



**PUBLIC SPECIAL  
CEO RECRUITMENT  
COMMITTEE MEETING  
MINUTES**

**Council Chambers**

**This Meeting is Closed to the Public**

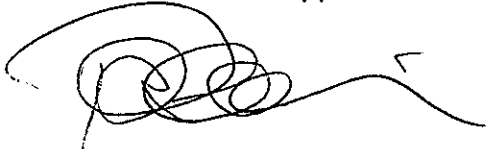
**Preface**

When the Chief Executive Officer approved these Minutes for distribution they are in essence "Unconfirmed" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 24 November 2023.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke ending in a small upward-pointing arrow.

Peter Klein

**Chief Executive Officer**

**DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decisions, which will be provided within ten days of this meeting.*

## Discussion Commenced 5pm Tuesday 21 November 2023

Peter Casey – Mills Recruitment provided an overview of CEO applications received and next steps.

### 1. DECLARATION OF OPENING

Shire President, Cr Garner, declared the meeting open at 5:40pm.

### 2. SELECTION OF AN INDEPENDENT MEMBER TO CEO RECRUITMENT COMMITTEE

Date:	20 November 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

### DISCUSSION

Section 5.39A(1) of the Local Government Act 1995 requires that the CEO Selection Committee comprise at least 1 independent person (cl 8, Division 2 of the Regulations).

The draft terms of reference for the CEO Selection Committee provides some guidance on the appointment of an independent member to this committee. It states as follows;

***The essence of the role of the independent member is to bring an impartial perspective to the process, to call-out any biases or prejudices that may emerge and to ensure compliance with the Council's agreed selection processes. The successful candidate will have the ability to participate in the debate, constructively contribute to the process and holds voting rights.***

***Examples of who the independent person could be include:***

- a) Former elected members or staff members of the local government;***
- b) Former or current elected members (such as a Mayor or Shire President) or staff members of another local government; or***
- c) A prominent or highly regarded member of the community.***

***Clause 8, Division 2 of the Regulations, and Council's adopted Model Standards for CEO Recruitment, Performance and Termination, provides that the independent member cannot be:***

- a) A Council Member;***
- b) An employee of the local government; or***
- c) A human resources consultant engaged by the local government.***

***The selection criteria for the independent member of the CEO Selection Committee are as follows;***

- a) Impartial and free from conflicts of interest, on appointment;***
- b) Experience in CEO and/or senior executive management & recruitment;***
- c) Proven ability to comply with governance processes; and***
- d) Personal values are consistent with the values set by the Shire of Wyalkatchem.***

- e) The CEO or Acting CEO shall present potential candidates that meet the above criteria, for consideration by the CEO Selection Committee for appointment as the independent member.*

*CEO Selection Committee members may submit nominations for the independent CEO Selection Committee member, to the CEO or Acting CEO and these nominations will be accepted for consideration by the Committee if, the CEO or Acting CEO, determines that the nominee/s meets the above selection criteria.*

*The Selection Committee is to appoint the preferred independent Committee member by a simple majority vote.*

Councillors were invited to nominate potential candidates to the CEO, for future consideration for appointment as the independent committee member.

The nominees listed in the recommendation have all agreed to join the committee if they were selected by Council. In addition to these potential candidates, Tuck Waldron and Bernie Quade were nominated but their availability was unable to be confirmed and Jason Hutchinson declined to be considered.

A ballot will be used to select the successful nominee. Each Councillor will be provided with a ballot paper and asked to mark their preferences using a 3, 2, 1 score, with their most preferred candidate being given 3 votes, their next preferred candidate 2 votes and their third preferred candidate 1 vote.

The votes shall be counted and the nominee with the greatest number of votes will be invited to join the Committee.

#### **STATUTORY ENVIRONMENT**

The *Local Government Act (1995)*, as referenced above provides the Council with the authority necessary to for the Committee and to delegate its responsibilities.

#### **POLICY IMPLICATIONS**

The draft Terms of Reference draw on the model standards, for the recruitment of a CEO that have been adopted by Council.

#### **FINANCIAL IMPLICATIONS**

CEO recruitment expenses are unbudgeted and will need to be addressed during the mid-year budget review.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
<b>10 – transparent accountable &amp; effective governance</b>	10.1	A well-informed Council makes decisions that benefit the community.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION**

***147/2023 Moved: Cr Petchell***

***Seconded: Cr Begley***

***That Council select, via a first past the post ballot, the independent member of the CEO Recruitment Committee, from the six nominees and Council offers the position of Independent Member of the CEO Recruitment Committee to David Holdsworth.***

***CARRIED 6/0***

**3. CLOSURE OF THE MEETING**

There being no other business to attend to, Shire President Cr Garner closed the meeting at 5:45pm.