



COMMITTEE MINUTES

CEO Recruitment Committee
6pm, Wednesday 26 October 2022
Online via Zoom



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 27 October 2022.



Leo Pudhota
Executive Manager Technical Services

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 Presiding Member opened the Meeting at 6.01pm.

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

Attendance

The following members were in attendance:

Cr Carmel Ross	Presiding Member
Cr Mary Angus	
Cr Kylie Hughes	
Cr John Curtis	
Cr Aaron King	
Cr Rosemary Madácsi	Independent Member

The following staff were in attendance:

Denaye Kerr	EA to the CEO
Peter Casey	Mills Recruitment, HR Consultant

Members of the public: 0

Media: 0

Apologies

Nil

Approved leave of absence

Nil

ITEM 3. DISCLOSURE OF INTEREST

Nil

ITEM 4. PUBLIC QUESTION TIME

4.1 Public question time

Nil

ITEM 5. CONFIRMATION OF MINUTES

CEO Recruitment Committee: 18 October 2022

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Angus, seconded Cr Curtis

That the minutes of the CEO Recruitment Committee Meeting held on Tuesday 18 October 2022, as published on the Shire website, be confirmed.

CARRIED 5 / 0

TIME: 6.04PM

ITEM 6. REPORTS

CEORC03 – 10/22 Review Advertising for CEO Recruitment

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Executive Manager Technical Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	1. CEO Recruitment Advert

	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 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 checked="" 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 review the advert to commence the Shire CEO Recruitment process.

Background

At the Committee Meeting held 18 October 2022 an Independent Person was appointed to the Committee and the CEO Job Description Form was finalised. The next steps moving forward in this process is to put the position out for advertisement.

To keep within the timeline, the Committee is requested to review this advert at this meeting to ensure it can be released in this Saturday's West Australian dated 29 October 2022.

Consultation SummaryLocal

- CEO Recruitment Committee
- Mills Recruitment

State

Nil

Legislative ImplicationsState

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032

Focus area: Administration and Governance

Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

That the Committee approves the final advert for the CEO Recruitment and instruct Mills Recruitment to commence advertising.

MOTION

Moved Cr Ross, seconded Cr Angus

That the Committee suspend Standing Orders.

CARRIED 5 / 0

TIME: 6.05PM

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Angus, seconded Cr Hughes

That the Committee:

1. Approves the content of the advertisement for the CEO Recruitment as attached; and
2. Instruct Mills Recruitment to commence advertising.

CARRIED 5 / 0

TIME: 6.52PM

CEORC04 – 10/22 CEO Remuneration and Benefits

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Executive Manager Technical Services
Disclosure of interest	Nil
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 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>
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<input checked="" 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 consider the CEO Remuneration and Benefits Package.

Background

It is a requirement to have a link available to access the Remuneration Package when advertising the CEO position.

The Committee is requested to consider and finalise this Remuneration and Benefits Package to be included in the advertising to commence this Saturday 29 October 2022.

Consultation SummaryLocal

- CEO Recruitment Committee
- Mills Recruitment

State

Nil

Legislative ImplicationsState

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032

Focus area: Administration and Governance

Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

That the Committee approves the final Remuneration and Benefits Package for the Shire's CEO Position.

OFFICER RECOMMENDATION

That the Committee approves the final Remuneration and Benefits Package for the Shire's CEO Position.

PROCEDURAL MOTION / COMMITTEE RESOLUTION

Moved Cr King, seconded Cr Angus

That the Committee moves on to the next item of business.

CARRIED 5 / 0

TIME: 6.54PM

CEORC05 – 10/22 CEO Recruitment – Interview Process and Dates

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Executive Manager Technical Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	1. Timeline of Interview Process and Dates (confidential)

	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 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>
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Executive Summary

The Committee is requested to consider the interview process and dates for the CEO Recruitment.

Background

Mills Recruitment has advised of a draft timeline of events for the recruitment process. The Committee must consider and finalise the timeline for a clear path forward to ensure appointment is made within a reasonable timeframe.

Consultation SummaryLocal

- CEO Recruitment Committee
- Mills Recruitment

State

Nil

Legislative ImplicationsState

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032

Focus area: Administration and Governance

Objective: S5.2 Accountable and Transparent Governance

Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

That the Committee approve the interview process and timeline for the CEO Recruitment.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Angus, seconded Cr Hughes

That the Committee approve the interview process and timeline for the CEO Recruitment as described in the confidential attachment.

CARRIED 5 / 0

TIME: 7.43PM

CEORC06 – 10/22 CEO Recruitment Committee Independent Member Duties

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Executive Manager Technical Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	1. Duties of the Independent Member of the CEO Recruitment Committee

	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 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>
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<input checked="" 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 consider the duties of the Independent Member on the CEO Recruitment Committee.

Background

The Local Government (Administration) Amendment Regulations 2021 and Shire of Chittering Policy 3.26 Standards for Recruitment of CEO's states that a CEO Recruitment Committee must contain one (1) Independent Member that cannot be a Council Member, an employee of the local government or a human resources consultant engaged by the local government. Further, the Standards indicate that: *The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.*

Cr Rosemary Madácsi was appointed the Independent Member by Council at their Ordinary Meeting held Wednesday 19 October 2022.

The Committee must now review the duties the Independent Member is to carry out on the Committee as part of this recruitment process.

Consultation SummaryLocal

- CEO Recruitment Committee
- Mills Recruitment

State

Nil

Legislative Implications

State

- The establishment of a committee, CEO Recruitment and Delegation of Power are in accordance with the requirements of the Local Government Act 1995 and Local Government (Administration) Amendment Regulations 2021.

Local

Nil

Policy Implications

State

Nil

Local

- Policy 3.26 Standards for Recruitment of CEO's

Financial Implications

Nil

Strategic Assessment / Implications

Local

- Strategic Community Plan 2022-2032
Focus area: Administration and Governance
Objective: S5.2 Accountable and Transparent Governance
Strategy: S5.2.1 Become a leader in the areas of transparency, disclosure and public accountability

State

Nil

Site Inspection

Not applicable

Risk Assessment / Implications

Nil

Officer Comment/Details

That the Committee approve the duties of the Independent Member on the CEO Recruitment Committee.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Moved Cr Curtis, seconded Cr Hughes

That the Committee approve the duties of the Independent Member on the CEO Recruitment Committee as attached.

CARRIED 5 / 0

TIME: 7.47PM

MOTION

Moved Cr Angus, seconded Cr Curtis
That the Committee resume Standing Orders.

CARRIED 5 / 0
TIME: 7.51PM

ITEM 7. CLOSURE

The Presiding Member closed the meeting at 7.51pm.