



## CHIEF EXECUTIVE OFFICER APPOINTMENT COMMITTEE

# MINUTES

SECTION 5.9(2)(a) LGA 1995

### Committee Brief

1. *The duties of the committee are to make recommendations to the Council with regard to:*
  - i. *The recruitment of the substantive CEO*
  - ii. *The Total Reward Package and Employment Contract for the substantive CEO.*
2. *The Committee shall comprise one Independent Person and four Councillors, one of whom shall be the Shire President pursuant to Section 5.10(4) of the Local Government Act 1995.*
3. *The committee shall disband on or before 31 December 2023.*
4. *Cr Pavlovich, Cr Handasyde, Cr O'Dea and Cr Woltering be appointed as members to the Chief Executive Officer Recruitment Committee.*
5. *Panel members sign a confidentiality agreement prior to the first item of business.*

A meeting of the Chief Executive Officer Recruitment Committee  
Was held at the Shire of Plantagenet Committee Room, Mount Barker  
at 11.30am on Monday 13 March 2023.

  
**John Fathers**  
ACTING CHIEF EXECUTIVE OFFICER

### Committee Members:

*Cr C Pavlovich, Cr L Handasyde, Cr M O'Dea, Cr K Woltering and Mr Andrew Hammond -  
(Resolution No. 32/23)*

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**Chairperson:** Cr L Handasyde

**Membership:** Quorum (3)

Cr C Pavlovich  
Cr L Handasyde  
Cr M O'Dea  
Cr K Woltering

Mr Andrew Hammond

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## **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

11.32am The Shire President Cr Chris Pavlovich declared the meeting open.

## **2 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

### Members Present

Cr C Pavlovich	Shire President
Cr L Handasyde	Councillor
Cr M O'Dea	Councillor
Cr K Woltering	Councillor
Mr A Hammond	Independent Panel Member

### Attendees:

Ms Nolene Wake	Executive Officer (Notetaker)
Cr S Etherington	Observer

## **3 ELECTION OF PRESIDING MEMBER**

The Shire President invited nominations for the position of Presiding Member.

**Moved Cr K Woltering, seconded Cr O'Dea:**

**That Cr L Handasyde, be nominated the position of Presiding Member. Cr L Handasyde accepted the nomination.**

Moved Cr C Pavlovich

That Cr C Pavlovich, be nominated the position of Presiding Member.

The motion lapsed for the want of a seconder.

There being no further nominations, Cr L Handasyde was declared unopposed to the position of Presiding Member. Cr L Handasyde then assumed the Chair.

At 11.38am the Presiding Member called for Standing Orders to be suspended to allow for introductions of Committee members.

At 11.42 Standing Orders were resumed and the Presiding Member recognised the significant contribution of the Shire President in progressing the CEO Appointment process to this stage.

## **4 DISCLOSURES OF INTEREST**

Part 5 Division 6 Local Government Act 1995

Nil

## **5 GENERAL BUSINESS**

In accordance with the Committee Brief, the Confidentiality Agreement was signed by all Committee members and submitted prior to the first item of business.

### **5.1 DISCUSSION IN RELATION TO THE PROCESS AND KEY AREAS FOR BACKGROUND INFORMATION FOR POSITION DESCRIPTION, SELECTION CRITERIA AND PREPARATION OF AN ADVERT.**

- a) The background information provided as 'Meeting notes' from the Council workshop held on the 7 March 2023 be noted (attached).

#### **COMMITTEE DECISION**

**Moved Cr K Woltering, seconded Cr M O'Dea:**

**That the meeting notes from the Council workshop held on 7 March 2023, as attached, be provided to Beilby Downing Teal (BDT) as informing material to draft a CEO advertisement.**

**CARRIED (5/0)**

- b) The WALGA Position description (PD) template (as attached) be received.

It was agreed by members that the WALGA PD was a solid starting point for the PD.

#### **COMMITTEE DECISION**

**Moved Cr C Pavlovich, seconded Cr K Woltering:**

**That the committee endorse the WALGA PD template for use by BDT.**

**CARRIED (5/0)**

- c) Advertising Strategy

BDT undertake Executive Search concurrently with placed advertisements in the following (as agreed):

- The West Australian Professional Appointments advert in the Saturday edition
- Australian Local Government Job Directory
- LG Assist
- Seek
- LinkedIn
- Beilby Downing Teal website
- Networking

- Any other local and social media sources as requested by the Shire, such as Ethical Jobs or industry publications.

Extensive targeted search conducted by consultant. Long list of names, current and past employment provided to the Selection Panel for approval.

Following discussion, it was agreed by the committee that the advertisement in the West Australian should be minimal to comply with requirements and more exposure be concentrated in LinkedIn and Seek.

### **COMMITTEE DECISION**

**Moved Cr M O'Dea, seconded Cr C Pavlovich:**

**That the committee endorse:**

- 1. The Advertising Strategy as proposed by BDT.**
- 2. A budget of up to \$5,000 be provided to BDT as repayment of external advertising at cost.**

**CARRIED (5/0)**

## **5.2 REVIEW SCHEDULING AND TIMING**

Review the BDT timing and process as submitted through the RFQ process.

The following indicative process dates were agreed:

Tuesday 21 March	Special Meeting of Council to approve the PD and advertising to commence 24 March.
Friday 21 April	Advertising period closes.
Monday 1 May	Committee meeting - consider shortlist.
Monday 15 May	Committee meeting - review questions for interviews.
Monday 29 May	Committee to draft recommendations for endorsement of appointment by Council.

It was agreed that some latitude in timing is to be allowed should the interview process require second interviews and/or presentations by applicants.

Due to timing, the Committee agreed to consider Item 5.4 prior to Item 5.3 The 'teams' meeting with BDT.

## **5.4 THE FINAL CEO POSITION DESCRIPTION**

The final CEO position description as drafted by BDT will need to be adopted by a formal meeting of council. This should be conducted in time to provide approval to the committee and give authorisation for BDT to distribute an application package to the endorsed advertising strategy.

Performance Criteria (PC) was discussed by the Committee and whilst it was agreed that some current issues need to be addressed, it was noted by Mr Hammond that although these issues should be identified early to make for good decision making prior to the appointment, they would tie in later and are more relevant to performance and KPIs and would need to be addressed after the position appointment.

The following were identified as PC priorities specific to Plantagenet:

- I. Project Management oversight
- II. Population Growth and attracting Investment – housing feeds into this point.
- III. Stronger governance

### **ACTIONS:**

**That the Shire President:**

- 1. Request the Acting CEO convene a Special Council meeting at 4.00pm on Tuesday 21 March 2023 to formally adopt the CEO position description.**
- 2. Contact BDT and advise that Cr Len Handasyde will now be the primary contact for the Committee for any consultant queries.**

12.40pm - the committee was adjourned for lunch.

### **5.3 'TEAMS' MEETING WITH BEILBY DOWNING TEAL CONSULTANT**

1.07pm - Teams meeting commenced with consultant Emily Bulloch, BDT.

Following introductions around the table, the following was noted from discussions:

#### Scheduling:

- |          |   |
|----------|---|
| 21 March | Special Meeting of Council to approve the PD.                           |
| 24 March | Advertising commences, advert placed in the West for Saturday 25 March. |
| 21 April | Advertising period closes.  |
| 25 April | Candidate shortlist ready for consideration by committee.               |
| 1 May    | Committee to review shortlist.  |
| 15 May   | Interviews.   |
| 29 May   | Decision to Council.  |

#### General

- LG Experience – not necessarily, wish to remain open to attract wider pool of applicants – can translate to comparable industries, but not an unregulated industry. Would require a good governance understanding. Senior management experience.
- Customer relationship management (cultural values) ie prompt responses to community – improvements in culture of sustainable management.
- Youth and enthusiasm a consideration
- Locate in area – preferable, could be Albany/Denmark but would need to assess all aspects of applicant. Location should not limit ability to be fully invested in community.
- Shire accommodation: confirmed available.
- Contract Length: 3-5 year bracket
- Tertiary Qualifications: Anticipate an undergraduate degree and preference for post grad in leadership/project management? Would need significant experience.
- Priorities: good community ambiance/housing strategies/project management oversight. Lifestyle considerations and population growth would need to be taken into account. Fair amount of complexity in community pursuits, increasing numbers of life stylers, environmental enthusiasts, still agricultural but increasing downstream processing.

#### Administration

- Difficulties attracting and maintaining staff. Staff cohort changes occur with new CEOs. Competing with other Councils and industries for staff pool.
- Operating in a clear and decisive manner – always room for improvement.
- CEO needs to deal effectively, fairly and competently with staff issues – do not sweep problems under the carpet.
- Currently three direct Executive Manager reports. Previously four and would be working back to this. Generally stable Executive staff.
- Social Perceptiveness – go out and listen to community. Ability to read the vibe of the community. Consultant advised this was difficult to assess, possibly fall under emotional intelligence.
- Selection Criteria – agreeable to a broad general approach, not necessarily a point by point need to address. Covering letter and CV should cover criteria. If any questions remain unanswered these can be addressed via a presentation or the like down the track in the interview process. Agreed that Selection Criteria should be taken from the template and as noted from the 'workshop' notes submitted.

#### What is Special about Plantagenet

- Tree/Sea change life stylers increasing – leave the city – less crime, hustle and bustle/ moderate climate/ good employment opportunities/good schools and health offering/people are welcoming and friendly/high trust in community/high rate of volunteers.
- We have experienced a 1.1/2 to 2% growth in population for the above reasons.



- Changing population – less in outer agricultural and more in urban townsites. Increase in small acreages.

#### Advertising

- Agreed as suggested. Minimalise West Australian advert – mainly for statutory compliance purposes.
- Logos/photos – already supplied.
- Interview numbers – suggested that starting with 4-5 candidates for interview would be ideal, but can incur late changes and losses along the way. Hopefully, end up with at least 3 candidates for interview.
- PD – confirmed will work from the WALGA template – will need to have the West Australian advert ready by next **Wednesday 22 March deadline.**

1.55pm      Teams meeting closed.

## **6      NEXT MEETING**

The next meeting TBC.

## **7      CLOSURE OF MEETING**

1.55pm      The Presiding Member declared the meeting closed.

CONFIRMED: PRESIDING MEMBER \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_