

Shire of Tammin

CEO RECRUITMENT & SELECTION PANEL

AGENDA



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NOTICE OF MEETING

Dear Member,

Further to Notice given on 14 July 2024, please be advised that a meeting of the CEO Recruitment Committee of the Shire of Tammin will be held on Monday, 15 July 2024 in the Council Chambers, 1 Donnan Street Tammin, commencing at 6.00pm.

CHIEF EXECUTIVE OFFICER
15 July 2024

Joanne Soderlund
Chief Executive Officer

The role of the CEO Recruitment Committee is to undertake shortlisting of Candidates for the vacant CEO position and to conduct interviews of those considered suitable for the position and make recommendations to Council for its determination.

Members of the CEO Recruitment Committee are Councillors Charmaine Thomson, Tanya Nicholls, Courtney Thomson, Barry Leslie and Independent Member Rodney Stokes. Councillor Nick Caffell is an observer.

ORDER OF BUSINESS & TABLE OF CONTENTS

Election of Chairperson

1. Declaration of opening
2. Record of attendance
3. Response to Previous Questions taken on Notice
4. Public Question Time
5. Declarations of Interest
6. Confirmation of previous minutes
7. Agenda Items
- 7.1 Review of Candidates
8. Closure of meeting

1. DECLARATION OF OPENING

The Chief Executive Officer opened the Meeting at _____ and called for nominations for Chairperson

2. RECORD OF ATTENDANCE

Present:

Cr Charmaine Thomson	Member
Cr Tanya Nicholls	Member
Cr Barry Leslie	Member
Cr Courtney Thomson	Member
Rodney Stokes	Independent Member

In Attendance:

Joanne Soderlund	Chief Executive Officer
Cr Nick Caffell	Observer

Leave of Absence:

Nil

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

7. AGENDA ITEMS

7.1 CEO Recruitment – Shortlisting of Applicants

Location:	Shire of Tammin
Applicant:	N/A
Date:	15/07/2024
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Applications & summary as previously circulated

Purpose of Report

For the Panel to review applications and identify suitable applicants for interview.

Background

Applications for the CEO position closed at 8:00am Monday, 15 July 2024.

Shire administration has prepared a summary of all of the received applications and has provided this to Panel Members along with all supporting material provided by the Candidates.

Comments

The Panel is now required to convene to undertake a shortlisting process so as to determine the candidates who should be invited to a formal interview . The Panel will also need to determine a date for the interviews to be held, as well as the nature and content of the interview.

The meeting is confidential and closed to the public.

Consultation

WALGA CEO Recruitment Guide

Statutory Implications

Local Government Act

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —
 - (a) the recruitment of CEOs;
 - (b) the review of the performance of CEOs;
 - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Chief Executive Officer be directed to invite Candidate(s) _____, for an interview on Sunday 28th July 2024 at the Tammin Council Chambers.

Moved:

Seconded:

Vote: Simple Majority

Carried: -/-

8. CLOSURE OF MEETING

There being no further business, the Chairperson will declare the meeting closed at ____ pm.

