



MINUTES

SPECIAL COUNCIL MEETING

TIME: 6.30 PM

04 MARCH 2021

CITY OF STIRLING

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



Town of
Cambridge



City of
Joondalup



City of
Perth
City of Perth
City of Perth



City of
Stirling
City of Stirling
City of Stirling



City of
Wanneroo
City of Wanneroo
City of Wanneroo

CITY OF VINCENT

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1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
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The Chair declared the meeting opened 6.31 pm

2	ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
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Councillor Attendance

Cr D Boothman, JP (Chair)	City of Stirling
Cr K Vernon (Deputy Chair)	Town of Victoria Park
Cr R Gordon	City of Perth
Cr J Ferrante	City of Stirling
Cr S Proud, JP	City of Stirling
Cr K Sargent	City of Stirling
Cr F Cvitan, JP	City of Wanneroo
Cr D Newton, JP	City of Wanneroo
Cr K Shannon	Town of Cambridge

Apologies

Cr A Jacob JP	City of Joondalup
Cr R Fishwick JP	City of Joondalup
Cr E Cole	City of Vincent

Leave of Absence

Nil

Absent

Nil

MRC Officers

Mr G Hoppe (Chief Executive Officer)
Ms A Slater (Director Corporate Services)
Ms S Cherico (Manager Human Resources)
Ms D Toward (Executive Support)

Member Council Observers

Mr M Foley (City of Perth)

MRC Observers

Mr A Griffiths
Mr B Twine

3	DECLARATION OF INTERESTS
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Nil

4	PUBLIC QUESTION TIME
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Nil

5	ANNOUNCEMENTS BY THE PRESIDING PERSON
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Nil

6	CHIEF EXECUTIVE OFFICER'S REPORTS
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6.1	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE - UPDATE OF THE TERMS OF REFERENCE
File No:	GF - 20 – 0001615
Appendix(s)	Appendix 1: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination
Date:	23 February 2021
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report is to consider the proposed amendments to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee terms of reference to comply with recent changes to legislation.

BACKGROUND

The MRC Chief Executive Officer Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

The Chief Executive Officer’s (CEO) performance is reviewed annually. The committee is supported in the performance review process by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO’s performance in the previous year against pre-set performance measures and the setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

Recruitment activities are conducted as required and should be supported by an independent recruitment consultant.

The Committee Terms of Reference endorsed at the OCM 20 August 2020 as follows:

TITLE

Chief Executive Officer Recruitment and Performance Review Committee

MEMBERSHIP / SUPPORT CONSULTANT

Minimum of four Councillors
Support HR Consultant

MEETING FREQUENCY

The Committee shall meet as frequently as is required each year for the CEO Performance Review process and as required for the CEO Recruitment Process.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee are as follows:

CEO Performance Review

- a) Set Key Performance Indicators (KPIs) annually in discussion with the CEO and HR Consultant and assess the CEO's remuneration;
- b) Review the outcome of the:
 - Consultant report on the CEO's Performance based on:
 - the responses received by the Councillors on the survey prepared by the HR Consultant;
 - the report prepared by the CEO addressing performance against the KPI's set the previous year and addressing any other material issues affecting the performance of the CEO over the year; and
 - Assessment of the remuneration of the CEO.
- c) Periodically review the performance of the HR Consultant assisting the Committee; and
- d) Based on the Committee's review make recommendations to council on;
 - The level of performance of the CEO; and
 - The level of remuneration paid to the CEO, giving consideration to the Salaries and Allowances Tribunal (SAT) annual review of financial increases for CEO's and where the CEO sits on the Salary Band set by the SAT.

CEO Recruitment Process

- a) Review submissions from recruitment agencies (obtained by the MRC's HR Officer to assist the Committee in the recruitment process);
 - b) Make recommendations to council to the preferred recruitment agency;
 - c) Work with the preferred recruitment agency, with respect to content and timing, to advertise the CEO position;
 - d) Assess applications received for the CEO position (shortlisted by the successful recruitment agency);
 - e) Interview the shortlisted applicants together with a representative of the successful recruitment agency; and
 - f) Make a recommendation to council on the preferred candidate.
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At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole's withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* ("the regulation") was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO's. The accompanying guidelines the "*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*" (Appendix 1) will assist local governments to meet the model standards.

In summary the regulation requires changes to the CEO recruitment process as follows:

1. State-wide public notice provisions, if the position of the CEO becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the LG Act sections 5.36(4) and 5.37(3).
2. State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.
3. The local government is required to determine the selection criteria for the position of the CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a JDF which sets out the duties and responsibilities of the position and details the selection criteria.
4. The JDF must also be made available on the local government's official website.
5. The selection panel must be made up of council members and at least one independent person, this is separate to the independent recruitment consultant.
6. A final decision to make an offer of appointment to the position of the CEO must be made by absolute majority of council. The resolution must also approve the proposed terms of the contract.
7. The recruitment process is to be undertaken if a CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract.

The following proposed changes to the terms of reference will assist the Committee comply with amended regulations:

1. Membership / Support Consultant, insert:

"Independent Person".

2. Duties and Responsibilities, CEO Recruitment Process, insert:

"g) Review the Chief Executive Officer job description form, selection criteria and the responsibilities of the position and make recommendation to Council";

"h) Make recommendation to council as to the preferred independent person".

3. Duties and Responsibilities, insert paragraph:

“The CEO Recruitment Process and the CEO Performance Review is to comply with the minimum standards as outlined in the Department of Local Government, Sport and Cultural Industries, *Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*”.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

“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.”*

Local Government (Administration) Regulations 1996

18A. *Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))*

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*
 - (2) *The Statewide public notice must contain —*
 - (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
 - (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
 - (e) *contact details for a person who can provide further information about the position; and*
-

(f) any other information that the local government considers is relevant.

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or*
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out 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.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

(1) *In this regulation —*

adopted standards means —

- (a) the standards adopted by a local government under section 5.39B; or*
- (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*

(2) *This regulation applies if —*

- (a) a local government employs a person in the position of CEO of the local government; and*
- (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*

(3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

(4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

18FC. *Certification of compliance with adopted standards for CEO termination*
(Act s. 5.39B(7))

- (1) *In this regulation —*
adopted standards *has the meaning given in regulation 18FB(1).*
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
- (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*

** Absolute majority required.*
- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."*

STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Simple majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Endorse the change to the Chief Executive Officer Recruitment and Performance Review Committee Terms of Reference and after:

- a) Membership / Support Consultant insert: “Independent Person”; and**
- b) Duties and Responsibilities, insert**
 - i. “g) Review the Chief Executive Officer job description form, selection criteria and the responsibilities of the position and make recommendation to Council”;**
 - ii. “h) Make recommendation to council as to the preferred independent person”; and**
 - iii. “The CEO Recruitment Process and the CEO Performance Review to comply with the minimum standards as outlined in the Department of Local Government, Sport and Cultural Industries, *Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*”.**
(Simple majority)

Moved Cr Ferrante, seconded Cr Newton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 9/0)

6.2	APPOINTMENT OF AN INDEPENDENT PERSON ON TO THE CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE
File No:	GF - 21 – 0001615
Appendix(s)	Appendix 1: Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination
Date:	23 February 2021
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report to seek the appointment of an Independent Person to the Mindarie Regional Council Chief Executive Officer Recruitment and Performance Review Committee.

BACKGROUND

The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole’s withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* (“the regulation”) was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO’s. The accompanying guidelines the “*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*” (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Committee to be made up of council members and at least one independent person.

On 18 February 2021 the Committee met electronically by Zoom to discuss the Independent Person appointment. Given the CEO recruitment process has commenced an appointment is required swiftly to comply with the regulations. The Committee nominated three (3) persons for consideration for the role as follows:

1. Dr Genevieve Armson (Leadership Consultant)
2. Mr Phillip Draber (Current Independent Member of the MRC Audit Committee)
3. Mr Geoff Glass (Retired CEO of the City of South Perth)

On 19 February 2021, the MRC Administration contacted all nominees to seek acceptance of the role, their responses were as follows:

1. Dr Genevieve Armson responded by respectfully declining and wished to thank the Committee for the offer.
-

2. Mr Phillip Draber accepted the nomination to assist the Committee pending Council approval of appointment.
3. Mr Geoff Glass accepted the nomination to assist the Committee pending Council approval of appointment.

The Committee recommends the Council appoints one of the accepting nominees.

There is no mandated period for the Independent person, it would be appropriate for the period to be the duration of the current recruitment process. A letter of appointment will be provided to the appointed Independent Person which will include the primary functions of the committee and the period of appointment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

“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.”*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
 - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) a person who will be acting in the position for a term not exceeding one year.*
- (2) The Statewide public notice must contain —*
 - (a) the details of the remuneration and benefits offered; and*
 - (b) details of the place where applications for the position are to be submitted; and*
 - (c) the date and time for the closing of applications for the position; and*
 - (d) the duration of the proposed contract; and*
 - (da) a website address where the job description form for the position can be accessed; and*

-
- (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) *the value of one year's remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out 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.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

- (1) *In this regulation —*
adopted standards means —
 - (a) *the standards adopted by a local government under section 5.39B; or*
 - (b) *if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*
- (2) *This regulation applies if —*
 - (a) *a local government employs a person in the position of CEO of the local government; and*
 - (b) *the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*
- (3) *As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*
-

18FC. Certification of compliance with adopted standards for CEO termination
(Act s. 5.39B(7))

- (1) In this regulation —
adopted standards has the meaning given in regulation 18FB(1).
 - (2) This regulation applies if a local government terminates the employment of the CEO of the local government.
 - (3) As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.
- * Absolute majority required.
- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government."

FINANCIAL IMPLICATIONS

There is no remuneration attached to the position.

COMMENT

Nil

VOTING REQUIREMENT

Absolute

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Appoint _____ as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

(Absolute majority)

Moved Cr Proud, seconded Cr Cvitan

That Council:

Appoint Mr Draber as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

LOST 6/3 – an absolute majority was not reached

For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud and Sargent

Against: Cr's Gordon, Shannon and Vernon

ALTERNATIVE MOTION

Moved Cr Vernon, Seconded Cr Shannon

That Council:

Appoint Mr Glass as the Independent Person to the Chief Executive Officer Recruitment and Performance Review Committee.

PROCEDURAL MOTION

Moved Cr Sargent, seconded Cr Ferrante

To hold the item over to the Ordinary Council Meeting to be held on 25 March 2021 so that the Council can review the qualifications of the 2 nominees.

(CARRIED 6/3)

For: Cr's Boothman, Cvitan, Ferrante, Gordon, Newton, Sargent

Against: Cr's Proud, Shannon and Vernon

6.3	CHIEF EXECUTIVE OFFICER JOB DESCRIPTION FORM AND SELECTION CRITERIA
File No:	GF - 21 – 0001615
Appendix(s):	Appendix 1 - Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination Appendix 2 – Chief Executive Officer – Job Description
Date:	25 February 2021
Responsible Officer:	Chief Executive Officer

SUMMARY

The purpose of this report to seek the approval of the Mindarie Regional Council Chief Executive Officer job description form and selection criteria.

BACKGROUND

The MRC Chief Executive Officer (CEO) Recruitment and Performance Review Committee (“the Committee”) has been established in accordance with the LG Act. This committee was established in 2017 to combine recruitment and performance into one single committee consisting of a minimum of 4 Councillors.

At the Ordinary Council Meeting on 21 November 2019, Council resolved to appoint Cr Boothman, Cr Newton, Cr Cole, Cr Cvitan and Cr Shannon onto the committee. On 20 August 2020 Council resolved to accept Cr Cole’s withdrawal and to appoint Cr Vernon.

DETAIL

On 2 February 2021 an amendment to the *Local Government (Administration) Regulation 1996* (“the regulation”) was passed. The regulation includes requirements for model standards covering the recruitment and selection, performance review and termination of employment of local government CEO’s. The accompanying guidelines the “*Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination*” (Appendix 1) will assist local governments to meet the model standards.

The regulation requires the Council, to approve, by absolute majority, the CEO Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position.

On 18 February 2021 the Committee met electronically by Zoom to discuss the JDF, the following amendments have been proposed:

- a. Essential Skills, insert “Sound financial literacy”
 - b. Essential Knowledge, insert “Demonstrated knowledge of local government governance including report to and liaising with governing bodies”.
 - c. Insert “Highly Desirable Experience, Demonstrated change management experience and the ability to lead in new directions as endorsed by the Council”.
-

-
- d. Qualifications and/or Training, Highly Desirable remove, "Knowledge of the waste management industry".

The complete CEO JDF and selection criteria with tracked changes is included at Appendix 2.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Extract from the Local Government Act 1995

"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."*

Local Government (Administration) Regulations 1996

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —*
- (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) a person who will be acting in the position for a term not exceeding one year.*
- (2) The Statewide public notice must contain —*
- (a) the details of the remuneration and benefits offered; and*
 - (b) details of the place where applications for the position are to be submitted; and*
 - (c) the date and time for the closing of applications for the position; and*
 - (d) the duration of the proposed contract; and*
 - (da) a website address where the job description form for the position can be accessed; and*
 - (e) contact details for a person who can provide further information about the position; and*
 - (f) any other information that the local government considers is relevant.*
-

18B. *Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))*

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or*
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18FA. *Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))*

Schedule 2 sets out 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.*

18FB. *Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))*

- (1) In this regulation —*

adopted standards means —

- (a) the standards adopted by a local government under section 5.39B; or*
- (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.*

- (2) This regulation applies if —*

- (a) a local government employs a person in the position of CEO of the local government; and*
- (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.*

- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.*

** Absolute majority required.*

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

18FC. *Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))*

- (1) In this regulation —*

adopted standards has the meaning given in regulation 18FB(1).

-
- (2) *This regulation applies if a local government terminates the employment of the CEO of the local government.*
 - (3) *As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.*

** Absolute majority required.*

- (4) *The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.*

FINANCIAL IMPLICATIONS

Nil

COMMENT

Nil

VOTING REQUIREMENT

Absolute majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Approve the amendments to the Chief Executive Officer Job Description Form and selection criteria, and after:

- a. **Essential Skills**, insert "Sound financial literacy";
- b. **Essential Knowledge**, insert "Demonstrated knowledge of local government Governance including report to and liaising with governing bodies";
- c. **Insert "Highly Desirable Experience, Demonstrated change management experience and the ability to lead in new directions as endorse by the Council";**
and
- d. **Qualifications and/or Training, Highly Desirable** remove, "Knowledge of the waste management industry".

(Absolute majority)

Moved Cr Newton, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 9/0)

7 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC
--

The Chair requested that in accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, Council proceed to meet “behind closed doors” to allow the Council to consider item 7.1 as the item is of a confidential nature.

The Chair invited MRC Officers and Member Council Officers seated in the public gallery to remain in the gallery.

The Chair noted that there were no members of the public present in the gallery.

Moved Cr Boothman, seconded Cr Proud

RESOLVED

To close the meeting to the public.

(CARRIED UNANIMOUSLY 9/0)

Doors closed at 6.50 pm

Moved Cr Boothman, seconded Cr Proud

RESOLVED

Under clause 16.1 suspend the operation of clause 7.9, Speaking Twice, for the duration of the meeting behind closed doors

(CARRIED 8/1)

For: Cr's Boothman, Cvitan, Ferrante, Newton, Proud, Sargent, Shannon and Vernon

Against: Cr Gordon

This report is Confidential in accordance with Section 5.23 (2)(c) of the <i>Local Government Act 1995</i> as the report deals with a contract which may be entered into.	
7.1 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE RECOMMENDED CONSULTANT TO ASSIST IN THE CEO RECRUITMENT PROCESS	
File No:	GF – 21 - 0001615
Appendix(s):	Appendix 3 Appendix 4 Appendix 5 Appendix 6 Appendix 7 Appendix 8
Date:	23 February 2021
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Appoint Ms Sylvana Caranna, Executive Recruitment Consultant of Lo-go Appointments to assist the CEO Recruitment Committee in the recruitment of a new CEO at the cost outlined in the report.

(Simple majority)

Moved Cr Newton, seconded Cr Vernon

6.52 pm Cr Newton left the Council Chambers prior to voting on the item

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 8/0)

Moved Cr Boothman, seconded Cr Cvitan

RESOLVED

That the meeting be reopened
(CARRIED UNANIMOUSLY 8/0)

Doors were reopened at 6.57 pm and the Chair declared the meeting reopened.
No members of the public entered the public gallery.

The Chair noted the resolutions passed behind closed doors.

8	NEXT MEETING
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The next meeting will be an Ordinary Council Meeting to be held on Thursday 25 March 2021 at the City of Wanneroo commencing at 6.30 pm.

9	CLOSURE
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The Chair closed the meeting at 7.00 pm and thanked the City of Stirling for their hospitality and use of their meeting facilities.

Signed  Chair

Dated 25TH day of MARCH 2021
