

Special Council Meeting

MINUTES

FOR THE MEETING HELD
FRIDAY 5 APRIL 2019
IN COUNCIL CHAMBERS,
WALLCLIFFE ROAD, MARGARET RIVER
COMMENCING AT 10.30AM

Meeting Notice

Dear Councillor

I advise that a Special Council Meeting of the Shire of Augusta Margaret River was held in Council Chambers, Wallcliffe Road, Margaret River on Friday 5 April 2019, commencing at 10.30am for the purpose of receiving the report on the recruitment of the CEO

Yours faithfully



DALE PUTLAND
ACTING CHIEF EXECUTIVE OFFICER

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Special Council Meeting

1.0 DECLARATION OF OPENING / WELCOMING BY SHIRE PRESIDENT

The Shire President welcomed all to the meeting and declared the meeting open at 10.34. She acknowledged the traditional owners of the land on which the meeting is being held.

2.0 ATTENDANCE

Shire President : Cr Pam Townshend

Councillors : Cr Ian Earl
Cr Naomi Godden
Cr Peter Lane
Cr Julia Meldrum
Cr Pauline McLeod
Cr Mike Smart

Members of the public : Nil

Press : AMR Times, Warren Hately

2.1 Apologies

2.2 Approved Leave of Absence

3.0 DISCLOSURES OF INTEREST

4.0 PUBLIC QUESTIONS

4.1 Public Question Time

5.0 SPECIAL BUSINESS

5.1 CEO RECRUITMENT AND SELECTION

5.1 Special Business

5.1.1 CEO RECRUITMENT AND SELECTION

| | |
|----------------------------|---|
| LOCATION/ADDRESS | Shire of Augusta Margaret River |
| APPLICANT/LANDOWNER | Shire of Augusta Margaret River |
| FILE REFERENCE | PER/359 |
| REPORT AUTHOR | Nicolae Nitu, Coordinator Human Resources |
| AUTHORISING OFFICER | Andrew Ross, Acting Director Corporate and Community Services |

IN BRIEF

1. Gary Evershed retired as the Chief Executive Officer (CEO) of the Shire of Augusta Margaret River on 25 January 2019.
2. Council engaged external recruitment Geoff Blades of Lester Blades Pty Ltd to assist them with the recruitment and selection process for the new CEO.
3. The recruitment process resulted in five short-listed candidates for interview by the Council Selection Committee.
4. Three candidates progressed through to attend a second round interview, of which one was highlighted as the preferred candidate by the Council Selection Committee.
5. Geoff Blades of Lester Blades Pty Ltd completed the necessary due diligence, including reference checking, background screening, National Police Clearance and qualification checks. These have been sighted by the Coordinator Human Resources

RECOMMENDATION

That Council:

1. Appoints as per the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River' to the position of Chief Executive Officer with the Shire of Augusta Margaret River for a period of 5 years commencing on Monday, 29 July 2019 and concluding on Friday, 26 July 2024;
 2. Is of the belief that the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River', is suitably qualified for the position of Chief Executive Officer;
 3. Is satisfied with the provisions of the proposed employment contract to be entered into with the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River', with a total reward package of \$247,470 per annum, in accordance with the current Salaries and Allowances Tribunal determination for Band 2 Local Government Chief Executive Officers; and
 4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Augusta Margaret River.
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LOCATION PLAN

NIL

TABLED ITEMS

NIL

BACKGROUND

Gary Evershed retired as the Chief Executive Officer (CEO) of the Shire of Augusta Margaret River on 25 January 2019. Council elected to engage an external recruitment consultant to assist them with the recruitment and selection process for the new CEO. The Coordinator Human Resources of Augusta Margaret River was engaged to provide administrative and coordinating support to Council and Geoff Blades throughout the process. Following a procurement process, Council contracted Geoff Blades of Lester Blades Pty Ltd as the recruitment consultant, of which they provided with a scope of works to deliver. The recruitment and selection process produced a long list of eleven (11) candidates who were

all interviewed by Geoff Blades; of which it was agreed that five (5) would be short-listed for interview by the Council Selection Committee. After the first round of interviews were completed, three (3) candidates were invited to attend a second round interview. Following the second round of interviews, a preferred candidate was highlighted by the Council Selection Committee. Geoff Blades of Lester Blades Pty Ltd has since completed the necessary due diligence, including reference checking, background screening, National Police Clearance and qualification checks; as cited by this officer

CONSULTATION AND ADVICE

External Consultation

Geoff Blades from 'Lester Blades Pty Ltd' was contracted to assist Council with the recruitment and selection of the CEO and have provided a confidential report with a recommendation

Internal Consultation

Internal job applicant for suitability
Outgoing CEO

DISCUSSION / OFFICER COMMENTS

NIL

STATUTORY ENVIRONMENT / LEGAL IMPLICATIONS

Local Government Act 1995
Equal Employment Opportunity Act 1987
Fair Work Act 2009

STRATEGIC PLAN / POLICY IMPLICATIONS

Community Strategic Plan 2036 (CSP)

Corporate Business Plan 2015-2019

Key Result Area 5: Effective Leadership and Governance
Community Outcome 3: Highly capable and engaged people
Strategy 1: Recruit, train and retain high achieving employees

PLANNING FRAMEWORK

NIL

FINANCIAL IMPLICATIONS

Recruitment cost implications

SUSTAINABILITY IMPLICATIONS

Environmental

NIL

Social

NIL

Economic

NIL

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council:

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2. Is of the belief that the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River', is suitably qualified for the position of Chief Executive Officer;

3. Is satisfied with the provisions of the proposed employment contract to be entered into with the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River', with a total reward package of \$247,470 per annum, in accordance with the current Salaries and Allowances Tribunal determination for Band 2 Local Government Chief Executive Officers; and
4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Augusta Margaret River.

ADVICE TO APPLICANT / PROPONENT

NIL

ATTACHMENTS

1. Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River

RECOMMENDATION / COUNCIL DECISION

CR Townshend, CR Meldrum SM2019/02

RECOMMENDATION

That Council:

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2. Is of the belief that the recommendation in the attached confidential report 'Confidential Recruitment and Selection Report – CEO, Shire of Augusta Margaret River', is suitably qualified for the position of Chief Executive Officer;
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4. Authorises the Shire President to execute the contract of employment under the Common Seal of the Shire of Augusta Margaret River.

CARRIED 7/0

6.0 CLOSURE OF MEETING

The Shire President thanked all for attending and closed the meeting at 10.37