

CITY OF JOONDALUP

MINUTES OF SPECIAL COUNCIL MEETING HELD IN COUNCIL CHAMBER, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP, ON FRIDAY 21 JANUARY 2005

OPEN AND WELCOME

The Chairman declared the meeting open at 1400 hrs.

ATTENDANCES

In Attendance:

CMR J PATERSON – Chairman
CMR M ANDERSON
CMR A FOX

Officers:

Acting Chief Executive Officer:	C HIGHAM
Director, Corporate Services and Resource Management:	P SCHNEIDER
Director, Infrastructure & Operations:	D DJULBIC
Acting Director, Planning and Community Development:	G HALL
Manager Audit and Executive Services:	K ROBINSON
Manager, Marketing Communications & Council Support:	M SMITH
Media Advisor:	L BRENNAN
Committee Clerk:	J HARRISON

In Attendance:

Mr Peter Casey	Beilby Corporation Pty Ltd
Mr Mark Nicholas	Beilby Corporation Pty Ltd
Mr Garry Hunt	<i>from 1420 hrs</i>

There were 15 members of the Public and 4 members of the Press in attendance.

PUBLIC QUESTION TIME

(Please Note: Section 7(4)(b) of the Local Government (Administration) Regulations 1996 states that a Council at a special meeting is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the agenda be asked).

Nil.

APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cmr P Clough
Cmr S Smith

DECLARATIONS OF FINANCIAL INTEREST/INTEREST THAT MAY AFFECT IMPARTIALITY

Acting Chief Executive Officer, Mr Clayton Higham, declared a financial interest in Item C2-01/05 – CEO Recruitment and Appointment, as this matter may affect his employment and also he has been involved in the preparation of the report.

Manager Audit and Executive Services, Mr Kevin Robinson, declared a financial interest in Item C2-01/05 – CEO Recruitment and Appointment, as this matter may affect his employment and also he has been involved in the preparation of the report.

C2-01/05 CEO RECRUITMENT AND APPOINTMENT – [20006]

WARD - All

PURPOSE

To provide details of the process undertaken to recruit a new Chief Executive Officer and recommend an appointment.

EXECUTIVE SUMMARY

On 8 June 2004, the Council established a CEO Selection Committee comprising the Joint Commissioners to undertake the recruitment and selection of a new Chief Executive Officer (CJ133-06/04 refers).

Beilby Corporation Pty Ltd (Beilby's) was subsequently appointed by Council to assist in the selection process for a new Chief Executive Officer on 21 September 2004 (C61-09/04 refers).

A position description, suggested remuneration package and advertising process were developed through Beilby's in consultation with the CEO Selection Committee. These matters were determined at a Special Meeting of Council on 5 October 2004 (JSC22-10/04 refers).

The Chief Executive Officer position was advertised via the Australian Financial Review and The West Australian newspapers, the Australian Local Government Job Directory and various websites from 8 October 2004. Following closing of applications on 29 October 2004, additional candidates were invited to submit applications through an executive search process.

A number of candidates were shortlisted for interview and undertook psychometric testing. A copy of the report by Beilby's summarising the attributes of preferred candidate is attached as a confidential item together with the proposed contract of employment.

It is recommended that the Joint Commissioners:

- 1 *APPOINT Candidate C as detailed in the confidential report from Beilby's to the position of Chief Executive Officer of the City of Joondalup on a performance based contract for a maximum period of 5 years on a commencing total annual remuneration package of \$231,900;*
- 2 *ENDORSE the employment contract for the Chief Executive Officer prepared by Jackson McDonald Solicitors at Attachment 2; and*
- 3 *AUTHORISE the Chairman of Commissioners and Acting Chief Executive Officer to prepare and execute the necessary documents to give effect to this appointment.*

BACKGROUND

At the Council meeting of 8 June 2004, the Joint Commissioners resolved to:

- 1 *ESTABLISH a Selection Committee for the recruitment and selection of a new Chief Executive Officer comprising:*
Commissioner J Paterson
Commissioner M Anderson
Commissioner P Clough
Commissioner S Smith
Commissioner A Fox
- 2 *SET a quorum of 3 members.*

(CJ133-06/04 refers)

A tender process was then undertaken for the appointment of a recruitment consultant to assist the CEO Selection Committee. At the Council meeting of 21 September 2004, the Joint Commissioners resolved to:

- 1 *CHOOSE Beilby Corporation Pty Ltd as the successful tenderer for the Consultancy Service to Assist the Recruitment and Appointment Process for a Chief Executive Officer (Tender No. 013-04/05) for a lump sum price of \$22,00.00 excluding GST; and*

- 2 *AUTHORISE the Acting Chief Executive Officer (CEO), on behalf of the City, to enter into a contract with Beilby Corporation Pty Ltd in accordance with the tender submitted by Beilby Corporation Pty Ltd, subject to variations that may be agreed between the CEO and Beilby Corporation Pty Ltd.*

(C61-09/04 refers)

A contract and confidentiality deed was entered into and a meeting held between the CEO Selection Committee and Beilby Corporation (Beilby's) to provide a briefing on the immediate services required.

DETAILS

The CEO Selection Committee met with Beilby's in order for a position description, suggested remuneration package and advertising process to be developed. Various documents were also provided to Beilby's to assist the development.

A finalised position description, remuneration package and advertising process were presented at a Special Meeting of Council on 5 October 2004. The Joint Commissioners resolved inter alia, to endorse the position description, subject to a number of changes, which were then incorporated.

The Joint Commissioners also resolved to:

- 1 *INSTRUCT Beilby Recruitment to undertake profiling of the CEO role with senior staff, Commissioners and community representatives as nominated by the CEO Selection Committee;*
- 2 *DELEGATE authority to the CEO Selection committee to nominate the community representatives to assist with profiling of the CEO role.*
- 3 *APPROVE the remuneration package for the chief executive officer position being set at between \$210,000 - \$235,000 (total package) with the salary component being between \$190,000 to \$210,000.*
- 4 *DELEGATE to the Acting Chief Executive Officer in consultation with all Commissioners the advertising process including finalising the advertisement with regards to the Chief Executive Officer position.*

(JSC22-10/04 refers)

The City of Joondalup's Chief Executive Officer position was advertised via newspaper on Friday, 8 October 2004 (Australian Financial Review) and Saturday 9 October 2004 (The West Australian) as well as the Australian Local Government Job Directory. In addition the position was advertised on the Seek Executive, Beilby Employment Network, CareerOne and Local Government Network web sites. Following close of applications on 29 October 2004 and subsequent to an initial assessment process an executive search process was also undertaken to ensure the greatest range of candidates.

A number of candidates were shortlisted for interview and undertook psychometric testing. The interviews were conducted by the CEO Selection Committee, together with Beilby's representative. The highest ranked candidate overall was Candidate C. A copy of the final

selection report describing the overall process and summarizing the respective attributes of the highest ranked candidate is attached as a confidential report.

The City commissioned Jackson McDonald Solicitors to develop an employment contract for the Chief Executive Officer position, which is also attached as a confidential document.

Statutory Provision:

The recruitment and appointment process has been undertaken in accordance with Part 5 Division 4 of the Local Government Act 1995.

ATTACHMENTS

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|--------------|--|
| Attachment 1 | Beilby Corporation Final Selection Report - marked Confidential (attached hereto in the Minute Book) |
| Attachment 2 | Employment contract – marked Confidential (attached hereto in the Minute Book) |

VOTING REQUIREMENTS

Simple Majority.

MOVED Cmr Fox SECONDED Cmr Anderson that the Joint Commissioners:

- 1 APPOINT Candidate C to the position of Chief Executive Officer of the City of Joondalup on a performance based contract for a maximum period of five years on a commencing total annual remuneration package of \$231,900;**
- 2 ENDORSE the employment contract for the Chief Executive Officer prepared by Jackson McDonald Solicitors (marked ‘Confidential’ and attached hereto in the Minute Book);**
- 3 AUTHORISE the Chairman of Commissioners and Acting Chief Executive Officer to prepare and execute the necessary documents to give effect to this appointment.**

Commissioners spoke in support of the Motion and outlined the extensive recruitment process undertaken by the Selection Committee. Commissioners stated that Candidate C has all the qualities listed in the position description, particularly leadership, high inter-personal and team building skills, deep experience of local government at CEO level, and the capacity to drive the vision of the City through consultation with the community; and that Candidate C will be committed to building relationships and harmony with the Council. Commissioners believed the need to re-engage the community is very important in the person selected as the new CEO and felt the standards that Candidate C will set would put Joondalup at the pinnacle of local government.

Thanks were extended to the Acting CEO, Mr Clayton Higham; to Beilby’s for the assistance provided in the lengthy selection process; and to Jackson Macdonald, solicitors, for their attention to detail in the preparation of the contract documentation.

The Chairman advised that the absent Commissioners, Cmr Smith and Clough, had been extensively involved in the selection process and had given their total support to the recommendation before Council.

The Motion was Put and

CARRIED UNANIMOUSLY (3/0)

C3-01/05 ADJOURNMENT OF MEETING - [02154] [08122]

MOVED Cmr Anderson SECONDED Cmr Fox that the meeting BE ADJOURNED for a period of ten (10) minutes.

The Procedural Motion was Put and

CARRIED (3/0)

The Meeting ADJOURNED at 1412 hrs and RESUMED at 1420 hrs.

Mr Garry Hunt entered the Chamber at this point, the time being 1420 hrs.

The Chairman advised he had great pleasure in announcing that the Commissioners had signed a five year contract with Mr Garry Hunt for the position of Chief Executive Officer with the City of Joondalup. The Chairman outlined the experience gained by Mr Hunt as CEO at the Cities of Melville and Perth, and in the corporate sector. The Chairman extended his thanks to Beilby's for assistance in the recruitment process; the Acting CEO, Mr Clayton Higham and all members of staff.

Mr Garry Hunt thanked the Commissioners for the confidence shown to him and looked forward with enthusiasm to undertaking the role of CEO and working with Commissioners in the balance of their term at the City. Mr Hunt stated he will look to engage with the community in relation to the provision of services and facilities, and working with the staff of the City of Joondalup to achieve the highest of professional standards in serving the community. Mr Hunt hoped his style would be to work with the Council of the day, and stated he is a team player. Mr Hunt's focus is on service relevance and service responsiveness and he will bring significant rigour to everything undertaken during his term at the City of Joondalup.

The Chairman advised that Mr Garry Hunt will commence his employment at the City on Monday 31 January 2005.

CLOSE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 1423 hrs; the following Commissioners being present at that time:

CMR J PATERSON
CMR M ANDERSON
CMR A FOX