



Decision Report Item Number 4.1

CEO Recruitment – Preferred Candidate Nomination

Report Date: 9 December 2024
Reporting Officer: Governance Officer, Yazmin King
Responsible Manager: Acting Chief Executive Officer, Muhammad Jawad
Previous Reference: Nil.

Report Purpose

The purpose of this report is for Council to consider selecting a suitable candidate for appointment to the position of Chief Executive Officer at the Town of Walkerville.

Confidentiality Recommendation (Public)

Pursuant to section 90(2) and 90(3)(a)

Pursuant to section 90(2) of the Local Government Act 1999 (the Act) the Council orders that all members of the public, except the Governance Officer, Yazmin King be excluded from attendance at the meeting for Agenda Item 4.1 CEO Recruitment – Preferred Candidate Nomination.

The Council is satisfied that pursuant to sections 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the 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 information regarding suitability for the position of Chief Executive Officer of the Town of Walkerville.

Accordingly, on this basis, the Council is satisfied that the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Officer Recommendation (Confidential)

That Council:

1. upon agreement as to satisfactory terms, appoint _____ as the Town of Walkerville's Chief Executive Officer.
2. authorise Mr Steve Nolis of McArthur Recruitment to notify _____ that s/he is the preferred candidate.
3. authorise Mr Steve Nolis of McArthur Recruitment and Her Worship Mayor Melissa Jones to offer _____ the position of the Town of Walkerville's Chief Executive Officer for a term of 5 years with a proposed annual commencing Total Employment Package of \$299,520 (comprise of cash and superannuation);
4. in line with the aforementioned Total Employment Package, authorise Her Worship Mayor Melissa Jones to negotiate the other terms and conditions of _____'s engagement.

5. upon successful completion of those negotiations, authorise Her Worship Mayor Melissa Jones to execute the employment contract for _____'s engagement.
6. after recommendations 2, 3, 4 and 5 above occurring, authorise Mr Steve Nolis of McArthur Recruitment to notify the unsuccessful candidates.

Background

Since Council accepted Andrew MacDonald's resignation on 21 October 2024, the CEO Performance Review Committee (the Committee) have been meeting in their capacity as the CEO Selection Panel. On 25 November 2024 the Committee resolved:

CEO015/11/24

Moved: Cr Trotter

Seconded: Deputy Mayor Allanson

That 5 shortlisted candidates as agreed be invited for an interview on Wednesday 4 December 2024 and Thursday 5 December 2024 from 6pm.

CARRIED

On 5 December 2024 the Committee resolved:

CEO019/12/24

Moved: Cr Trotter

Seconded: Cr Rypp

That the three shortlisted candidates as agreed be invited to interview and deliver a presentation to Council at the Special Council meeting on Wednesday 11 December 2024 from 6.00.

CARRIED

Discussion

At its meeting on 21 October 2024 the Committee approved the recruitment timeframes, advertisement and position description for the recruitment process of a new Chief Executive Officer. Applications for this position closed on Monday 11 November 2024.

Throughout the advertisement period, Committee Members were kept up to date on all applications by Mr Steven Nolis (McArthur Recruitment), who pre-interviewed potential candidates and provided the Committee with a draft shortlist. Mr Nolis indicated the shortlisted candidates and also provided a full list of applicants to the Committee in case any further clarifications were necessary.

Following the advertised recruitment period the Committee met on 25 November 2024 and resolved to shortlist to five candidates for an initial interview conducted by the Committee. The Committee then interviewed the five (5) preliminary shortlisted candidates over two days on Wednesday 4 December and Thursday 5 December 2024. Following these sessions, the Committee resolved to invite three of the five candidates to be interviewed and deliver a presentation to the Council on Wednesday 11 December 2024.

Following these interviews, it is recommended that Council consider appointing a Chief Executive Officer for the Town of Walkerville, should a suitable candidate be found.

Should Council choose not to go ahead with any of the candidates interviewed, Council can choose to either re-advertise the position or interview further candidates from the original shortlist.

Financial Implications

There are no financial implications associated with this report as the remuneration for the CEO is already factored into the budget.

Risk Implications

The risk associated with this report has been assessed as low.

Attachments

Nil.

Confidentiality Recommendation (Public)Pursuant to section 91(7)

That having considered Agenda Item 4.1 CEO Recruitment – Preferred Candidate Nomination in confidence under section 90(2) & 90(3)(a) of the Act, the Council, pursuant to section 91(7) of that Act orders the report to this Agenda Item be retained in confidence for a period of 12 months, the minutes be retained in confidence until such time that the matter is finalised and that pursuant to section 91(9)(c) of the Act the Council delegates to the Chief Executive Officer the review and power to revoke this Order.