

**AGENDA
SPECIAL COUNCIL MEETING**

being held on

Monday, 19 December 2022

Commencing at 5.00pm

Shire of Boyup Brook Council Chambers, Boyup Brook

**NOTICE OF SPECIAL COUNCIL
MEETING**

To:-

Cr Richard F Walker – Shire President
Cr Helen C O'Connell – Deputy Shire President
Cr Sarah Alexander
Cr Steele Alexander
Cr Charles A D Caldwell
Cr Philippe Kaltenrieder
Cr Darren King
Cr Kevin Moir
Cr Adrian Price

A Special Council Meeting of the Shire of Boyup Brook will be held on Monday 19 December 2022 in the Council Chambers, Shire of Boyup Brook, Abel Street, Boyup Brook – commencing at 5.00pm for Council to appoint a recruitment consultant to begin the recruitment process of appointing a new Chief Executive Officer (CEO).

Dale Putland
Chief Executive Officer

TABLE OF CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	4
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	4
4.	REPORT.....	5
4.1	Appointment of Recruitment Consultant for CEO Appointment.....	5
5.	CLOSURE OF MEETING.....	7

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

We acknowledge and pay our respects to the traditional custodians of the land on which we meet and work.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

PRESENT:	Shire President	Richard F Walker
	Deputy Shire President	Helen C O'Connell
	Councillor	Sarah E G Alexander
		Steele Alexander
		Charles A D Caldwell
		Darren E King
		Kevin J Moir
		Philippe Kaltenrieder
		Adrian Price
STAFF:	Chief Executive Officer	Mr Dale Putland
	Executive Assistant	Mrs Maria Lane
	Acting Executive Assistant	Mrs Maggie Le Grange

3. DISCLOSURE OF INTEREST

4. REPORT

4.1 Appointment of Recruitment Consultant for CEO Appointment

Location:	<i>Not applicable</i>
Applicant:	<i>Not applicable</i>
Disclosure of Officer Interest:	<i>None</i>
Date:	<i>16/12/2022</i>
Author:	<i>Maria Lane – Executive Assistant</i>
Authorising Officer:	<i>Dale Putland – Chief Executive Officer</i>
Attachments:	<i>Quotes Under Confidential Attachment</i>

SUMMARY

The purpose of this report is for Council to select a suitably qualified recruitment consultant to facilitate the recruitment process of appointing a new Chief Executive Officer (CEO).

It is important that the Council commence the CEO recruitment process as soon as possible to allow for a smooth transition and timely appointment.

BACKGROUND

Current CEO, Mr Dale Putland, commenced with the Shire of Boyup Brook on 29 September 2020 and has elected to finish up on 24 February 2023. As such, the Council will need to begin the process of recruiting a new CEO.

COMMENT

The process of appointing a new CEO is governed by the Local Government Act 1995, specifically Part 5, Division 4 – Local Government Employees, Section 5.36, 5.39 and 5.40.

Due to the importance of the role and the need to ensure that the Shire is compliant in all facets of the process, it is recommended that Council utilize an external consultant with local government recruitment experience to assist the Council in this process.

Quotes Under Confidential Cover

- Gerard Daniels
- Beilby Downing Teal
- Mills Recruitment
- Leading Roles
- LO-GO Appointments

CONSULTATION

Councillors were provided with a copy of each quote in electronic form for review and evaluation.

STATUTORY OBLIGATIONS

Local Government Act 1995

Section 5.36 contains provisions for the employment of CEOs.

Section 5.39 contains provisions for the contracts of CEOs.

Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

Local Government (Administration) Regulations 1996

18A contains provisions for advertising requirements.

18B contains provisions for the contracts of CEOs.

18C contains provisions for the selection and appointment process for CEOs.

18E contains provisions for the qualifications of CEOs.

18F contains provisions for the remuneration and benefits as advertised.

POLICY IMPLICATIONS

Council Policy F.03 - Purchasing Policy

BUDGET/FINANCIAL IMPLICATIONS

Provision has not been made in the 2022/23 Adopted Budget for CEO recruitment costs and disbursements. The total costs of the CEO recruitment process including consultant's fees, advertising costs, disbursements and contract negotiation are expected to be between \$15,000 to \$20,000.

It is proposed to source these funds from GL 146106 Consultants. Any adjustments as a result of savings or re-prioritisation of other projects budget as part of this GL can be undertaken during the midyear 2022/23 Budget review process.

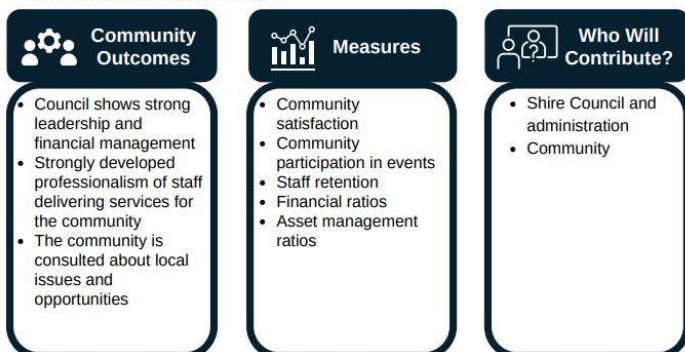
STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031 – Governance and Organisation Focus Area 4: Increase Stability and capability in Shire staff

4

Increase stability and capability in Shire staff

- 4.1 Enhance the use of technology to improve customer focused service delivery
- 4.2 Reduce staff turnover and provide training to increase staff efficiency and capability
- 4.3 Increase staff accommodation



VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION – Item 4.1

That Council:

- 1. Authorise the Chief Executive Officer (CEO) to appoint_____ to facilitate the process for the recruitment and selection of a new Chief Executive Officer (CEO) per proposal dated _____ for the cost of \$_____ (excl. GST) plus disbursements using funds from GL 146106 Consultants.**
- 2. Include the consideration of CEO recruitment costs during the midyear 2022/23 budget review process.**

5. CLOSURE OF MEETING

There being no further business the Shire President, thanked all for attending and declared the meeting closed at.....