

CITY OF JOONDALUP

MINUTES OF MEETING OF THE COMMITTEE TO SELECT A NEW CHIEF EXECUTIVE OFFICER HELD IN CONFERENCE ROOM 3 JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 11 JUNE 2001

ATTENDANCE AND APOLOGIES

Committee Members:

Mayor J Bombak Chairman
Cr P Kadak
Cr G Kenworthy
Cr A Walker
Cr M O'Brien
Cr D Carlos
Cr T Nixon
Cr C Mackintosh

In Attendance:

Cr T Barnett
Cr J Hollywood
Mr R Hince (Crestline)
Mr W Reynolds (Crestline)
Mr M Loader, Manager Human Resource Services

Apologies:

No apologies were received

THE CHAIRMAN DECLARED THE MEETING OPEN AT 7.05PM

MINUTES OF PREVIOUS MEETING

Mr Loader advised that the relevant section of the Local Government Act was s5.36 in terms of seeking a legal interpretation dealing with remuneration and advertising of the CEO's position.

MOVED Cr Kenworthy, SECONDED Cr O'Brien that the Minutes of the Meeting of the Committee held 21 May be adopted.

The Motion was Put and

CARRIED

DECLARATION OF FINANCIAL/NON FINANCIAL INTEREST

Nil

CURRENT STATUS

Mr Reynolds provided a summary of recent action undertaken in searching for a CEO. He tabled a number of revised documents.

These included:

- Draft job specification
- Advertisement
- Organisation History and information
- The position
- The candidate
- Employment conditions

Advertising

The chairman queried whether Mr Delahaunty had been invited to apply for the position in terms of the council resolution. The Recruitment Consultant indicated that he had invited Mr Delahaunty who had verbally declined.

Mr Loader advised the meeting that he had received the legal opinion requested from the last meeting which provided that there was no legal requirement to advertise but under the Local Government Act if the position of CEO was advertised then the City was bound to advertise the remuneration package and salary component. Mr Loader also advised that he had contacted the Department of Local Government and while they agreed with the opinion it was considered best practice and good government to advertise the position. It was noted that the recruitment consultant had prepared a draft advertisement.

The chairman requested that Mr Loader speak to Scott Ellis from Freehills seeking his legal advice in terms of whether the City should put the invitation to apply for the CEO's position to Mr Delahaunty, in writing.

Mr Reynolds was asked to explain what he meant by *searching* for applicants. He advised the meeting that there were a number of initiatives that are normally adopted in this process and advised the meeting of that process. He also informed the meeting that no officer or councillor had referred any applicants to him for consideration.

The meeting agreed that should the recruitment consultant not find suitable applicants then the City would advertise the position. However this would be determined at a full council meeting.

Remuneration Package

Mr Loader advised the meeting what value the current position was according to the Salaries and Allowance Tribunal.

Cr Hollywood left the meeting at 8pm

Interstate Search

Mr Reynolds tabled a proposed itinerary to the eastern states to conduct initial research and discussion with approximately 30 possible candidates for the position. He indicated that the manager human resources ought to go with him to assist in this process. It was agreed that a late motion be formulated to put to the Council meeting authorizing this expenditure.

MOVED Cr O'Brien and SECONDED by Cr Kenworthy that the itinerary and expenditure for interviewing prospective candidates in the eastern state be approved and that a motion reflecting this be prepared for the next meeting of Council.

The Motion was Put and

CARRIED

DATE OF NEXT MEETING

The next meeting of the Committee will be organised when the recruitment consultant and the Manager Human Resources have prepared a list of candidates for the committees' consideration.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 8.20pm.

CITY OF JOONDALUP

MINUTES OF MEETING OF THE COMMITTEE TO SELECT A NEW CHIEF EXECUTIVE OFFICER HELD IN CONFERENCE ROOM 2 JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 16 JULY 2001

ATTENDANCE AND APOLOGIES

Committee Members:

Mayor J Bombak Chairman
Cr P Kadak
Cr G Kenworthy
Cr A Walker
Cr M O'Brien
Cr D Carlos
Cr J Hurst

In Attendance:

Cr C Mackintosh
Mr W Reynolds (Crestline)
Mr M Loader, Manager Human Resource Services

Apologies:

Cr A Nixon

THE CHAIRMAN DECLARED THE MEETING OPEN AT 7.04PM

MINUTES OF PREVIOUS MEETING

MOVED Cr O'Brien, SECONDED Cr Kenworthy that the Minutes of the Meeting of the Committee held 11 June 2001 be adopted.

The Motion was Put and

CARRIED

DECLARATION OF FINANCIAL/NON FINANCIAL INTEREST

Nil

CONSULTANT'S REPORT

Mr Reynolds provided a summary of recent action undertaken in searching for a CEO. He tabled a document providing a brief summary of preferred candidates for the position.

The following issues were also discussed:

1. Confidentiality

Mr Reynolds reiterated the need for the committee to keep the names of candidates confidential.

2. The next stages in the process

It was agreed that Saturday 11th August 2001 was the day in which interviews would be conducted with the short listed candidates. The Committee requested that further details of these candidates be supplied before any final decisions were made.

3. Remuneration Package

Each candidate's current package was assessed and the final decision on the package to be offered would be made once the preferred applicant had been identified.

4. Acting CEO

It was agreed that Mr John Turkington be requested to act as the CEO from the time Mr Delahaunty left the City to the appointment of the new CEO.

5. Travelling costs

Mr Reynolds advised that each candidate that traveled from the Eastern States would cost the City approximately \$2800 to attend the interview. It was agreed that the City would meet the costs associated with this travel.

6. Advertising

The committee agreed that no resolution had been endorsed, but Mr Loader was requested to confirm this by considering all the council resolutions in recent months and report back to the next meeting.

7. Interview Questions

Mr Reynolds advised that he would prepare a set of questions for the interview process and suggested the committee meet the week before to go through the questions. The composition of the committee to conduct the interview process was also raised.

8. Current CEO

Mr Reynolds advised the meeting that Mr Delahaunty had not expressed an interest in the position.

9. Clayton Utz

Mr Loader read out the legal opinion from Clayton Utz which indicted there was no legal requirement to advertise the position. Mr Loader also restated that he had contacted the Department of Local Government and while they agreed with the opinion it was considered best practice and good government to advertise the position.

Cr Kenworthy left the meeting at 7.35pm

Cr D Carlos entered the meeting at 7.45pm

Cr P Kadak left the meeting at 8pm

Moved Cr D Carlos SECONDED Cr O Brien that:

The CEO Recruitment Committee be authorised to conduct interviews for the position of CEO.

The expenditure associated with interstate candidates attending interviews in Perth be authorised.

Mr John Turkington, Director Resource Management be appointed Acting CEO from September 5 2001 until the new CEO commences.

The motion was put and

CARRIED

Remuneration Package

The notice of motion C49-06/01 was tabled.

MOVED Cr O'Brien and SECONDED by Cr Carlos that the notice of motion remains on the table for further discussion.

The Motion was Put and

CARRIED

DATE OF NEXT MEETING

To be confirmed.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 8.40pm.