

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES OF THE CEO SELECTION COMMITTEE MEETING HELD ON 21 NOVEMBER 2022

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MINUTES

MINUTES OF THE CEO SELECTION COMMITTEE HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING, SOUTHERN DRIVE, BUSSELTON, ON 21 NOVEMBER 2022 AT 3:00PM.

1. DECLARATION OF OPENING, ACKNOWLEDGEMENT OF COUNTRY AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 3.02pm.

The Presiding Member noted this meeting is held on the lands of the Wadandi people and acknowledged them as Traditional Owners, paying respect to their Elders, past and present, and Aboriginal Elders of other communities who may be present.

2. ATTENDANCE

Presiding Member:

Cr Grant Henley Mayor

Members:

Cr Paul Carter
Cr Sue Riccelli (*via remote attendance*)
Cr Kate Cox
Mr Gary Brennan (Independent Member)
(*via remote attendance*)

Officers:

Ms Sarah Pierson, Manager Governance and Corporate Services

Other:

Mr Steve Nolis, McArthur (*via remote attendance*)

Observer:

Cr Phill Cronin (Deputy Member)
(*via remote attendance*)

Apologies:

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES5.1 Minutes of the CEO Selection Committee Meeting held 31 October 2022**COMMITTEE DECISION****CS2211/011** Moved Councillor P Carter, seconded Councillor K Cox**That the Minutes of the CEO Selection Committee Meeting held 31 October 2022 be confirmed as a true and correct record.****CARRIED 5/0****6. REPORTS**

Nil

7. CONFIDENTIAL REPORTS

The Presiding member called upon a member to move a motion to close the meeting to the public. The motion was moved and carried.

COMMITTEE DECISION**CS2211/012** Moved Councillor P Carter, seconded Councillor K Cox**That the meeting is closed to members of the public to discuss this item which is confidential under sections 5.23(2) (c) and (e)(iii) of the *Local Government Act 1995*.****CARRIED 5/0**

3:04pm At this time, the Committee moved into a closed session.

7.1 CEO RECRUITMENT

STRATEGIC THEME	LEADERSHIP - A Council that connects with the community and is accountable in its decision making.
STRATEGIC PRIORITY	4.4 Govern a professional organisation that is healthy, capable and engaged.
SUBJECT INDEX	Human Resources
BUSINESS UNIT	Corporate Services
REPORTING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
AUTHORISING OFFICER	Manager Governance and Corporate Services - Sarah Pierson
NATURE OF DECISION	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations
VOTING REQUIREMENT	Absolute Majority
ATTACHMENTS	Attachment A Published Under Separate Cover Confidential Attachment A - Recommended Applicants Attachment B Published Under Separate Cover Confidential Attachment B - CEO Employment Contract Attachment C Published Under Separate Cover Confidential Attachment C Attachment D Published Under Separate Cover Confidential Attachment D Attachment E Published Under Separate Cover Confidential Attachment E

This item is confidential in accordance with section 5.23(2) (c) and (e)(iii) of the *Local Government Act 1995*, as it contains information relating to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting, and a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

COMMITTEE RECOMMENDATION

CS2211/013 Moved Councillor G Henley, seconded Councillor P Carter

That the Council:

1. Selects candidate number 06 in Confidential Attachment A to make an offer of employment to for the position of Chief Executive Officer (CEO) at the City of Busselton (Preferred Applicant), with the applicant recommended as suitable for the position; and
2. Approves the proposed terms of the CEO employment contract as per Confidential Attachment D, for a period of 5 years.
3. Authorises the Mayor to present the CEO employment contract to the Preferred Applicant and negotiate terms within the defined parameters set out in Confidential Attachment E, noting that if the Preferred Applicant negotiates (under clause 14 of the City of Busselton CEO Recruitment, Performance Review and Termination Standards) terms different to the proposed terms, the amended CEO employment contract will be provided to Council for approval before the contract is executed;
4. Authorises the Mayor to execute the CEO employment contract, subject to the Preferred Applicant agreeing to enter into the proposed terms of the contract other than minor amendments as per recommendation 5;

5. **Authorises the Manager Governance and Corporate Services, in consultation with the Mayor, to make any minor changes to the CEO employment contract that may be required to finalise this matter, subject to those changes not being material to the contract and noting that any changes must ensure compliance with the provisions of the Local Government Act 1995; and**
6. **Notes that, subject to the Preferred Applicant accepting the proposed terms of the CEO employment contract, the Preferred Applicant is appointed to the position of CEO at the City of Busselton.**

CARRIED 5/0

Reasons: The Committee determined a recommendation as to a suitable applicant, and proposed terms and negotiation parameters.

The Presiding member called upon a member to move a motion to re-open the meeting to the public. The motion was moved and carried.

COMMITTEE DECISION

CS2211/014 Moved Councillor K Cox, seconded Councillor P Carter

That the meeting be re-opened to the members of the public.

CARRIED 5/0

3:42pm At this time, the meeting was reopened to the public.

The Presiding Member read out the Committee Decision to the meeting.

8. NEXT MEETING DATE

To be confirmed.

9. CLOSURE

The meeting closed at 3.43pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 6 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON

DATE: _____ PRESIDING MEMBER: _____