



COMMITTEE MINUTES

CEO Recruitment Committee

6pm, Monday 29 August 2022

Council Chambers, 6177 Great Northern Highway, Bindoon

PREFACE

When the Chief Executive Officer approves these minutes for distribution they are in essence "Unconfirmed" until the following CEO Recruitment Committee meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Chattering Audit & Risk Committee meeting are put together as an addendum to these Minutes.

UNCONFIRMED MINUTES

These CEO Recruitment Committee minutes were approved for distribution on 2 September 2022.



Matthew Gilfellow
Chief Executive Officer

CONFIRMED MINUTES

These CEO Recruitment Committee minutes were confirmed at the CEO Recruitment Committee meeting held on

Signed _____

NOTE: the Chairperson at the meeting at which these minutes are confirmed is the person who signs above.

OBJECTIVES

The purpose of the Chief Executive Officer Recruitment Committee is to conduct the recruitment and selection process for a new Chief Executive Officer in accordance with the principles of merit, equity and transparency and consistent with Council's adopted Policy 3.26 Standards for Recruitment of CEO's.



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Good evening Councillors and staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

ITEM 1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chief Executive Officer opened the Meeting at 6.03pm.

ITEM 2. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

In accordance with s5.12 of the *Local Government Act 1995*, members of the CEO Recruitment Committee are required to elect their Presiding Member and Deputy presiding member from amongst themselves.

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

Election of Presiding Member

Cr Ross was nominated unopposed and elected to the position of Presiding Member. The Chief Executive Officer handed the meeting over to the Presiding Member.

Election of Deputy Presiding

Cr Angus was nominated unopposed and elected to the position of Deputy Presiding Member.

ITEM 3. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Attendance

The following members were in attendance:

Cr Aaron King	President
Cr Mary Angus	Deputy President
Cr Kylie Hughes	
Cr Carmel Ross	

The following staff were in attendance:

Matthew Gilfellon	Chief Executive Officer
Denaye Kerr	EA to the CEO

Apologies

Nil

Approved leave of absence

Cr John Curtis

ITEM 4. DISCLOSURE OF INTEREST

Members of the Committee are bound by the provisions of the Local Government Act 1995, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

ITEM 5. PUBLIC QUESTION TIME

5.1 Public question time

Meetings shall be generally open to the public pursuant to the Local Government Act 1995, s5.23 and include question time for members of the Committee pursuant to the Local Government Act 1995, s5.24.

ITEM 6. CONFIRMATION OF MINUTES

As this is the first CEO Recruitment Committee Meeting there are no minutes for confirmation at this time.

ITEM 7. REPORTS

CEORC01 – 08/22 Appointment of Human Resources Consultant

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	<ol style="list-style-type: none"> 1. Quote from Mills Recruitment (Confidential) 2. Quote from Lester Blades (Confidential) 3. Quote from LOGO Appointments (Confidential) 4. Quote from Chandler Macleod (Confidential)

	Authority / Discretion	Definition
<input type="checkbox"/>	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/>	Executive	The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/>	Legislative	When Council initiates or adopts a policy position, or a local law
<input type="checkbox"/>	Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal
<input type="checkbox"/>	Information	Includes items for information purposes only and do not require a decision of Council (to 'note' only)

Executive Summary

The Committee is requested to acknowledge receipt of four quotes and appoint one as the Recruitment Consultant for the CEO Recruitment Committee.

Background

Council adopted at the 17 August Ordinary Council Meeting the following resolution:

<p>OFFICER RECOMMENDATION / COUNCIL RESOLUTION 100822 Moved Cr Hughes, seconded Cr Ross That Council:</p> <ol style="list-style-type: none"> 1. Notes and accepts the resignation of Mr Matthew Gilfellon as Chief Executive Officer dated 28 July 2022, with the last working day to be 21 October 2022 and a termination date of 30 October 2022; 2. Approves the Terms of Reference of the CEO Recruitment Committee as per Attachment 1; 3. Establishes the CEO Recruitment Committee, comprising the following members: <ol style="list-style-type: none"> a. Cr Aaron King b. Cr Mary Angus c. Cr Carmel Ross d. Cr Kylie Hughes e. Cr John Curtis f. One independent member;

4. Delegates to the CEO Recruitment Committee all powers necessary to enable the Committee to undertake all the administrative aspects of the recruitment process including:
 - a. Appointment of a professional recruitment consultant;
5. Instructs the CEO to undertake a request for quote process for the appointment of an external recruitment consultant in relation to the recruitment of a new CEO;
6. Instructs the CEO to conduct an Expression of Interest process, on advice from the CEO Recruitment Committee, for an Independent Committee member with the Expressions of Interest received to be presented to Council at the September 2022 Ordinary Meeting of Council or as soon as practicable after this meeting;
7. Approves additional Budget allocation for the external recruitment consultant.

CARRIED BY ASBOLUTE MAJORITY 6 / 0

TIME: 7.59PM

As per clause 5 of the resolution, the Chief Executive Officer has requested quotes from the following recruitment companies:

- Mills Recruitment
- Lester Blades
- LOGO Appointments
- Chandler and Macleod
- John Phillips Consulting
- Price Consulting – Natalie Lincolne

John Phillips and Natalie Lincolne declined to quote.

The four submissions received are attached to this item for review.

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

State

Nil

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Council approved at its Ordinary Meeting held 17 August 2022, additional Budget allocation for the external recruitment consultant.

Strategic Assessment / ImplicationsLocal

- Strategic Community Plan 2022-2032**

Focus area: Administration and Governance

Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.2 Responsible, sustainable and planned use of the Shire's financial resources

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Risk Category: Compliance	Possible	Moderate	Moderate	By forming this committee and selecting an external consultant, compliance will be met.
Opportunity: Nil				

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Risk Category: Financial Impact	Possible	Minor	Moderate	Council approved at its Ordinary Meeting held 17 August 2022, additional Budget allocation for the external recruitment consultant.
Opportunity: Nil				

Officer Comment/Details

Nil

<p>COMMITTEE RECOMMENDATION / RESOLUTION Moved Cr Angus, seconded Cr Hughes That Mills Recruitment be appointed to the Chief Executive Officer Recruitment Committee for the 2022/23 CEO Recruitment process.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY 4 / 0 <small>TIME: 6.15PM</small></p>
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CEORC02 – 08/22 Appointment of Independent Person to the Shire of Chittering CEO Recruitment Committee

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure
Voting requirements	Simple Majority
Attachments	Nil

	Authority / Discretion	Definition
<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>When Council initiates or adopts a policy position, or a local law</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include development applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal</i>
<input type="checkbox"/>	Information	<i>Includes items for information purposes only and do not require a decision of Council (to 'note' only)</i>

Executive Summary

The Committee is requested to instruct the Chief Executive Officer to commence advertising for expression of interests for an independent person to be appointed to the CEO Recruitment Committee.

Background

On 3 February 2021 the following Department of Local Government Standards came into effect when undertaking the recruitment of a new Chief Executive Officer:

“Local governments are required to establish a selection panel to conduct the recruitment and selection process. The selection panel must be made up of council members and at least one independent person(s) who is not a current council member, human resources consultant, or employee of the local government. The independent person(s) should have experience in the recruitment and selection of CEO's and/or senior executives.”

Consultation Summary

Local

Nil

State

Nil

Legislative Implications

State

- Department of Local Government Guidelines

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

There will be no additional costs incurred for the advertising of the expression of interest.

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032

Focus area: Administration and Governance
 Objective: S5.2 Accountable and Transparent Governance
 Strategy: S5.2.2 Responsible, sustainable and planned use of the Shire's financial resources

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Risk Category: Reputation	Possible	Insignificant	Low	The Expressions of Interest will be reviewed and selected by the Committee.
Opportunity: Nil				

Officer Comment/Details

Nil

COMMITTEE RECOMMENDATION
 That advertising for expression of interests for an independent person to be appointed to the CEO Recruitment Committee commence, with the criteria expressed to the Chief Executive Officer.

MOTION
Moved Cr King, seconded Cr Angus
That Standing Orders be suspended.

CARRIED UNANIMOUSLY 4 / 0
 TIME: 6.18PM

MOTION

Moved Cr Ross, seconded Cr Angus
That Standing Orders be resumed.

CARRIED UNANIMOUSLY 4 / 0

TIME: 6.36PM

MOTION / RESOLUTION

Moved Cr Angus, seconded Cr Hughes

1. That the following advice be given to the Chief Executive Officer:

- Mills Recruitment be requested to assist the Chief Executive Officer and Committee in developing the criteria for the Independent Committee Member;
- That the Committee receive, consider and adopts criteria prior to advertising;
- That the Committee assess applications received and identify the preferred candidate;

2. The CEO Recruitment Committee make the recommendation to Council on the Independent member

CARRIED UNANIMOUSLY 4 / 0

TIME: 6.36PM

ITEM 8. CLOSURE

The Presiding Member closed the meeting at 6.37pm.