



Published Minutes

Chief Executive Officer's Recruitment and Performance Review
Committee Meeting

Tuesday, 17 September 2024

Date:	Tuesday 17 September 2024
Time:	10:15am
Location:	Council Chambers, Onslow Shire Complex, Second Avenue, Onslow
Distribution Date:	Friday 20 September 2024



Shire of Ashburton

Chief Executive Officer's Recruitment and Performance Review Committee Meeting

The Chief Executive Officer recommends the endorsement of these minutes at the next Chief Executive Officer's Recruitment and Performance Review Committee Meeting.

K Donohoe
Chief Executive Officer
20 September 2024

These minutes were confirmed by Council as a true and accurate record of proceedings at the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held on Tuesday, 17 September 2024.

Presiding Member

Date

19/11/2024

Disclaimer

The Shire of Ashburton warns anyone who has an application lodged with Council must obtain, and should only rely on, written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.

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1 Declaration Of Opening

The Presiding Member declared the meeting open at 10:22am.

1.1 Acknowledgement Of Country

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders past, present and emerging.

2 Announcement Of Visitors

Nil

3 Attendance

3.1 Present

Elected Members:	Cr A Smith Cr A Sullivan Cr M Lynch Cr K White Cr L Rumble JP	Shire President Paraburdoo Ward Tom Price Ward Onslow Ward Paraburdoo Ward
Observers:	Cr B Healy Cr R Kapor Cr A Sullivan	Tom Price Ward Tom Price Ward Paraburdoo Ward
Employees:	A Heraty	Manager Organisational Development (via electronic means)
Guests	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

3.2 Apologies

Nil

3.3 Approved Leave Of Absence

Nil

4 Declaration By Members

4.1 Due Consideration By Elected Members To The Agenda

Elected Members noted they have given due consideration to all matters contained in this agenda.

4.2 Declaration Of Interest

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

Nil

5 Confirmation Of Minutes

5.1 Confirmation Of Previous Minutes

5.1.1 Minutes Of The Chief Executive Officer's Recruitment and Performance Review Committee Meeting Held On 20 August 2024

Committee Decision

Moved Cr K White

Seconded Cr M Lynch

That the Minutes of the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held 20 August 2024 (Item 5.1.1 Attachment 1) be confirmed as a true and accurate record.

For: A Smith, A Sullivan, M Lynch, K White and L Rumble JP

Against: Nil

Carried 5/0

Suspension of Standing Orders

Procedural Motion

Moved Cr M Lynch

Seconded Cr K White

A motion was moved that Council suspend standing orders at 10:24am.

Carried 5/0

At 10:31 am, A Heraty left the meeting.

Resumption of Standing Orders

Procedural Motion

Moved Cr K White

Seconded Cr M Lynch

A motion was moved that Council resume standing orders at 10:42am.

Carried 5/0

6 Public Agenda Items

6.1 Chief Executive Officer Recruitment - Appointment of an External Independent Panel Member

File Reference	PE.CE001
Applicant or Proponent(s)	Not Applicable
Author	A Heraty, Manager Organisational Development
Authorising Officer	A Heraty, Manager Organisational Development
Previous Meeting Reference	Ordinary Council Meeting 20 August 2024 – Item 6.2 – 156/2024
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	<ol style="list-style-type: none"> 1. CV - Anthanasios (Arthur) Kyron - Confidential 2. CV - Carol Elizabeth Adams - Confidential 3. Profile - Dr Gary Hunt - Confidential

Report Purpose

Council is required to select and appoint an external independent panel member, who will be responsible for interviewing selected shortlisted candidates for the position of Chief Executive Officer.

The purpose of this report is to present to the Chief Executive Officers Recruitment and Performance Review Committee (the Committee) candidates for consideration to be the external independent selection panel member who will be responsible for interviewing selected shortlisted candidates for the position of Chief Executive Officer of the Shire of Ashburton (Shire).

The Committee are requested to review the candidate information provided in the attachments and recommend to Council a person to be appointed as the external independent member on the Chief Executive Officer’s selection panel.

Background

At the Chief Executive Officer’s Recruitment and Performance Review Committee meeting and Ordinary Council Meeting dated 20 August 2024, three independent panel members were recommended for consideration, none of whom were appointed.

Council subsequently resolved (Council decision 156/2024), in part, as follows:

“6. Delegates the Shire President to have a conversation with the Western Australian Local Government Association for recommendations for an independent selection panel member.”

Comments

The selection panel is established to play a crucial role in the recruitment and selection process. The selection panel has responsibility for assessment of each applicant against the endorsed selection criteria, verification of application qualifications and claims and recommending one or more suitable applicants.

It is therefore required to act in an impartial and transparent manner and in accordance with the principles of employment prescribed under section 5.40 of the *Local Government Act 1995* (the Act).

Responsibilities of each panel member includes the declaration of conflict of interest, impartial and transparent decision making and maintaining confidentiality.

In accordance with clause 8 Standards, a selection panel for the employment of the Chief Executive Officer must be established. The selection panel must comprise of:

- elected members (the number of which must be determined by the Council); and
- at least one independent person.

The independent panel member cannot be an elected member of a Western Australian local government, employee of the Shire or a human resources consultant engaged by the Council to conduct the recruitment process.

Following Council's decision on 20 August 2024, the Shire President made external enquiries to identify potential candidates that could fill the position of the external independent member on the selection panel for the recruitment of a Chief Executive Officer for the Shire.

Following the external enquiries, four potential candidates were contacted and three submissions were received from the following:

- Anthanasios (Arthur) Kyron
- Carol Elizabeth Adams
- Dr Gary Hunt.

Confidential Attachments 1 to 3 detail the personal details and professional information about each candidate.

Consultation

Chief Executive Officer's Recruitment and Performance Review Committee
Shire President

Strategic Community Plan

Shire of Ashburton Strategic Community Plan 2022-2032

Strategic Objective	4. Performance - We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.
Strategic Outcome	4.1 Coordinated delivery of organisational leadership and performance excellence for the benefit of the community
Strategy	3 Provide professional leadership and advice to assist Council.

Council Policy

The Standards for CEO Recruitment, Performance and Termination sets out the process which must be followed for the recruitment of a local government Chief Executive Officer.

Financial Implications

Current Financial Year

Funds are available in the 2024/2025 Annual Budget for expenditure associated with the services to be provided by the appointed external independent selection panel member for the recruitment of a Chief Executive Officer.

Future Financial Year(s)

Nil

Legislative Implications

Local Government Act 1995

Local Government (Administration) Regulations 1996

Risk Management

Risk has been assessed against the Shire of Ashburton Risk Management Framework.

Theme	Risk	Likelihood	Consequence	Inherent Risk Rating	Risk Treatment
Compliance	Non-compliance with the provisions contained within the Act and Regulations.	Possible (3)	Moderate (3)	Moderate (5-9)	Select and appoint a suitable external, independent panel member in line with regulations.

Based on the inherent risk rating and risk treatments, the residual risk to the Shire is considered to be low.

Voting Requirements

Simple Majority

Officer Recommendation

That with respect to the Chief Executive Officer Recruitment - Appointment of an External Independent Panel Member, the Chief Executive Officer's Recruitment and Performance Review Committee recommends that Council, appoints _____ as the external independent member on the selection panel for the recruitment of a Chief Executive Officer for the Shire of Ashburton.

7 New Business Of An Urgent Nature Introduced By Council Decision

Nil

8 Next Meeting

The next Chief Executive Officer's Recruitment and Performance Review Committee Meeting will be held at 9.30am on 19 November 2024 at the Onslow Shire Complex, Second Avenue, Onslow .

9 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 10:44am.