



Ordinary Council

MAYORAL MINUTES

Business Paper

date of meeting: Wednesday 18 November 2020

location: Skype Meeting

time: 5.30pm

Community Vision

A sustainable high quality of life for all

Community Mission

Building the future together
People Place Health Education Technology

Council's Corporate Values

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

Community Themes

- ★ Leadership and Governance
- ★ Your Community Life
- ★ Your Business and Industry
- ★ Your Natural and Built Environment

Ordinary Council Meeting

Wednesday, 18 November 2020

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Item: 06.01

Subject: MAYORAL MINUTE - GENERAL MANAGER / CHIEF EXECUTIVE OFFICER RECRUITMENT

Mayor, Peta Pinson

RECOMMENDATION

That Council:

- 1. Note this Mayoral Minute is put to Council as per Section 9.6 of the Port Macquarie-Hastings Code of Meeting Practice.**
- 2. Note that at the July 2020 Ordinary Council Meeting, it was resolved in the open session of Council:**

10.04 RECRUITMENT OF THE GENERAL MANAGER

RESOLVED: Turner/Intemann

That Council:

- 1. Convene a General Manager Recruitment Selection Panel for the purpose of recruitment for the vacant position of General Manager.**
- 2. Determine that Mayor Peta Pinson, Deputy Mayor Lisa Intemann, Councillor Sharon Griffiths and Councillor Geoff Hawkins represent Council on the panel, which ensures both male and female members are represented in the selection panel.**
- 3. Determine that the recruitment consultant be a non-voting member of the General Manager Recruitment Selection Panel.**
- 4. Delegate to the General Manager Recruitment Selection Panel the tasks of:**
 - a) Determination of a recruitment company to facilitate the recruitment of the General Manager**
 - b) Development of a recruitment brief and information packs in consultation with all Councillors and the recruitment firm.**
 - c) With regards to the initial round of interviews:**
 - i) Shortlisting of candidates for initial round of interviews.**
 - ii) Determining the composition of the initial interview panel.**
 - iii) Conducting initial round of interviews.**
 - d) Shortlisting of candidates for final round interviews.**
 - e) Ensuring that all Councillors are kept informed of key stages along the process.**
- 5. Note that the final round of interviews will be conducted by all Councillors.**
- 6. Note that the recommendations of the General Manager Recruitment Selection Panel will be the subject of a future report to Council.**

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

3. Note that the General Manager Recruitment Selection Panel reviewed all applications and shortlisted those applications to nine applications for interview.
4. Note that immediately following the interviews on Saturday, 31 October 2020, it was agreed by the Selection Panel that four candidates progress to the final round of interviews.
5. Note as per the resolution of Council on Wednesday, 15 July 2020: Point 4d) Shortlisting of candidates for final round interviews was undertaken and decided upon by the General Manager Recruitment Selection Panel.
6. Note that after the conclusion of the Selection Panel meeting and over the weekend, a member of the Panel requested that an additional candidate be interviewed in the final round, taking the final number of interviewees to five. This was supported by one other member of the Panel and accordingly was not agreed to as a majority of Panel members did not support this inclusion. The Mayor did not support the inclusion of the fifth interviewee.
7. Note that the Panel Members who were recommending the inclusion of the additional interviewee lobbied the remaining Councillors, who were not part of the Selection Panel, and obtained their support for the inclusion of the additional interviewee. The Mayor and Councillor Griffiths did not accept the inclusion of the additional interviewee, however the remaining Councillors requesting this were not satisfied with the result.
8. Note that on Monday, 3 November 2020, the Mayor then received a request for an Extra-Ordinary council meeting signed by two Selection Panel Members to consider a Notice of Motion in accordance with Clause 17.3 of the Code of Meeting Practice to re-reconsider the process for recruiting a CEO, in particular regarding the selection of application for further interview.
9. Note that the date for the Extra-Ordinary Council Meeting was set for 17 November 2020.
10. Note that on Monday, 9 November 2020, the request for the Extra-Ordinary Meeting was withdrawn and replaced with a Notice of Motion for the 18 November 2020 Ordinary Council Meeting.
11. Note that the Notice of Motion has been placed in the Confidential section, listed as Item 15.07, on 18 November 2020.
12. Note that Port Macquarie-Hastings Code of Meeting Practice: 2. Meeting Principals - states that 2.1 Council and committee meetings should be:
 - Transparent: Decisions are made in a way that is open and accountable.
 - Informed: Decisions are made based on relevant, quality information.
 - Inclusive: Decisions respect the diverse needs and interest of the local community.
 - Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.
 - Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
 - Respectful: Councillors, staff and meeting attendees treat each other with respect.
13. Note that remuneration of the CEO is paid for with public funds.
14. Note that the matter before Council is not in relation to individuals, it is about the process conducted to-date.
15. Move Item 15.07 into the Open Session of Council for the purposes of transparency, as per the Port Macquarie-Hastings Code of Meeting Practice.

Discussion

Nil.

Attachments

Nil