

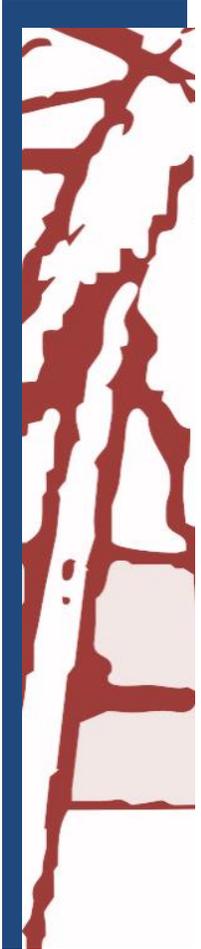


AGENDA

Special Meeting

6 September 2022

COMMENCING AT 3.30pm



Wujal Wujal Aboriginal Shire Council

**WUJAL WUJAL ABORIGINAL SHIRE COUNCIL AGENDA
SPECIAL BUDGET MEETING**

Tuesday 6 September 2022

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1. WELCOME/MEETING OPENING

Mayor welcomes everyone and opens the meeting.

2. ATTENDANCE/APOLOGIES

Members Present:	Cr Bradley Creek, Mayor Cr Vincent Tayley Deputy Mayor Cr Regan Kulka Cr Vanessa Tayley Cr Robert Bloomfield
Apologies:	
Officers/ Staff:	Stephen Wilton – Chief Executive Officer (CEO)
Visitors	Mr Brett DeChastel – Executive Governance Advisor (Video conference)

3. APPOINTMENT OF CHIEF EXECUTIVE OFFICER

REPORT TO BE CIRCULATED

Report by Council Governance advisor – Brett de Chastel

Council meeting date – 6 September 2022

Introduction

This report to Council provides details of the recent CEO recruitment process undertaken and makes recommendations for the appointment of the successful CEO candidate. The current CEO (Mr Steve Wilton) finishes his contract on 30 September 2022.

Recruitment process

Council employed Peak Services (LGAQ) to undertake the CEO recruitment process. Rona Horsfell from Peak Services undertook that work and oversaw the advertising, short listing and interview processes. We received 27 applications for the role after extensive advertising and promotion of the CEO opportunity at Wujal Wujal. The applications were initially reviewed and the best 14 applicants identified. These were reviewed jointly by Peak Services and Council's Governance advisor. Following that process, the top 8 applications were selected and Peak Services undertook initial telephone screening interviews with those 8 applicants.

This led to the best 4 applicants being selected for interviews. Interviews were undertaken by the Mayor and Councillors on 4 and 5 August with support from Peak Services and Council's Governance advisor. One of the applicants withdrew on the eve of the interview process but the other 3 applicants were interviewed. The councillors reached consensus at that time as to which were the best two applicants and it was agreed that those applicants would undertake psychometric testing to get more information about their strengths and weaknesses.

The psychometric testing was undertaken by Matt Dale from In Corporate Psychology and he provided detailed feedback to the Mayor and Councillors on 18 August 2022. The psychometric testing allowed the Mayor and Councillors to understand the strengths and weaknesses of the 2 candidates and also provided better information for the referee check process. Peak Services undertook referee checks of the 2 candidates with a particular focus on some of the weaknesses identified in the psychometric testing process. Details of the referee checks were provided to the Mayor and Councillors.

On 29 August, a final interview was undertaken with the 2 remaining candidates. These interviews occurred on site at the Council meeting room.

Preferred candidate

Following the CEO recruitment process, the preferred candidate for the CEO role is Kiley Hanslow. Councillors will be familiar with Kiley's application as part of the recruitment process but in short, the application, interviews, psychometric testing and referee reports were all very strong and point to her being a good fit for the CEO role at this Council. Having grown up in an indigenous community in the Northern Territory, she had a good understanding of the challenges in indigenous communities and she also has extensive government management experience within the Northern Territory government across a range of different portfolios. Kiley has exceptional communication skills, leadership and governance knowledge that will be very valuable to our Council.

The proposed employment arrangements for Kiley Hanslow as CEO are:-

- 3 year contract term with the standard provisions for Council to extend that term for a further 3 years at its discretion;
- 6 month probation period;
- Usual provisions for termination of the contract for non-performance, notice period for resignation etc;
- Setting annual performance targets for the CEO which, if met, lead to annual increases in the remuneration package;
- Requirements for annual performance reviews to provide feedback to the CEO on what they are doing well, what they can improve and future priorities etc.
- the salary component of the remuneration package to be \$160,000 in year one, \$170,000 in year 2 and \$180,000 in year 3 but progression through these increments will be conditional upon the CEO meeting agreed performance targets.

The incoming CEO will be able to commence their duties on Monday 17 October 2022. This will leave approximately 2 weeks between the outgoing CEO and incoming CEO. The recommendation below authorises the Mayor, with the support of the Governance advisor, to put in place an Acting CEO in that two-week period.

The Council was fortunate to have many good applicants for this role including an internal application. It would be appropriate for the Council to provide ongoing support for the internal applicant to assist with their ongoing professional development.

Recommendation

That in relation to the recent CEO recruitment process, Council: -

- A. appoint Kiley Hanslow to the position of council CEO and authorise the Mayor, with support from the Governance Advisor to finalise the employment contract arrangements and enter into the employment contract on Council's behalf;*

- B. note that Kiley Hanslow will commence her role on Monday, 17 October 2022 and authorise the Mayor, with support from the Governance Advisor, to put in place an interim CEO for the short period of time between the conclusion of the current CEOs contract and Ms Hanslow's commencement date;*

- C. thank Rona Horsfell from Peak Services for assisting Council with the recruitment process; and*

- D. request Council's Governance Advisor to provide support to the internal applicant to assist with their ongoing professional development.*

- E. That Council approves the new Chief Executive Officer Kiley Hanslow to be authorised to exercise all delegated authorities on behalf of Council including signing and authorising transactions on all of Council's bank accounts held at Westpac Banking Corporation, ANZ Bank and Queensland Treasury Corporation from the date of her commencement.*