

# CITY OF ARMADALE

## MINUTES

OF CEO RECRUITMENT COMMITTEE HELD IN THE COMMITTEE ROOM,  
ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON THURSDAY,  
2 MAY 2019 AT 4.00PM.

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**PRESENT:**

- Cr H A Zelones OAM JP (Chairperson)
- Cr R Butterfield
- Cr J Munn CMC
- Cr M Geary
- Cr L Sargeson
- Cr C Campbell
- Cr C Frost
- Cr C Wielinga

**APOLOGIES:**

**OBSERVERS:**

- Cr G Nixon
- Cr G 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](http://www.armadale.wa.gov.au/your_council/councillors).”*

**DECLARATION OF MEMBERS' INTERESTS**

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Nil

**DEPUTATION**

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Nil

**CONFIRMATION OF MINUTES**

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**RECOMMEND**

**Minutes of the CEO Recruitment Committee Meeting held on 20 March 2019 be confirmed.**

**Moved Cr C Frost**

**MOTION CARRIED**

**(8/0)**

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## CEO RECRUITMENT COMMITTEE

2 MAY 2019

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**1. MISCELLANEOUS**

1.1 APPLICATIONS UPDATE AND INTERVIEW PANEL SELECTION.....2

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***1.1 - APPLICATIONS UPDATE AND INTERVIEW PANEL SELECTION***

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WARD : ALL  
FILE No. : M/289/19  
DATE : 29 April 2019  
REF : JS  
RESPONSIBLE : Executive Assistant  
MANAGER : Corporate Services

**In Brief:**

- For Council to note the listing of applications and allow Lester Blades to proceed to screening interviews.
- Recommend that Council note:
  - the applications received; and
  - the appointment of Councillors to the interview panel.

**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**

Sections 5.36, 5.38, 5.39, and 5.40 of *Local Government Act 1995*.

*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 25 February 2019 Council resolved to appoint Lester Blades to provide professional recruitment services for the appointment of a new Chief Executive Officer (CS9/2/19) and established the CEO Recruitment Committee with accompanying Terms of Reference guiding Committee activities.

On 5 March 2019 a Councillor Workshop was held with Lester Blades to develop the position description and advertisement. Subsequently on 25 March 2019 Council approved (CR1/3/19):

*“That Council:*

- 1. Note the proposed timeline for the process;*
- 2. Adopt the salary range;*
- 3. Endorse the CEO Position Description as amended;*
- 4. Endorse the general terms of the draft CEO Employment Contract;*
- 5. Endorse the advertisement as amended;*
- 6. Note the withdrawal of the CEO Recruitment Committee membership from Cr Busby.”*

The position was advertised with the closing date being Monday 15 April 2019. On 16 April 2019 a memo was provided to all Councillors advising of the number of applications received.

### **DETAILS OF PROPOSAL**

Mr Geoff Blades will present information to the Committee on the work undertaken to date following the closure of the advertising period.

He will also assist the Committee to determine the appropriate composition of Committee members to assist with the initial interviews. As per the proposed timeline, the full Council will still have an opportunity to meet and interview the preferred candidates before a final decision is made.

### ***Committee Discussion***

*Mr Blades provided an overview of the long list applications for discussion with the Councillors present at the meeting. It was agreed to progress by:*

- Mr Blades to conduct screening interviews with information to be provided to Councillors*
- Next CEO Recruitment Committee meeting to review further information on Thursday 16 May 2019.*
- A memo will be provided to all Councillors outlining the upcoming timeline.*

*The Committee then discussed the appropriate number of Councillors to be selected for the interview panel. It was agreed to have the Mayor, Deputy Mayor, two Councillors as well as an additional Councillor as a Deputy to step in if required. In response to the call for nominations:*

*Mayor, Cr Zelones nominated himself and Deputy Mayor, Cr Butterfield*

*Cr Wielinga nominated herself*

*Cr Frost nominated herself*

*Cr Munn nominated himself*

*Cr Sargeson nominated Cr Campbell*

*Cr Frost nominated Cr Geary*

*The Chair called for any further nominations. There being no further nominations ballots were conducted.*

*The result of the ballots:*

*Ballot 1, 1<sup>st</sup> Panel Member                      Cr Geary*

*Ballot 2, 2<sup>nd</sup> Panel Member                      Cr Frost*

*Ballot 3, Deputy Panel Member                      Cr Campbell*

*Therefore an interview panel consisting of the following members will be recommended:*

*Mayor, Cr Zelones  
Deputy Mayor, Cr Butterfield  
Cr Geary  
Cr Frost  
Cr Campbell (Deputy panel member)*

**ATTACHMENTS**

There are no attachments for this report.

**RECOMMEND**

**CR2/5/19**

**That Council note:**

- 1. The information provided by Lester Blades on the applications; and**
- 2. The following Councillors be on the Interview Panel for the appointment of the CEO:**
  - Cr Zelones                      Deputy Cr Campbell**
  - Cr Butterfield**
  - Cr Geary**
  - Cr Frost**

**Moved Cr J H Munn  
MOTION CARRIED**

**(8/0)**

**MEETING DECLARED CLOSED AT 5.20PM**