

Shire of Tammin

CEO RECRUITMENT & SELECTION PANEL

MINUTES



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NOTICE OF MEETING

Dear Member,

Notice is hereby given that a meeting of the CEO Recruitment Committee of the Shire of Tammin was held on Sunday, 28 July 2024 in Council Chambers, 1 Donnan Street Tammin, commencing at 4.00pm.

Joanne Soderlund
Chief Executive Officer

26 July 2024

CHARTER

The role of the CEO Recruitment and Selection Panel 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. Acknowledgement to Country
3. Record of attendance
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7. Confirmation of previous minutes
8. Agenda Items
- 8.1 CEO Recruitment – Preferred Applicant
9. Closure of meeting

1. DECLARATION OF OPENING

The Committee Chair, Cr Thomson opened the Meeting at 3:26 pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

3. 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
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Leave of Absence:

Nil

Apologies:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. DECLARATIONS OF INTEREST

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 CEO Recruitment Committee Meeting Minutes – 15 July 2024

STATUTORY IMPLICATIONS

Section 5.22 (2) of the *Local Government Act 1995* Section 5.22 (2) requires minutes of all council and committee meetings to be submitted to the next meeting of the council or the committee, as the case requires, for confirmation

TSC 40/24 MOTION

That the minutes of the CEO Recruitment and Selection Panel meeting held on 15 July 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 5/0

8. AGENDA ITEMS

8.1 CEO Recruitment – Preferred Applicant

Location:	Shire of Tammin
Applicant:	N/A
Date:	26 July 2024
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	N/A

Purpose of Report

For the Committee to confirm its Preferred Applicant (in any) following the interviews subject to satisfactory reference checks.

Background

Applications for the CEO position closed on Monday, 15th of July 2024.

The Shire received 31 applications for the position. The CEO Recruitment and Selection Panel discussed all applications and shortlisted 3 applicants for interviews at its meeting on the 15th of July 2024.

Comments

Interviews are scheduled for Sunday, 28 July 2024. Following the conclusion of these interviews the panel will select a preferred applicant (if any) for the position subject to satisfactory reference and qualification checks. The panel's recommendation will then be presented to Council for ratification and endorsement.

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

TSC 41/24 MOTION

That :

1. The Committee resolves that Candidate number 23 is its preferred applicant for the role of Chief Executive Officer, Shire of Tammin;
2. The Committee directs the current Chief Executive Officer, to
 - 2.1 Contact Candidate number 23 and advise that they are the preferred applicant for the role of Chief Executive Officer, Shire of Tammin;
 - 2.2 Undertake due diligence checks on the preferred candidate, including reference check and qualification checks.

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried: 5/0

9. CLOSURE OF MEETING

There being no further business, the Chairperson will declare the meeting closed at 3:31 pm.

