



Special Council Meeting

Minutes

31 October 2023

INDEX

1. Official Opening	3
1.1. Attendance, Apologies and Leave of Absence Previously Approved	3
2. Election and Swearing-in of Deputy Mayor	4
2.1. Election of Deputy Mayor	4
2.2. Swearing in of Deputy Mayor	5
3. Public Question Time.....	5
4. Petitions/Deputations	5
5. Announcements by the Member Presiding Without Discussion.....	5
6. Matters for Which the Meeting may be Closed.....	5
7. Disclosure of Interest	5
8. Reports to Council.....	7
8.1. Chief Executive Officer Reports.....	7
8.1.1. Appointment of Councillors to External, Management Committees and Advisory Groups 2023/2025	7
8.1.2. Development Assessment Panels - Nomination of Members	11
8.1.3. Chief Executive Officer - Recruitment Process.....	16
9. Meeting Closed to the Public.....	24
10. Closure	24

1. Official Opening

The Presiding Member opened the meeting at 6:30pm and welcomed Councillors, Staff and Members of the Public Gallery. The Presiding Member also acknowledged the Traditional Owners of the land on which we meet the Whadjuk Noongar people.

Attendance, Apologies and Leave of Absence Previously Approved

Mayor

Margaret Thomas JP (Presiding Member)

Councillors

Southeast Ward

John Giardina

Geoff Stallard

Southwest Ward

Mary Cannon

Brooke O'Donnell

Northwest Ward

Lisa Cooper

Dylan O'Connor

North Ward

David Modolo

Kathy Ritchie

Members of Staff

Chief Executive Officer

Gary Ticehurst - Acting Chief Executive Officer

Executive Team

Sinead McGuire/Director Asset Services

Nicole O'Neill - Director Community Engagement

Alison Egan - A/Director Corporate Services

Nathan Ritchie - Director Development Services

Administration Support

Darrell Forrest - Governance Advisor

Donna McPherson - Executive Assistant to the CEO

Members of the Public 2

Members of the Press Nil.

Apologies Nil.

Leave of Absence Previously Approved Nil.

2. Election and Swearing-in of Deputy Mayor

2.1. Election of Deputy Mayor

In accordance with Section 2.3 Division 2 Clause 5 the election of the Deputy Mayor was adjourned for 7 days at the Special Council Meeting held on 24 October 2023.

The election of the Deputy Mayor is undertaken in accordance with Schedule 2.3, Division 1, of the Local Government Act 1995. Nominations for the position of Deputy Mayor were received by the A/Chief Executive Officer in writing prior to the meeting held on 24 October 2023 from Councillor Dylan O'Connor and Councillor Brooke O'Donnell.

The A/Chief Executive Officer called for nominations from the floor for the position of Deputy Mayor.

No other nominations were received.

The A/Chief Executive Officer acted as the returning officer for the election of the Deputy Mayor. Councillors were asked to vote for the position of Deputy Mayor by secret ballot. The votes cast counted in the presence of the Governance Adviser and the Executive Assistant to the CEO.

If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.

The A/Chief Executive Officer declared the result as follows:

Cr Dylan O'Connor	5
Cr Brooke O'Donnell	4

Cr Dylan O'Connor was elected to the position of Deputy Mayor.

2.2. Swearing in of Deputy Mayor

In accordance with Section 2.29 of the Local Government Act 1995 Councillor Dylan O'Connor made a declaration before acting as the Deputy Mayor. The declaration was made before Mayor Margaret Thomas JP.

3. Public Question Time

3.1 Peter Forrest, Kalamunda

Q. I would like to request information and explanation on the change from Advisory Committees to Advisory Groups?

A. The key change is the Groups will not be established under the Local Government Act. It is believed this will provide increased flexibility in the operation of the Groups. A key driver in this change has been expected changes to the Local Government Act in 2024.

3.2 Charles Dornan, Wattle Grove

Q. What steps will this council take to ensure the council representatives on Development Assessment Panels align with and genuinely represent the community viewpoint?

A. Development Assessment Panels consider a number of criteria when making a determination: Technical matters; policy matters; strategic matters; having council representation on these panels ensures local issues have a voice and understanding of how that can be put into the decision making process.

Q. Do the Council representatives need to come to the council before making a decision.

A. There is not necessarily a need. Council representatives are provided with all the information they need to make a decision.

4. Petitions/Deputations

4.1. Nil.

5. Announcements by the Member Presiding Without Discussion

5.1. Nil.

6. Matters for Which the Meeting may be Closed

- 6.1 Item 8.1.3 Chief Executive Officer - Recruitment Process – Confidential Attachments
1. CEO 2023 Consultant Assessment
Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
 2. Request for Quote 1.- CEO, City of Kalamunda Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
 3. Request for Quote 2. - City of Kalamunda CEO Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
 4. Independent Person on Selection Panel Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

7. Disclosure of Interest

7.1. Disclosure of Financial and Proximity Interests

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

7.1.1. Nil.

7.2. Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

7.2.1. Nil.

8. Reports to Council

8.1. Chief Executive Officer Reports

8.1.1. Appointment of Councillors to External, Management Committees and Advisory Groups 2023/2025

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Governance
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> 1. Governance 13 - Appointment of Committee Members to Advisory Committees and Reference Groups [8.1.1.1 - 6 pages] 2. 2023-2025 Management and Advisory Committees and Groups- October 2023 [8.1.1.2 - 47 pages] 3. Nominations for Committees 2023-2025 [8.1.1.3 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
□ Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

EXECUTIVE SUMMARY

1. The purpose of this report is for Council to appoint Council delegates and representatives onto External, Management, Advisory Committees and Groups for the period October 2023 to October 2025.
2. Council has been provided with an overview of the Terms of Reference, roles and responsibilities associated with each of the committees to which appointments will be made (Attachment 2).
3. This report requires Council to approve the appointments by absolute majority.

BACKGROUND

4. The appointment of Council delegates is to ensure Council is always fully and formally represented.

DETAILS AND ANALYSIS

5. Representation on the City of Kalamunda Management, Advisory Committees and Groups is outlined in the terms of reference as provided as Attachment 2.
6. A brief description of the other committees to which delegates are sought is provided below for information. The number of delegates required for each group is advised in Attachment 3.
7. Western Australia Local Government Association East Zone (Zone)
The Zones is a group of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.

8. Perth Airports Municipalities Group
The Perth Airports Municipalities Group (PAMG) is a forum for local government and airport operators to discuss and resolve issues relating to airports which either directly or indirectly affect the local community.
9. Kalamunda History Village
The Kalamunda Historical Society Committee has responsibility for the day to day operations of the History Village and Stirk Cottage, on behalf of the City, under a Lease Agreement. A Councillor Delegate sits on the Committee.
10. Parks of the Darling Range Community Advisory Committee
The Parks of the Darling Range Community Advisory Committee is a regular forum to hear public opinion and exchange advice on management issues affecting the parks of the Darling Range.
11. Metropolitan Regional Road Group
Purpose and membership provided within Attachment 1.

APPLICABLE LAW

12. *Local Government Act 1995*

APPLICABLE POLICY

13. Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups (Attachment 1).

STAKEHOLDER ENGAGEMENT

14. N/A

FINANCIAL CONSIDERATIONS

15. The City of Kalamunda allocates time and resources to the operation of Advisory Groups and Committees in accordance with the annual budget process.

SUSTAINABILITY

16. Advisory Committees and Groups provide the Council with community expertise to enhance decision making.

RISK MANAGEMENT

17.	Risk: Council does not appoint delegates to various Regional Committees and Groups and City Management and Advisory Committees		
	Likelihood	Consequence	Rating
	Unlikely	Significant	High
	Action/Strategy		
	Ensure Council recognises the value-added benefit Advisory Committees bring to Council decision making.		

CONCLUSION

18. Officers recommended Council appoint delegates to each of the Regional Committees, Groups and City of Kalamunda Management, Advisory Committees and Groups.

Voting Requirements: Absolute Majority

RESOLVED SCM 146/2023

That Council APPOINT those delegates set out in Attachment 3 to each of the Regional Committees, Groups and City of Kalamunda Management, Advisory Committees and Groups listed therein.

Moved: **Cr Lisa Cooper**

Seconded: **Cr Mary Cannon**

Vote: For: **Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper Cr Dylan O'Connor, Cr Kathy Ritchie, Cr David Modolo and Mayor Margaret Thomas**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

8.1.2. Development Assessment Panels - Nomination of Members

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items	SCM 249/2019, SCM 315/2021, OCM 85/2022, OCM 105/2022, OCM 48/2023
Directorate	Development Services
Business Unit	Approval Services
File Reference	3.009297
Applicant	N/A
Owner	N/A
Attachments	1. LG DAP Members Nomination Form [8.1.2.1 - 1 page]

TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
Information	For Council to note
□ Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service based organisation.

EXECUTIVE SUMMARY

1. To consider nominations of the Council's local government members to the Metro Outer Joint Development Assessment Panel (DAP) following City of Kalamunda (City) Local Government councillor elections.

2. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) commenced on 24 March 2011. DAPs commenced operation on 1 July 2011. The role of DAPs is to determine significant development applications to simplify planning approvals.
3. It is recommended council nominate a sitting council to the Metro Outer Joint Development Assessment Panel.

BACKGROUND

4. A DAP comprises a membership of three technical experts and two local government representatives with the authority to determine applications for development approval. The local government representatives will only be required to sit on the DAP where, for the purposes of the City's members, the application is for a development within the City's local government area.
5. The City's current members on the Metro Outer Joint DAP are:

Members	Alternative Member
Cr Margaret Thomas	Cr Lisa Cooper
Cr Sue Bilich	Cr Kathy Ritchie

DETAILS AND ANALYSIS

6. Current DAP members will remain appointed for the balance of the current term expiring 26 January 2024. New DAP members will be appointed for the upcoming 2-year term expiring 26 January 2026.
7. All members will be required to attend a training workshop on planning law in relation to matters to be considered in the assessment, decision making, and appropriateness of conditions for approval or reasons for refusal, as well as the Code of Conduct. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.
8. Should the Council not nominate the required members for the DAP, the DAP Regulations allow for the Minister for Planning to appoint community representatives in their place.
9. It has become mandatory to refer a development proposal which has a total value of more than \$10 million to a DAP for determination. Exclusions to this mandatory requirement are for a single house, less than 10 grouped or multiple dwellings and development by the local government or WA Planning Commission.

10. When an application is lodged with the City, which has a value between \$2 million and \$10 million, the applicant may nominate it be determined by a DAP rather than the responsible authority.
11. In February 2023, the State Government introduced the final regulatory changes to reform the Development Assessment Panel (DAP) process, including:
 - a) The reduction in the number of district panels from 5 to 3.
 - b) The DAP system being complete opt in for any development over \$2 million.
 - c) The appointment of DAP experts under a fixed term arrangement.

It is anticipated that the regulatory changes will have effect later this year.

12. It is important to have Councillor representation on the DAP to represent the community. The DAP considers some of the more significant development applications within the City and therefore it is important to ensure an understanding and representation of the local issues.

APPLICABLE LAW

13. The Planning and Development (Development Assessment Panels) Regulations 2011 provide for the operation, constitution, and administration of DAP's.
14. The DAP Regulations prevent a DAP member from attending a meeting without first completing mandatory training.

APPLICABLE POLICY

15. Nil.

STAKEHOLDER ENGAGEMENT

16. Nil.

FINANCIAL CONSIDERATIONS

17. Any DAP member who successfully completes training is entitled to be paid for their attendance at DAP training and DAP meetings.

SUSTAINABILITY

18. Nil.

RISK MANAGEMENT

19.	Risk: Nomination for a member on the Metro Outer Joint DAP is not made.		
	Consequence	Likelihood	Rating
	Low	Unlikely	Moderate
	Action/Strategy		
	Action/Strategy Ensure Council is aware of the implications for development approvals if there are not sufficient members appointed to the DAP.		

CONCLUSION

- 20. Members on a DAP will be provided with the training and the opportunity to consider development applications of a significant nature.
- 21. New members and alternative members nominated will be appointed to 26 January 2024.

Voting Requirements: Simple Majority

RESOLVED SCM 147/2023

That Council:

- 1. NOMINATE Mayor Margaret Thomas JP as Member 1 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.
- 2. NOMINATE Cr Kathy Ritchie as Member 2 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.
- 3. NOMINATE Cr Dylan O'Connor as Alternative Member 1 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.

4. NOMINATE Cr Brooke O'Donnell as Alternative Member 2 on the City of Kalamunda's member for the Metro Outer Joint Development Assessment Panel.

Moved: **Cr Lisa Cooper**

Seconded: **Cr John Giardina**

Vote: For: **Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Dylan O'Connor, Cr David Modolo, Cr Kathy Ritchie and Mayor Margaret Thomas**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

8.1.3. Chief Executive Officer - Recruitment Process

Declaration of financial / conflict of interests to be recorded prior to dealing with each item.

Previous Items

Directorate Office of CEO
 Business Unit People Services
 File Reference
 Applicant
 Owner

- Attachments
1. Governance 12 - Recruitment & Selection, Performance Review, Salary Review and Termination of the Chief Executive Officer [8.1.3.1 - 11 pages]
 2. Process, timeline & Independent Person [8.1.3.2 - 2 pages]
 3. CEO Recruitment Request for Quotation 2023 [8.1.3.3 - 2 pages]

Confidential Attachments

1. CEO 2023 Consultant Assessment
Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
2. Request for Quote 1.- CEO, City of Kalamunda
Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
3. Request for Quote 2. - City of Kalamunda CEO
Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
4. Independent Person on Selection Panel
Reason for Confidentiality: Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."

TYPE OF REPORT

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Executive	When Council is undertaking its substantive role of direction setting and oversight (e.g. accepting tenders, adopting plans and budgets)
Information	For Council to note

- Legislative Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

STRATEGIC PLANNING ALIGNMENT

Kalamunda Advancing Strategic Community Plan to 2031

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

Strategy 4.1.2 - Build an effective and efficient service-based organisation.

EXECUTIVE SUMMARY

1. The *Local Government Act 1995* and associated Regulations stipulate a required process to recruit a Chief Executive Officer (CEO) following the position becoming vacant. The CEO resigned effective 26 September 2023.
2. One of the fundamental roles of Council is the employment of the CEO. The CEO is responsible for the implementation of council's strategic vision and for leading the local government administration.
3. The purpose of this report is to seek Council's approval for:
 - a) The appointment of an independent person and an external Human Resources (HR) consultant to support the CEO Recruitment process;
 - b) The proposed recruitment process (including the appointment of a selection panel) is to be undertaken to facilitate the recruitment of a new CEO.

BACKGROUND

4. Following the resignation of the former CEO on 26 September 2023, the process of appointing a new CEO is required.
5. The CEO Recruitment process outlined in paragraph 9 provides Council with a series of steps and critical timelines to assist Council in finding a suitably experienced CEO in the most-timely fashion.

6. It is important the City carefully consider the role of the CEO, which includes the powers and functions of the role, the selection criteria for the position and the specific skills and experience the City will require of the CEO.

DETAILS AND ANALYSIS

7. The CEO Recruitment process is very significant, and it is important Council engage in a robust process to ensure the CEO Recruitment process delivers the City the best possible candidates.
8. Regulation 18 (c) of the *Local Government [Administration] Regulations 1996* provides a local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.
9. The CEO Recruitment Process should be in accordance with the principles of merit, equity, and transparency. Section 5.40 of the *Local Government Act 1995* lists a number of general principles of employment that apply to local governments. The minimum standard for recruitment selection will be met if:
- a) Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO.
 - b) Council has approved by absolute majority the Position Description, clearly outlining the qualifications, selection criteria and responsibilities of the position.
 - c) A Selection Panel has been established to conduct the recruitment and selection process.
 - d) Applicants are attracted through an open, transparent and competitive process.
 - e) The Selection Panel has assessed the knowledge, experience, qualifications, and skills of all applicants against the selection criteria.
 - f) The Selection Panel has verified the recommended applicants work history, qualifications, referees and claims made in their job application.
 - g) The appointment is merit based with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
 - h) The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
 - i) Council has endorsed by absolute majority the final appointment.
 - j) Council have approved the employment contract by absolute majority.

10. The establishment of the selection panel is a critical component of the CEO Recruitment process and will be most effective if it includes members who have experience in working with or at Senior executive level.

The selection panel must comprise of:

- a) council members (the number of which must be determined by the council); and
 - b) one independent person.
11. It is considered a selection panel comprising four (4) councillors plus the independent person would be the most effective size and in accordance with industry best practice.
12. The inclusion of an independent person on the selection panel is a requirement under section 5.40 of the *Local Government Act 1995*. The independent person cannot be a current elected member, human resources consultant or staff member of the local government.
13. The City has identified the three candidates for consideration as an independent person on the selection panel these are presented in Confidential Attachment 4.
14. The responsibilities of the Selection Panel are outlined in Council Policy – Governance 12 – Recruitment & Selection, Performance Review, Salary Review and Termination of the Chief Executive Officer (Attachment 1).
15. It is considered the CEO Recruitment process should be supported by a HR Consultant with demonstrated experience in recruitment of senior local government staff.
16. Following a recent briefing to Council, the procurement process has been applied and Requests for Quote (Attachment 3) have been sought from appropriately experienced HR consultants.
17. Four (4) companies were approached with two (2) companies providing quotes and an assessment-criteria was applied. The preferred supplier and their quote can be seen in Attachment (Attachment 5).
18. The CEO Recruitment process requires:
- a) Establishment of the Selection Panel.
 - b) Council appointment of an Independent Person for inclusion in the Selection Panel.
 - c) Council to endorse the preferred supplier for HR Consultant appointment.

- d) With assistance from the HR Consultant, the Selection Panel identifies and finalises the required qualifications, selection criteria & Position Description.
- e) The Recruitment Panel to approve appropriate Key Performance Measures (KPIs).
- f) The Recruitment Panel to approve the advertising recommendation and the advertisement.
- g) The Recruitment Panel to approve interview questions and presentation subjects.
- h) HR Consultant to undertake:
 - i. Advertising on national job boards.
 - ii. Initial screening of applications against the selection criteria and create a shortlist.
 - iii. Coordinate with the Recruitment Panel to book candidate interviews.
 - iv. Assists the CEO Recruitment Panel to conduct & evaluate interviews & presentations.
 - i) Approve interview questions and presentation subject.
- j) The CEO Recruitment panel to assess candidates through an assessment summary process.
- k) Recruitment Panel informs the HR Consultant on preferred candidate.
- l) Council approves the Contract of Employment by Absolute Majority.
- m) HR Consultant negotiates with preferred candidate on salary, terms & conditions of the contract and Performance Measures (KPIs).
- n) HR Consultant undertakes appropriate background checks, psychometric testing and reference checks prior to issuing a final offer.
- o) The Recruitment Panel makes a recommendation to Council to appoint preferred candidate with an Absolute Majority required to authorise the Offer of Employment.
- p) Preferred candidate appointed to the position of CEO.

APPLICABLE LAW

19. Section 5.36 (4) of the *Local Government Act 1995* and Regulation 18 (c) of the *Local Government (Administration) Regulations 1996* are relevant to the process in particular Regulation 18 (c) requires the Council to approve the process to recruit a CEO.

APPLICABLE POLICY

20. Policy Governance 12 Recruitment Performance Review Termination of Chief Executive Officer (Attachment 1)

STAKEHOLDER ENGAGEMENT

21. Nil.

FINANCIAL CONSIDERATIONS

22. The cost to appoint a recruitment consultant is estimated at 15% to 25% of the total package offered to the preferred candidate to fulfil the role of Chief Executive Officer. The recommended HR Consultant has quoted \$34,500 to assist the City in conducting the CEO Recruitment process.

SUSTAINABILITY

23. Nil.

RISK MANAGEMENT

24.

Risk: CEO Recruitment Process fails to exercise due diligence in the recruitment process leading to the appointment of an unsuitable candidate.		
Consequence	Likelihood	Rating
Major	Possible	High
Action/Strategy		
Ensure that Council employs suitably qualified people to support the CEO Recruitment process		

25.

Risk: CEO Recruitment Process fails to establish effective Key Performance Indicators resulting in Council being unable to effectively manage the performance of the CEO		
Consequence	Likelihood	Rating
Major	Possible	High
Action/Strategy		
Ensure that Council employs suitably qualified people to support the CEO Recruitment process		

26.	Risk: Delay in appointing a Selection Panel and undertaking the recruitment process to appoint a CEO would lead to uncertainty, inconsistency and lack of leadership		
	Consequence	Likelihood	Rating
	Major	Possible	High
	Action/Strategy City outlines a proposed recruitment process and timeline for Council adoption.		

CONCLUSION

- 27. The CEO Recruitment process is one of the most fundamental roles of Council, as the CEO is responsible for the implementation of Council's strategic vision and for leading the City's administration.
- 28. This paper outlines the proposed recruitment process and recommends the proposed Selection Panel who will initiate the CEO Recruitment process.
The CEO Recruitment process provides opportunity for the full Council to be involved in the final decision to recruit a CEO.

Voting Requirements: Absolute Majority

RESOLVED SCM 149/2023

That Council:

- 1. APPROVE the recruitment process as outlined in Attachment 2.
- 2. ESTABLISH the Selection Panel for the recruitment of the Chief Executive Officer comprising:
 - a. the Mayor;
 - b. the Deputy Mayor;
 - c. Cr Kathy Ritchie and Cr John Giardina
 - d. Candidate c) in Confidential Attachment 8.1.3.4 as the Independent Person
- 3. APPROVE the appointment of Lester Blades as the HR Consultant.

Moved: **Cr Dylan O'Connor**

Seconded: **Cr Geoff Stallard**

Vote: For: **Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Dylan O'Connor, Cr David Modolo, Cr Kathy Ritchie and Mayor Margaret Thomas**

Against: **Nil**

CARRIED UNANIMOUSLY/ABSOLUTE MAJORITY (9/0)

9. Meeting Closed to the Public

RESOLVED SCM 148/2023

That the Meeting be closed to the public to consider confidential items.

Moved: **Cr Mary Cannon**

Seconded: **Cr David Modolo**

Vote: For: **Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Dylan O'Connor, Cr David Modolo, Cr Kathy Ritchie and Mayor Margaret Thomas**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting closed to the public at 7:02pm. All members of the public gallery left the Meeting and all elected members and staff remained.

RESOLVED SCM 150/2023

That the Meeting be reopened to the public after consideration of confidential items.

Moved: **Cr Geoff Stallard**

Seconded: **Cr Brooke O'Donnell**

Vote: For: **Cr John Giardina, Cr Geoff Stallard, Cr Mary Cannon, Cr Brooke O'Donnell, Cr Lisa Cooper, Cr Dylan O'Connor, Cr David Modolo, Cr Kathy Ritchie and Mayor Margaret Thomas**

Against: **Nil**

CARRIED UNANIMOUSLY (9/0)

The Meeting reopened to the public at 7:22pm. All members of the public gallery returned to the Meeting. The Presiding Member read the resolutions to the Meeting.

10. Closure

There being no further business, the Presiding Member declared the Meeting closed at 7:23pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Council.

Signed: _____
Presiding Member

Dated this _____ day of _____ 2023.