

CITY OF JOONDALUP

MINUTES OF MEETING OF THE SELECTION COMMITTEE FOR A CHIEF EXECUTIVE OFFICER HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY 14 OCTOBER 2004

ATTENDANCE

CMR J PATERSON – Chairman
CMR P CLOUGH
CMR M ANDERSON
CMR S SMITH

Officers:

Acting Chief Executive Officer:	C HIGHAM
Manager Audit and Executive Services:	K ROBINSON
Committee Clerk:	L TAYLOR

The Chairman declared the meeting open at 1002 hrs.

Apologies:

Cmr Fox

In Attendance

Mr Mark Nicholas, Consultant Beilby Corporation Pty Ltd

There were 0 members of the Public and 0 members of the Press in attendance.

DECLARATIONS OF FINANCIAL INTEREST/INTEREST AFFECTING IMPARTIALITY

Acting CEO, Mr Clayton Higham declared a financial interest in Item 1 – CEO Recruitment and Appointment Process – CEO Profiling, as the commencement of new CEO will impact on his current benefits as Acting CEO.

Cmr Paterson declared an interest that may affect his impartiality in Item 1 – CEO Recruitment and Appointment Process – CEO Profiling as he is Chairman of the CBD Enhancement Project Steering Committee.

Cmr Anderson declared an interest that may affect his impartiality in Item 1 – CEO Recruitment and Appointment Process – CEO Profiling, as he is Chairman of the Sustainability Advisory Committee.

CONFIRMATION OF MINUTES

MINUTES OF THE SELECTION COMMITTEE FOR A CHIEF EXECUTIVE OFFICER HELD ON 21 SEPTEMBER 2004

MOVED Cmr Smith, **SECONDED** Cmr Anderson that the minutes of the meeting of the Selection Committee for a Chief Executive Officer held on 21 September 2004 be confirmed as a true and correct record.

The Motion was Put and

CARRIED UNANIMOUSLY (4/0)

ITEM 1 CEO RECRUITMENT AND APPOINTMENT PROCESS - CEO PROFILING - [20006]

WARD - All

PURPOSE

To nominate community representatives to assist with profiling of the Chief Executive Officer (CEO) role.

EXECUTIVE SUMMARY

At a Special Council meeting held on 5 October 2004, the Joint Commissioners resolved, interalia:

- 2 Instruct Beilby Recruitment to undertake profiling of the CEO role with senior staff, Commissioners *and community representatives as nominated* by the CEO Selection Committee;

That the Joint Commissioners DELEGATE authority to the CEO Selection committee to nominate the community representatives to assist with profiling of the CEO role.

It is recommended that the CEO Selection Committee:

NOTE that Beilby Recruitment will undertake profiling of the CEO role with all Commissioners, the Acting CEO, Director Corporate Services & Resource Management and Director Infrastructure & Operations;

NOMINATE the Chairpersons of the following committees as Community representatives to assist with profiling of the CEO role:

- Kate Maseen - Joondalup Youth Advisory Council
- Marilyn Horgan - Sustainability Advisory Committee
- Mike Norman - Conservation Advisory Committee
- Kevan Rowe - Seniors Interest Advisory Committee

NOMINATE the Deputy Chairperson of the CBD Enhancement Project Steering Committee, David Curry, as a community representative to assist with profiling of the CEO role.

DETAILS

In determining how best to select the community representatives to assist with profiling the CEO role, consideration was given to ensuring a cross-representation that reflected the diversity of interests within the City.

It is recommended that the community representatives comprise the Chairpersons of the following Committees:

- CBD Enhancement Project Steering Committee
- Joondalup Youth Advisory Council
- Sustainability Advisory Committee
- Conservation Advisory Committee
- Seniors Interest Advisory Committee

In the case of the CBD Enhancement Project Steering Committee, as the Chairperson is the Chairman of Commissioners, the Deputy Chairperson is nominated.

These committees align with the Key Focus Areas in the City's Strategic Plan 2003-2008, being:

Community Wellbeing – Youth Affairs and Seniors Interest Advisory Committees
Caring for the Environment – Sustainability and Conservation Advisory Committees
City Development – CBD Enhancement Project Steering Committee

It is recognised that there may be a number of alternative methods for selection of the community representatives. However this is considered to be a reasonable way of ensuring cross-representative community input into the profiling of the CEO position given the large number of interest groups involved with the City.

These committees include a number of community members and play an active and important part in the strategic direction of the City. The suggested community representatives will also have some understanding of local government processes and the role of the CEO and Administration through their interaction with the City as committee members.

Financial Implications:

Account No:	1.1110.4201.0001.F823
Budget Item:	Recruitment of the Chief Executive Officer
Budget Amount:	\$40,000.00
YTD Amount:	\$0.00
Actual Cost:	\$40,000.00

VOTING REQUIREMENTS

Simple Majority

MOVED Cmr Smith, SECONDED Cmr Clough that the CEO Selection Committee RECOMMENDS the Joint Commissioners:

- 1 NOTE that Beilby Recruitment will undertake profiling of the CEO role with all Commissioners, the Acting CEO, Director Corporate Services & Resource Management and Director Infrastructure & Operations;**
- 2 NOMINATE the Chairpersons of the following committees as Community representatives to assist with profiling of the CEO role:**
 - Kate Maseen - Joondalup Youth Advisory Council**
 - Marilynn Horgan - Sustainability Advisory Committee**
 - Mike Norman - Conservation Advisory Committee**
 - Kevan Rowe - Seniors Interest Advisory Committee**
- 3 NOMINATE the Deputy Chairperson of the CBD Enhancement Project Steering Committee, David Curry, as a community representative to assist with profiling of the CEO role.**

Cmr Smith emphasised it was important those members of the various Committees nominated to assist with the profiling of the CEO role had a clear understanding that they are to provide comments in their own right, not to be seeking comments from the membership of the committee as a whole. Should one of the nominees be unavailable for any reason, that person had no power to provide a replacement.

Cmr Anderson queried the availability of those persons listed and queried whether any contact had been made to gauge their availability. It was advised that the Administration had yet to make contact to ascertain availability or otherwise.

In the event that all nominated members may not be available, other strategies/options would be considered.

Acting CEO advised he had received a telephone call from Mr David Davies inquiring as to whether he was able to put his name as a community representative to be involved in the profiling process. Cmr Smith suggested a letter be sent to Mr Davies thanking him for his interest, and pointing out that the City has not called for public nominations.

Mr Mark Nicholas of Beilby Recruiting Pty Ltd gave an overview to Commissioners of the process involved in the profiling of candidates for the position of CEO at the City. Candidates would be chosen based on selection criteria. The week following the close of advertising, the Selection Committee would be briefed by the recruitment agency as to how many applications had been received and who those persons were. Cmr Smith reiterated earlier comments that this process needed to be an objective assessment.

It was requested that Commissioners be provided with a list of all candidates at the same time as receiving the “long/short” list of candidates.

A number of questions were raised by Commissioners in relation to the methods used to ascertain a person’s suitability to the position, experience, reference checking and qualification verification; as well as membership to professional bodies.

A/CEO advised the letter forming part of the package to applicants made reference to the fact that all applicants would be thoroughly scrutinised in relation to qualifications and experience.

The Motion was Put and

CARRIED UNANIMOUSLY (4/0)

DATE OF NEXT MEETING

To be advised.

CLOSURE

There being no further business, the Chairman declared the Meeting closed at 1045 hrs; the following Commissioners being present at that time:

CMR J PATERSON
CMR P CLOUGH
CMR M ANDERSON
CMR S SMITH