



# COMMITTEE MINUTES

**CEO Recruitment Committee**  
6pm, Monday 14 November 2022  
Online via Zoom



### **PREFACE**

When the 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 CEO Recruitment Committee meeting are put together as an addendum to these Minutes.

### **UNCONFIRMED MINUTES**

These CEO Recruitment Committee minutes were approved for distribution on 15 November 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 6.07pm

## **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	Deputy Presiding Member
Cr John Curtis	
Cr Aaron King	

The following staff were in attendance:

Denaye Kerr	EA to the CEO
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Members of the public: 0

Media: 0

### **Apologies**

Nil

### **Approved leave of absence**

Cr Kylie Hughes

## **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: 26 October 2022**

**OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**

Moved Cr Angus, seconded Cr Curtis

That the minutes of the CEO Recruitment Committee Meeting held on Wednesday 26 October 2022, as published on the Shire website, be confirmed.

**CARRIED 4 / 0**

TIME: 6.09PM

## ITEM 6. REPORTS

## CEORC01 – 11/22 CEO Recruitment Committee – Independent Member

Applicant	N/A
File ref	22/02/83
Author	Executive Assistant
Authorising Officer	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	<b>Absolute Majority (per local government act)</b>
Attachments	1. Expression of Interest #1 <b>(Confidential)</b> 2. Expression of Interest #2 <b>(Confidential)</b>

	<b>Authority / Discretion</b>	<b>Definition</b>
<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	<b><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></b>
<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 consider an Independent Member to join the CEO Recruitment Committee, and recommend to Council at their next Ordinary Meeting being held 16 November 2022.

**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.

The Committee and Council adopted to appoint Ms Rosemary Madacsi as the Independent Member in October, however, after advice received from the Department of Local Government that the Independent Member could not be a Council Member of any local government, not just the local government seeking at CEO, the Committee had to accept the resignation from Rosemary and readvertise the position.

The following was advertised on the Shire's Facebook page and website on Monday 31 October 2022:

*"Council is seeking a suitably qualified and/or experienced Independent Committee Member for the CEO Recruitment Committee. The essence of the role of an independent committee member is to bring an impartial perspective to the process. It is important to be aware that this role is not involved in decision-making about the selection of the preferred candidate, rather, it is advisory to the Recruitment Committee.*

*Applicants should have experience in recruiting senior executive staff. While not essential, it is desirable that the below criteria are met:*

- *Experience of senior management of a medium or large organisation (e.g., CFO, COO, CEO, etc.); and/or*
- *Experience as a board director of a medium or large organisation (or on the committee of an incorporated association); and/or*
- *Prior local government experience as an elected member, including as President/Mayor or Deputy President/Deputy Mayor (not currently an elected member)*
- *The above experience should be within the last 10 years.*

*A short summary of relevant experience and/or qualifications will need to be provided to allow the committee to make an assessment of their preferred candidate.”*

Applications closed 4:00pm on Friday 11 November, 2022.

Two (2) expressions of interest were received by the closing date and are attached to this agenda item. Both applicants have confirmed availability for the proposed interview dates.

### **Consultation Summary**

#### Local

- 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**

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
<b>Compliance:</b> It is a legal requirement that the Council appoint an Independent Member to the CEO Recruitment Committee	Possible	Moderate	Moderate	By having Council adopt an Independent Member to the CEO Recruitment Committee, compliance will be met.
<b>Opportunity:</b> Nil				

**Officer Comment/Details**

That the Committee consider an Independent Member to join the CEO Recruitment Committee, and recommend to Council at their next Ordinary Meeting being held 16 November 2022.

**OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**  
**Moved Cr Angus, seconded Cr King**  
**That the Committee appoint Craig Spencer as the Independent Member of the CEO Recruitment Committee and recommend to Council at their next Ordinary Meeting being held 16 November 2022.**

**CARRIED 4 / 0**  
TIME: 6.13PM

**MOTION**  
**Moved Cr Ross, seconded Cr Angus**  
**That the Committee suspend Standing Orders.**

**CARRIED 4 / 0**  
TIME: 6.10PM



**CEORC02 – 11/22      Travel Reimbursement for Independent Member**

<b>Applicant</b>	N/A
<b>File ref</b>	22/02/83
<b>Author</b>	Executive Assistant
<b>Authorising Officer</b>	Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	<b>Absolute Majority (per local government act)</b>
<b>Attachments</b>	Nil

	<b>Authority / Discretion</b>	<b>Definition</b>
<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>
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<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 consider recommending to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee.

**Background**

As the Independent Member of the Committee is a voluntary position and at least one trip is required to a distance >50km from Chambers, it is recommend that any travel costs are reimbursed. As the majority of the Committee meetings will be held online, this item will only be needed for travel costs for the interview process.

**Consultation Summary**Local

- CEO Recruitment Committee

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

Nil

**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**

Risk	Likelihood	Consequences	Risk Analysis	Mitigation
Financial:	Possible	Insignificant	Low	This is not a paid position.
<b>Opportunity:</b> Nil				

**Officer Comment/Details**

That the Committee recommend to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee:

1. Eligible travel includes attendance at the interviews of short-listed applicants and any other meeting being held in-person.
2. The reimbursement will be applicable only to travel by motor vehicle
3. The reimbursement rate will be at the level paid to Councillors for approved travel
4. The maximum distance will be 200km return for each approved journey

**OFFICER RECOMMENDATION / COMMITTEE RESOLUTION**

Moved Cr Curtis, seconded Cr Angus

The Committee recommend to Council that a Budget Amendment be made to include travel reimbursement for the Independent Member of the CEO Recruitment Committee:

1. Eligible travel includes attendance at the interviews of short-listed applicants and any other meeting being held in-person.
2. The reimbursement will be applicable only to travel by motor vehicle
3. The reimbursement rate will be at the level paid to Councillors for approved travel
4. The maximum distance will be 200km return for each approved journey

**CARRIED 4 / 0**

TIME: 6.16PM

**MOTION**

Moved Cr Ross, seconded Cr Angus

That the Committee resume Standing Orders.

**CARRIED 4 / 0**

TIME: 6.16PM

**ITEM 7. CLOSURE**

The Presiding Member closed the meeting at 6.16pm.