SPECIAL COUNCIL MEETING
MONDAY, 24 JUNE 2019

AGENDA

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AGENDA

REPORTS

CEO RECRUITMENT COMMITTEE MEETING
HELD ON 10 JUNE 2019
NOTICE OF MEETING
AND AGENDA

CR ______________________________________

PLEASE TAKE NOTICE that the next SPECIAL COUNCIL MEETING will be held in the Council Chambers, Orchard Avenue, Armadale at 6.00 PM

MONDAY, 24 JUNE 2019

R S TAME
CHIEF EXECUTIVE OFFICER

16 June 2019

1  DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2  RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3  PUBLIC QUESTION TIME

Minimum time to be provided – 15 minutes (unless not required)

A procedure has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure is attached to the Council Agendas made available in the public gallery.

The public’s cooperation in this regard will be appreciated.
4 BUSINESS OF THE MEETING

CEO RECRUITMENT COMMITTEE MEETING
Report of the CEO Recruitment Committee held on 10 June 2019......4

BUSINESS ARISING FROM REPORT

Note:
Meeting to be closed to Members of the Public

MOVED Cr ...... that the meeting be closed to members of the public as the matter to be discussed is considered to be confidential under Section 5.23(2)(eiii) of the Local Government Act, as the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person.

5 CLOSURE
CITY OF ARMADALE

MINUTES

OF CEO RECRUITMENT COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 10 JUNE 2019 AT 5:35PM.

PRESENT:  Cr H A Zelones OAM JP
          Cr R Butterfield
          Cr Geary
          Cr Sargeson
          Cr Campbell
          Cr Silver
          Cr Frost
          Cr Wielinga

APOLOGIES:

OBSERVERS:  Cr Nixon
            Cr Smith

IN ATTENDANCE:  Mrs J Sutherland  Executive Assistant Corporate Services
                 Mr G Blades  Partner, Lester Blades

Note:  Meetings of the CEO Recruitment Committee are closed to the public on the basis that matters to be dealt with by Committee will generally be of a sensitive and confidential nature – Council Resolution CS10/2/2019 refers.

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your council/councillors.”
DECLARATION OF MEMBERS’ INTERESTS

Nil

DEPUTATION

Nil

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the CEO Recruitment Committee Meeting held on 16 May 2019 be confirmed.

Moved Cr C Frost
MOTION CARRIED

(8/0)
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CEO RECRUITMENT COMMITTEE

10 JUNE 2019

1. MISCELLANEOUS
   1.1 **SELECTION OF PREFERRED CANDIDATE..........................................................7
**1.1 - SELECTION OF PREFERRED CANDIDATE**

WARD : ALL  
FILE No. : M/373/19  
DATE : 5 June 2019  
REF : JS  
RESPONSIBLE MANAGER : Executive Director Corporate Services

**In Brief:**
- For Committee to review and discuss the outcomes and results of the interviews held on Thursday 30 May 2019.
- Recommend that Council:
  - approve an offer of appointment to the position of Chief Executive Officer to the preferred applicant (A, D, G or H);  
  - the offer be in accordance with the general terms of contract and salary range adopted by Council on 25 March 2019;  
  - the Mayor be authorised to finalise the contract to be negotiated within the advertised salary package range; and  
  - the confidential attachments remain confidential until contract negotiations have been concluded.

**Tabled Items**
Nil

**Officer Interest Declaration**
Nil

**Strategic Implications**
4.1.2 Make decisions that are sound, transparent and strategic.
4.1.3 Support the role of the elected body
4.2.1 Recruit and develop a skilled and competent workforce

**Legislation Implications**
Local Government (Administration) Regulations 1996, regulations 18A, 18B, 18C, 18E, 18F and 19A

**Council Policy/Local Law Implications**
Nil

**Budget/Financial Implications**
There is an unplanned cost related to the recruitment of a new CEO, which will be accommodated in the budget for the CEO directorate.

**Consultation**
Lester Blades
BACKGROUND
On 27 May 2019 Council noted the four short-listed candidates for interviewing by the Interview Panel. Interviews were subsequently conducted on Thursday 30 May 2019.

DETAILS OF PROPOSAL
A selection report is currently being prepared for presentation to the Committee. The report will provide information on the interview panel’s assessment of the applicants, and propose a preferred candidate, based on the interview panel’s advice.

Mr Geoff Blades will be present to discuss the interviews in more detail.

The Committee is now required to recommend to Council the approval of an offer to appoint the Committee’s preferred applicant to the position of Chief Executive Officer. It is important to note that the Council approval sought is to make the offer to the preferred applicant, not to appoint. Following contract negotiations, the Council is then required to make a formal and final appointment of the Chief Executive, by Absolute Majority (refer Local Government Operational Guidelines No. 10 Appointment of the CEO pp 8)

It is intended that there will be a presentation by the preferred candidate preceding a Special Council meeting, the date of which is to be confirmed.

Committee Discussion
The Confidential Attachment recommendation provided by Lester Blades was circulated to all attendees to review. The interview panel members of the Committee along with Mr Blades provided information and answered questions on the outcomes of the interviews. Committee then discussed the candidates at length, agreeing on a preferred candidate.

Other matters discussed were:

- Remuneration range
- Actions to be undertaken by the consultant. A follow up report will be will be provided by the consultant advising the outcome of the due diligence process.
- Monday 24 June 2019 was the preferred date for a presentation by candidate A, followed by a Special Council meeting where Council will consider the recommendation of these Minutes.
- The Mayor advised that he, in consultation with Mr Blades and the Manager Human Resources, will negotiate the contract within the advertised range, for approval by Council.

ATTACHMENTS
Confidential Consultants Report - This matter is considered to be confidential under Section 5.23(2) (e iii) of the Local Government Act, as it deals with the matter, if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person
That Council, by an Absolute Majority* decision:

1. approve an offer of appointment to the position of Chief Executive Officer to preferred candidate A;

2. The offer be in accordance with the general terms of contract and salary range adopted by Council on 25 March 2019;

3. The Mayor be authorised to finalise the contract to be negotiated within the advertised salary package range; and

4. The confidential attachments remain confidential until contract negotiations have been concluded.

ABSOLUTE MAJORITY RESOLUTION REQUIRED

Moved Cr C M Wielinga
MOTION CARRIED

(8/0)

MEETING DECLARED CLOSED AT 6:45PM