

ADDITIONAL ITEM



Item No: 1.4
Title: Administrator's Minute - Recruitment of ongoing Chief Executive Officer
Department: Administrator

14 December 2020 Ordinary Council Meeting

Reference: F2020/00039 - D14401243
Author: Dick Persson, AM, Interim Administrator

The Council needs to comply with the following when appointing a person to the position of General Manager/Chief Executive Officer:

- The position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position;
- The appointment must be to the applicant that has the greatest merit, having regard to the duties for the position as well as the abilities, qualifications, experience and standard of work performance of the person (section 349 of the Local Government Act 1993);
- The appointment must be consistent with the principles of equal employment opportunity (section 344 of the Local Government Act 1993);
- The contract of employment of the person appointed must be performance-based and in accordance with the standard form approved by the Chief Executive of the Office of Local Government –(section 338 of the Local Government Act 1993);
- Consideration of the Guidelines for the Appointment and Oversight of General Managers (section 23A of the Local Government Act 1993);
- The term of appointment must be between 1 and 5 years.

Selection Panel

The panel will be determined by the Administrator giving consideration to the Guidelines for the Appointment and Oversight of General Managers.

The Guidelines state that the selection panel membership should remain the same throughout the entire recruitment process and have at least one male and female member, as well as at least one person independent of the Council.

The process will also have the benefit of services provided by a suitably qualified recruiter.

Selection Process

The process for recruitment is proposed as follows:

- Following advertising of the position and receipt of applications the recruiter will screen, review and assess all applicants to determine a suitable shortlist for presentation to the panel.

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- The selection panel will agree the final shortlist
- The selection panel will conduct initial interviews with the identified applicants and shortlist to identify those applicants suitable to progress to second interview.
- Second interviews (including a pre-set presentation task) will be conducted.
- A report will then be provided to Council recommending the most meritorious candidate (with reasons) for appointment in accordance with the Guidelines.

Financial Impact

There is sufficient funding within the current budget provisions for the recruitment process.

I formally move;

- 1 *That Council give consideration to the Guidelines for the Appointment and Oversight of General Managers issued under section 23A of the Local Government Act 1993 in determining the selection panel to undertake the recruitment of a Chief Executive Officer.*
- 2 *That the selection panel provide a report to Council following the recruitment process that makes a recommendation as to appointment for determination by the Council.*