



# Minutes

Special Council Meeting  
Tuesday 31 December 2024

Date	Tuesday 31 December 2024
Time	1:00pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Monday 30 December 2024



## Notice of Meeting

Please be advised a Special Council Meeting will be held at 1:00pm on Tuesday 31 December 2024 at Council Chambers, 77 Wogolin Road, Wickepin WA 6370, to discuss the following –

- Appoint a Consultant for the recruitment of a new Chief Executive Officer.
- Appoint a Committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Panel').
- Appoint an Independent Member of the recruitment panel.

Kellie Bartley  
Chief Executive Officer  
Monday 30 December 2024

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# 1 Declaration of Opening

The Shire President declared the meeting open at 1.08pm.

## 2 Attendance

### 2.1 Present

#### Councillors

J Russell	Councillor
W Astbury	Councillor
T Miller	Councillor arrived at 1.58pm
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

#### Employees

K Bartley	Chief Executive Officer
L Marchei	Governance Officer

## 3 Public Question Time

### 3.1 Public Question Time Relating to the Agenda Item Only

Nil

## 4 Apologies and Leave of Absence

### 4.1 Apologies

Nil

### 4.2 Previously Approved Leave of Absence

Nil

### 4.3 Requests for Leave of Absence

Nil

## **5 Declarations of Councillors and Officers Interest**

A member or officer 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 an 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*.

The following declarations of interest have been disclosed –

**Nil interests disclosed.**

## 6 Reports and Information

### Council Decision

**Resolution** SCM-311224-01  
**Moved** Cr F Allan  
**Second** Cr W Astbury

That Council goes behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.10.1 at 1.10pm to discuss the confidential attachments for item 6.1.

**Carried** 6/0  
**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson  
**Against** Nil

### 6.1 Chief Executive Officer Recruitment Process

<b>Submission to</b>	Special Council Meeting
<b>Location / Address</b>	-
<b>Name of Applicant</b>	-
<b>File Reference</b>	PE.REC.2010
<b>Author</b>	K Bartley – Chief Executive Officer
<b>Interest Disclosures</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>
<b>Report Written Date</b>	30 December 2024
<b>Attachments</b>	<p><b>Confidential Attachment 6.1.1</b> – CEO’s Resignation</p> <p><b>Attachment 6.1.2</b> – CEO Recruitment and selection, performance review and termination (DLGSC – Guidelines)</p> <p><b>Attachment 6.1.3</b> – Council Policy – 2.1.26 – CEO Recruitment, Performance and Termination</p> <p><b>Confidential Attachment 6.1.4</b> – Quotes Received (Under Separate Cover)</p> <p><i>This matter needs to be considered in accordance with Section 5.23 (2) (c) of the Local Government Act 1995.</i></p>

### Summary

This report is for Council to appoint a recruitment specialist for the recruitment of a Chief Executive Officer for the Shire of Wickepin and for the Council to determine the structure and membership of a committee of Council to undertake the recruitment consultation, supported by the appointed recruitment consultant. Membership of the committee is to include an independent member, in accordance with the required Standards.

### Comments

The Local Government Act 1995 and associated regulations stipulate a required process to recruit a Chief Executive Officer (CEO) following the position becoming vacant. Mrs Kellie Bartley resigned, as Chief Executive Officer of the Shire of Wickepin and will finish on the 27<sup>th</sup> March 2025.

Following the resignation of the CEO, the process of appointing a new CEO is required. It is important the Shire carefully consider the role of the CEO, which includes the powers and functions of the role, the selection criteria for the position and the specific skills and experience the Shire will require of the CEO.

Council has adopted the model Adopted Standards for CEO Recruitment, Performance and Termination as contained in **Attachment 6.1.3**. The Department of Local Government, Sport and Cultural Industries (DLGSC) has guidelines referenced in **Attachment 6.1.2**.

Council has agreed to the following:

- Determine the selection criteria and approval of job description form;
- Advertising requirements;
- Job description form to be made available;
- Establishment of selection panel for the employment of CEO –
  - Council Members;
  - Human Resources Consultant; and
  - At least 1 independent person.

Quotes have been sought for the Human Resources Consultants and the CEO has received four contained in **Confidential Attachment 6.1.4**. (Under a separate cover).

As most Councillors will be away for the early part of the commencement of January 2025, the Shire President has requested this process to commence prior to the departure of elected members and for the current CEO and Shire President to commence the process on behalf of the Council.

### **Statutory Environment**

The process of CEO recruitment is conducted in accordance with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and *Local Government (Administration) Amendment Regulations 2021* (CEO Standards).

Under section 5.36 (4) of the *Local Government Act 1995*, states:

- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*

### **Policy Implications**

The current Council Policy – 2.1.26 – CEO Recruitment, Performance and Termination associated with this item.

### **Financial Implications**

The costs to appoint a recruitment consultant can be in the range of an estimated costs from \$5,000 or more to help fulfil the role of the CEO. This cost will be factored into the Annual Budget Review process.

### **Strategic Implications**

#### **GOAL - Governance**

Objective: 12 Our communities are informed via multiple channels of regular intervals

Strategy: 12.1 Provide meaningful communication that delivers information regularly and succinctly.

### **Voting Requirements**

Absolute Majority



**Cr T Miller arrived at the Chambers at 1.58pm due to work matters.**

#### **Council Decision**

**Resolution** SCM-311224-02  
**Moved** Cr W Astbury  
**Second** Cr P Thompson

**That Council resumes the meeting from behind closed doors as per the Shire of Wickepin Standing Orders Local Law as clause 15.11 at 2.18pm having discussed the confidential attachments for item 6.1.**

**Carried** 7/0  
**For** Cr J Russell, Cr W Astbury, Cr L Corke, Cr J Mearns, Cr F Allan, Cr P Thompson, Cr T Miller  
**Against** Nil

#### **Officer Recommendation**

That Council:

1. Accepts the Chief Executive Officer's resignation effective 27<sup>th</sup> March 2025 as detailed in **Confidential Attachment 6.1.1**;
2. Appoints \_\_\_\_\_ to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin;
3. Establishes a Recruitment Panel for Council to undertake the recruitment and selection process for the Chief Executive Officer, with the following elected members appointed – Councillors \_\_\_\_\_; and
4. Appoints \_\_\_\_\_ to be the independent member of the recruitment panel in accordance with clause 8 of the adopted Standards for CEO Recruitment, Performance and Termination.

#### **Council Decision**

**Resolution** SCM-311224-03  
**Moved** Cr W Astbury  
**Second** Cr P Thompson

**That Council:**

1. **Accepts the Chief Executive Officer's resignation effective 27th March 2025 as detailed in Confidential Attachment 6.1.1;**
2. **Appoints LO-GO Appointments to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Wickepin;**
3. **Establishes a Recruitment Panel for Council to undertake the recruitment and selection process for the Chief Executive Officer, with the following elected members appointed – Councillors Russell, Astbury, Corke, Mearns, Allan, Thompson and Miller; and**

- 4. Appoints Tim Cowcher or Gerri Hinkley to be the independent member of the recruitment panel in accordance with clause 8 of the adopted Standards for CEO Recruitment, Performance and Termination.**

## **7 Closure**

The Presiding Member declared the meeting closed at 2.21pm.