



SHIRE OF MENZIES

Supplementary Agenda

**FOR THE ORDINARY MEETING OF COUNCIL
TO BE HELD ON**

26 MAY 2022

Commencing at 1.00 pm

**At the Council Chambers
124 Shenton Street, Menzies**

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DECLARATIONS OF INTEREST

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to a Proximity or Financial interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

TABLE OF CONTENTS

16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.....4

16.1 CEO RESIGNATION AND RECRUITMENT.....4

16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

16.1	CEO resignation and recruitment
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM676
DATE OF REPORT	23 May 2022
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
OFFICER DISCLOSURE OF INTEREST	The CEO declares an impartiality interest as the item relates to his resignation and replacement
ATTACHMENT	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Shire of Menzies CEO Proposal May 2022 (LO-GO) [16.1.1 - 11 pages] 2. CONFIDENTIAL REDACTED - Shire of Menzies - CEO Recruitment Services Proposal - 2022 (Beilby Downing Teal) [16.1.2 - 11 pages]

SUMMARY:

To provide Council with the CEO's resignation and subsequent recruitment strategy.

BACKGROUND:

The CEO provided the President with a written letter of resignation dated 18 May 2022. The nominated date for finishing with the Shire of Menzies is COB 28 July 2022.

The President has requested that the CEO obtain quotes for an external company to assist Council in the recruitment of a new CEO.

COMMENT:

The notice period is two (2) weeks less than the contracted notice period of three (3) months however the CEO had previously advised Council on the intention to take leave for three (3) weeks from 28 July 2022 (Briefing Session 21 April 2022). If the CEO served out a notice period while on leave he would continue to accrue additional leave.

Two (2) quotes have been sought from suitably qualified companies to conduct the CEO recruitment exercise.

Beilby Downing Teal is considered suitably experienced and has conducted recruitment exercises for CEO appointments at other LGAs.

LO-GO Appointments is considered suitably experienced and has conducted recruitment exercises for CEO appointments at other LGAs.

Quotes received from both companies are contained within the confidential attachments.

Recruitment of a CEO is guided by the *Local Government Act 1995* and Council Policy 5.16.

Council is required to nominate a selection panel which must consist of at least one (1) independent member as described in Policy 5.16.

The Job Description Form, consisting of Position Description and Selection Criteria, must be approved by Council by Absolute Majority prior to advertising.

CONSULTATION:

Cr Greg Dwyer, Shire President.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Policy 4.2 - Purchasing and Tenders.

Policy 5.16 - CEO Recruitment and Selection, Performance Review, and Termination.

FINANCIAL IMPLICATIONS:

The amount of \$6,600 ex GST is available in this and next year's budgets to cover the recruitment activities.

Two (2) quotes are required to be compliant with Policy 4.2.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to recruit in a timely manner may leave the organisation at risk.	Low.	Engagement of external consultants. Internal resources available.

Failure to recruit correctly could leave the organisation non-compliant with legislation.	Low.	Policy is compliant and details process to follow.
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STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. Notes the CEO's resignation;
2. Approves the variation to the notice period, in accordance with section 11.5(2) of the CEO's employment contract, with a termination date of 28 July 2022;
3. Accepts the quote from LO-GO Appointments for \$6,600 ex GST to conduct and assist Council with the recruitment of a CEO; and
4. Appoints Councillors _____, _____, and _____, and independent member _____ to the CEO selection panel.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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