

## DISTRICT COUNCIL OF GRANT

### SPECIAL MEETING OF COUNCIL HELD – 24 MAY 2018

REFER ITEM NUMBER      18078.1                      FILE      12.70.1/2

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1. Recruitment of Chief Executive Officer - [12.70.1/2] 5.1.1

1. Moved Cr Slarks that:

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except, GK Maxwell (Acting Chief Executive Officer), be excluded from attendance at the meeting for Agenda Item – Recruitment of Chief Executive Officer.
2. The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Late Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the applicants for the position of Chief Executive Officer.
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because such disclosure to the public may compromise the negotiation processes and outcomes.

Seconded Cr Reis

CARRIED

2. Moved Cr Slarks that:

1. Mr David Singe be advised that Council wishes to proceed with offering a contract;
2. The Recruitment Panel, with assistance of Legal advice and Hender Consulting, proceed with the preparation of an offer in the form of a draft contract as a basis for negotiation with Mr Singe; and
3. The final negotiated contract be presented to the Council for endorsement and approval to execute.

Seconded Cr Reis

CARRIED

3. Moved Cr Hill that:

1. Having considered Agenda Item 5.1.1 - Recruitment of the Chief Executive Officer in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to the Agenda Item be retained in confidence until the appointment of Chief Executive Officer has been confirmed by executed contract and that this order be reviewed every 12 months.
2. Council delegates to the Chief Executive Officer, pursuant to Section 91(9)(c) of the Local Government Act 1999, the power, at his discretion, to revoke the order made by Council under Section 91(7) and (9) of the Act at part (1) of this resolution at any time prior to the expiration of the period of the order specified therein.

Seconded Cr Reis

CARRIED

## **5. CONFIDENTIAL ITEMS**

### **5.1 Recruitment of Chief Executive Officer – [12.70.1/2]**

#### **PURPOSE OF REPORT:**

To exclude the public from attendance at so much of a meeting as it is necessary to receive, discuss or consider in confidence any information or matter listed, as per Section 90 of the Local Government Act 1999.

1. *Moved Cr \_\_\_\_\_ that:*

1. *Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except, GK Maxwell (Acting Chief Executive Officer), be excluded from attendance at the meeting for Agenda Item 5.1.1 – Recruitment of Chief Executive Officer.*
2. *The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Late Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the applicants for the position of Chief Executive Officer.*
3. *The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because such disclosure to the public may compromise the negotiation processes and outcomes.*

*Seconded Cr \_\_\_\_\_*

<b>5.1.1 Recruitment of Chief Executive Officer</b>	
<b>MEETING DATE:</b>	24 May 2018
<b>AUTHOR:</b>	Graeme Maxwell, Acting Chief Executive Officer
<b>RESPONSIBLE PERSON:</b>	Mayor Richard Sage
<b>PREVIOUS MEETING:</b>	
<b>REFERENCES:</b>	Nil
<b>FILE NO:</b>	12.70.1/2
<b>ATTACHMENTS:</b>	•
<b>IN CONFIDENCE:</b>	Yes
<b>POLICY REFERENCE:</b>	There are no known policy requirements related to this item.
<b>LEGISLATIVE REFERENCE:</b>	Section 102, Local Government Act 1999
<b>STRATEGIC MANAGEMENT PLAN REFERENCE:</b>	Goal 4: Strong Leadership, Management, and Delivery of Transparent Council Services
	Outcome:
	Strategy:
<b>FINANCIAL CONSIDERATIONS:</b>	Budget: (as per below)
	Actual (YTD): \$
	Budget Variation Required: May be required
<b>CONSULTATION UNDERTAKEN:</b>	Nil

**PURPOSE OF REPORT:**

For Council to resolve to proceed with preparing an offer for the appointment of the Chief Executive Officer.

**BACKGROUND:**

On 22 February 2018 Mr Trevor Smart, CEO, advised Mayor Sage and the Elected Members of his resignation.

On 19 March 2018 Council resolved:

*That the consultancy firm Hender Consulting be contracted to undertake the recruitment process of the Chief Executive Officer at a total cost of \$15,000. Mayor Sage will negotiate and inform Elected Members of the outcome prior to awarding the contract. The process to commence as soon as possible.*

On 23 April 2018 Council resolved:

*That Council confirm the appointment of Mayor Sage, Cr Clayfield, Cr Reis and Cr Kuhl as the membership of the Chief Executive Officer Recruitment Panel.*

The Panel met on 26 April 2018 and 2 May 2018 to progress the short-listing process of Candidates.

On 8 May 2018 the Panel conducted interviews for the Chief Executive Officer position.

Hender Consulting undertook referee checks on the preferred candidate and provided documented feedback on Monday 21 May 2018.

Mayor Sage provided a verbal update and tabled documentation in relation to the recruitment process at the Council meeting of 21 May 2018. At that meeting Council resolved as follows:

*“That –*

- 1. Council note Mayor Sage’s verbal report regarding the recruitment process of the Chief Executive Officer;*
- 2. Hender Consulting be contacted to advise that David Singe is Council’s preferred candidate;*
- 3. Council endorses progressing the recruitment process with the preferred candidate by conducting a face-to-face between all elected members and the candidate at a closed forum in the Chamber on Thursday 24 May 2018 commencing at 5.30pm; and*
- 4. A Special Council meeting be conducted (immediately thereafter) on Thursday, 24 May 2018 commencing at 6.30pm to ratify the next steps in the recruitment process.”*

On Thursday 24 May 2018 (just prior to this Special Council meeting) elected members and the preferred candidate held a face-to-face forum to find out more about the candidate, to ask questions of the candidate and to provide the opportunity for the candidate to seek information from the Council.

**STAFF RECOMMENDATION:**

***That:***

- 1. David Singe be advised that Council wishes to proceed with offering a contract;***
- 2. The Recruitment Panel, with assistance of Legal advice and Hender Consulting, proceed with the preparation of an offer in the form of a draft contract as a basis for negotiation with Mr Singe; and***
- 3. The final negotiated contract be presented to the Council for endorsement and approval to execute.***

2. Moved Cr \_\_\_\_\_ that:
1. *That having considered Agenda Item 5.1.1 - Recruitment of the Chief Executive Officer in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to the Agenda Item 5.1.1 be retained in confidence until the appointment of Chief Executive Officer has been made and that this order be reviewed every 12 months.*
  2. *Council delegates to the Chief Executive Officer, pursuant to Section 91(9)(c) of the Local Government Act 1999, the power, at his discretion, to revoke the order made by Council under Section 91(7) and (9) of the Act at part (1) of this resolution at any time prior to the expiration of the period of the order specified therein.*

Seconded Cr \_\_\_\_\_