTES OF SPECIAL MEETING

A special meeting of the Shire of Meekatharra was held on Saturday 7th January 2006, in the Council Chambers, Main Street, Meekatharra and commenced at 10:25 am. For the purpose of discussing the job description and contract obligations for the appointment of a new CEO and, the possible use of recruitment specialists to help Council in the selection of a suitably qualified replacement.

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

The President Cr. T Hutchinson declared the meeting open at 10.25am.

2. RECORD OF ATTENDANCE/ APOLOGIES:

ATTENDANCE

Cr. T. Hutchinson (President)
Cr. B.O'Dwyer (Deputy President)
Cr. A. Burrows
Cr. H. Nichols
Cr. N. Trenfield
Cr. R.Howden
Natalie Hope (Deputy CEO)

APOLOGIES

Cr. S. Bajrai
Cr. A. Smith
Cr. M. Bain
Tom Hartman (CEO)

3. PUBLIC QUESTION TIME:

4. REPORTS OF OFFICERS:

Chief Executive Officer.

APPOINTMENT OF CEO

5 CLOSURE OF MEETING:

CHIEF EXECUTIVE OFFICER REPORT SUBMITTED TO THE
SPECIAL MEETING OF COUNCIL TO BE HELD 7th January 2006.

APPOINTMENT OF CEO

- File Ref:** S/25/1
- Reporting Officer:** Tom Hartman CEO.
- Disclosure of Interest:** Current CEO.
- Date of Report:** 6th January 2006.
- Summary:** Report refers to the process required to be followed for the appointment of a CEO.
- Background:** The President called a special meeting of Council following the resignation of the current CEO Tom Hartman for the purpose of discussing the job description and contract obligations for the appointment of a new CEO and, the possible use of recruitment specialists to help Council in the selection of a suitably qualified replacement.
- Comment:** The attached information package contains the detail that Council needs to consider in the advertising, position description and selection criteria and remuneration in the selection and appointment of its new CEO. The process that must be implemented is contained in the Local Government Operational Guidelines Number 10 (copy attached) which indicates that initially the Council is required to decide on whether it will handle the recruitment in-house or appoint a consultant; review the position description and the Contract of Employment; and approve the selection and appointment process prior to advertising the position. A selection and appointment process flow chart is attached for consideration. This process could be carried out in-house if we can use the experience of a person like Peter Strugnell who could assist the selection panel by short listing the applicants and offering advice throughout the process. Peter is prepared to come on staff for the time it takes which allows more flexibility. This arrangement can be carried out under normal operations. It should be noted that the Salaries and Allowances Tribunal has been contacted in accordance with Section 5.39(7) of the Local Government Act and the advice received is that at this time the Tribunal has not made a determination on the Local Government CEO's remuneration.
- Consultation:** President; Peter Strugnell; Salaries and Allowances Tribunal Executive Officer.

Statutory Environment: Section 5.36, 5.39, 5.40 Local Government Act. Local Government (Administration) Regulations 18A,18B,18C,18D,18E,18F. Salaries and Allowances Act 1975.(Copies of extracts attached)

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Nil.

Voting Requirements: Simple Majority.

Recommendation:

That Council handle the recruitment process for the appointment of the Chief Executive Officer position in-house, review and approve the attached position description, selection criteria, remuneration and the selection and appointment process and that Crs... .. be appointed to a selection panel to interview short listed applicants and make the necessary recommendation to Council on an appointment if the applicant has demonstrated the ability to perform in the position.

Council Resolution:

THAT COUNCIL HANDLE THE RECRUITMENT PROCESS FOR THE APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER POSITION IN-HOUSE, REVIEW AND APPROVE THE ATTACHED POSITION DESCRIPTION, SELECTION CRITERIA, REMUNERATION AND THE SELECTION AND APPOINTMENT PROCESS AND THAT ALL AVAILABLE COUNCILLORS BE APPOINTED TO A SELECTION PANEL TO INTERVIEW SHORT LISTED APPLICANTS AND MAKE THE NECESSARY RECOMMENDATION TO COUNCIL ON AN APPOINTMENT IF THE APPLICANT HAS DEMONSTRATED THE ABILITY TO PERFORM IN THE POSITION.

Moved: Cr. H.Nichols
Seconded: Cr. B.O'Dwyer

Carried 6/0

5. CLOSURE OF MEETING

The President Cr. T. Hutchison declared the meeting closed at 11.50am.