

CITY OF JOONDALUP

MINUTES OF THE COMMITTEE TO APPOINT AN ACTING CHIEF EXECUTIVE OFFICER HELD IN WARD OFFICE 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON THURSDAY, 15 APRIL 2004.

ATTENDANCE AND APOLOGIES

Committee Members:

CMR J PATERSON
CMR A DRAKE-BROCKMAN
CMR S SMITH
CMR M ANDERSON
CMR A FOX

Officers:

MR K ROBINSON	Manager, Audit & Executive Services	<i>Absent from 1850 hrs to 1925 hrs</i>
MR M LOADER	Manager Human Resource Services	<i>Absent from 1850 hrs to 1925 hrs</i>

In Attendance:

Mr Clayton Higham *from 1855 hrs to 1923 hrs*

APOLOGIES

Nil.

The Manager Audit and Executive Services declared the meeting open at 1815 hrs.

ELECTION OF CHAIRMAN

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government, to appoint a presiding member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside. Nominations for the position of chairperson are to be given to the Chief Executive Officer in writing, with the vote to be conducted by ballot.

It is also advisable that at the same meeting the committee appoints a deputy presiding member, who would chair the meeting in the absence of the presiding member.

The Manager Audit and Executive Services advised that:

- a written nomination had been received from Cmr Paterson, self-nominating for the position of Chairman;
- Cmr Anderson nominated Cmr Fox for the position of Chairman; Cmr Fox accepted the nomination.

There being two nominations, the Manager Audit and Executive Services conducted a secret ballot. Following the counting of votes, the Manager Audit and Executive Services declared Cmr Paterson elected as Chairman.

Cmr Paterson assumed the Chair at this point.

DECLARATIONS OF FINANCIAL INTEREST/INTEREST AFFECTING IMPARTIALITY

Nil.

ITEM 1 APPOINTMENT OF AN ACTING CEO - [20006]

PURPOSE

This report is to assist the Joint Commissioners in their deliberations for the appointment of an acting CEO.

EXECUTIVE SUMMARY

At its meeting held on 30th March 2004 the Joint Commissioners resolved to:

AUTHORISE the Manager of Human Resources to seek applications from members of the Executive Management Team to fill the position of Acting CEO on an interim basis;

AUTHORISE the Manager of Human Resources to submit the applications to the Joint Commissioners, who will form the Appointment Committee and make a recommendation to Council on the appointment.

BACKGROUND

It has been agreed by the Joint Commissioners that to maintain organisational stability the appointment of an interim CEO is considered to be of the highest priority.

The process adopted so far to achieve this includes:

- The HR manager has written to all members of the executive management team inviting them to submit an application for the position of acting CEO.
- These invitations were hand delivered on Wednesday/Thursday 30 March and 1 April 2004.
- Two Directors responded in writing advising the HR manager that they did not wish to apply for the acting position.
- At the close of the period one application was received from the acting CEO, Clayton Higham.
- A copy of his application was sent to all Commissioners on Wednesday 7 April 2004 under separate cover.

DETAILS

Some of the issues identified for discussions include, but not limited to:

- The term of the appointment
- Total employment package (Remuneration)

The term of the appointment

It has been foreshadowed that it will take over 6 months to complete a recruitment process for a new CEO. Accordingly it is most likely that the appointment will be for at least 6 months with an option to extend until such time as a new CEO is appointed.

Total employment package (Remuneration)

A recent evaluation by Mercer Cullen Egan and Dell has valued the current position at between approximately \$168k to \$250K.

COMMENT

The members of the APPOINTMENT COMMITTEE are to identify a preferred applicant to recommend to the full Council. By conducting an interview process with the applicant and discussing some of these issues a recommendation may be constructed.

ATTACHMENTS

Nil.

VOTING REQUIREMENTS

Simple Majority

Manager Audit and Executive Services and Manager Human Resource Services left the Room at 1850 hrs.

Mr Clayton Higham entered the Room at 1855 hrs.

The Joint Commissioners interviewed Mr Higham in relation to his application for the position.

Mr Higham left the Room at 1923 hrs.

Manager Audit and Executive Services and Manager Human Resource Services entered the Room at 1925 hrs.

OFFICER'S RECOMMENDATION That:

- 1 the Joint Commissioners APPOINT Mr Clayton Higham as the Acting Chief Executive Officer on an interim basis pending the finalisation of the recruitment process for and commencement of a new CEO;
- 2 consideration be given to the employment terms and conditions for the Acting CEO.

MOVED Cmr Smith SECONDED Cmr Anderson that it be recommended that the Joint Commissioners APPOINT Mr Clayton Higham as the Acting Chief Executive Officer for a term of six months.

Discussion ensued. It was agreed that the Manager Human Resource Services present a further report detailing an appropriate remuneration package for the Acting appointment. It was further agreed that this information be considered by the Committee early next week.

The Motion was Put and

CARRIED (5/0)

DATE OF NEXT MEETING

To be determined.

CLOSURE

There being no further business, the Chairman declared the meeting closed at 1930 hrs.