



SHIRE OF YORK

NOTICE OF MEETING

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers on Tuesday, 30 June 2020, commencing at 5.00pm.

MEETING LATE AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER
Date: 30 June 2020

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MISSION STATEMENT
"Building on our history to create our future"

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12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

SY098-06/20 APPOINTMENT OF A SENIOR OFFICER - EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

File Number:	PE.REC.138
Author:	Chris Linnell, Chief Executive Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not Applicable
Appendices:	1. Recruitment and Selection Report - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents Council with a report on the recruitment process for the role of Executive Manager Corporate and Community Services (EMCCS) for consideration.

BACKGROUND

Following the resignation of Ms Suzie Hazlehurst from the position of Executive Manager Corporate and Community Services the Chief Executive Officer began a recruitment process to fill the vacancy.

As the result of a quotation process in accordance with Policy *F1.2 Procurement*, the Chief Executive Officer appointed Lydia Highfield Consultancy (LHC) to facilitate the recruitment process for the role of EMCCS.

COMMENTS AND DETAILS

Attached at Appendix 1 is the confidential recruitment report prepared by Lydia Highfield Consultancy. The process for recruitment has involved the following steps:

- Advertising of the role in print and online forums.
- Lydia Highfield Consultancy preparing a shortlist of applicants for interview which was provided to the Chief Executive Officer.
- The Chief Executive Officer, Executive Manager Infrastructure and Development Services and Lydia Highfield interviewed the shortlisted applicants.
- Referee and qualifications checks were undertaken by Lydia Highfield Consultancy.
- Recommendation Report provided to the Chief Executive Officer.

Based upon the process outlined above the Chief Executive Officer is providing a recommendation to Council on the appointment of the preferred candidate in accordance with Section 5.37 of the *Local Government Act 1995*.

Following acceptance of this report the Chief Executive Officer will negotiate the terms of the contract with the preferred candidate which will be aligned to the conditions advertised. A contract term of three-five years will be offered.

OPTIONS

In accordance with Section 5.37 of the *Local Government Act 1995* as outlined below Council can either accept or reject the recommendation from the Chief Executive Officer. If Council chooses to reject the recommendation, it must provide reasons for doing so.

IMPLICATIONS TO CONSIDER**Consultative**

Nil.

Strategic

Strong and Effective Leadership

5.2 *Skilled, effective and committed staff*

Policy Related

F1.2 *Procurement*

G1.11 *Organisational Structure and Designation of Senior Staff*

Financial

The salary package negotiated with the preferred applicant by the Chief Executive Officer will be within budget allocations and aligns with the package advertised as part of the recruitment process. Reimbursement of relocation expenses will also be offered with clauses relating to repayment of these costs in the event of departure included in the contract of employment.

The accepted quotation for the recruitment process was \$5,000 for recruitment services plus \$2,888 for advertising. These costs have been allocated to *GL 42169 and GL 42185* respectively and are within budget allocations.

Legal and Statutory**5.37. Senior employees**

- (1) *A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) *The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*
- (3) *Unless subsection (4A) applies, if the position of a senior employee 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.*
- (4A) *Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (4) *For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.*

[Section 5.37 amended by No. 49 of 2004 s. 45 and 46(4); No. 17 of 2009 s. 22.]

Risk Related

The risks associated with recruitment relate to the ability to recruit appropriately skilled, experienced and qualified staff. The decision to engage a recognised and respected recruitment consultant was designed to mitigate this risk.

Workforce

This position is a Senior Officer of the Shire of York.

VOTING REQUIREMENTS**Absolute Majority: No****RECOMMENDATION**

That, in accordance with Section 5.37(2) of the *Local Government Act 1995*, the Council:

1. Accepts the recommendation from the Chief Executive Officer contained in the Recruitment Report attached as confidential Appendix 1 regarding the employment of the Executive Manager Corporate and Community Services as a Designated Senior Officer.
2. Note that the Chief Executive Officer will negotiate the terms of the contract with the preferred candidate which is aligned to the conditions advertised. A contract term of three-five years will be offered.