



SHIRE OF
HARVEY



CEO Recruitment and Selection Committee Meeting Minutes

Harvey Council Chambers

Thursday, 22 October 2026

10AM

Minutes CEO Recruitment and Selection Committee

Minutes of the CEO Recruitment and Selection Committee of the Harvey Shire Council, held in the Council Chamber, Young Street, Harvey, on Thursday, 22 October 2026, commencing at 10am.

Attendance

Chairperson	Ms.	M.	Campbell	<i>Shire President</i>
	Hon.	N.	Marino	
	Cr.	C.	Carbone	
	Cr.	K.	McCarthy	
	Cr.	R.	Coleman	
	Cr.	W.	Dickinson	

Staff

Manager Governance and Strategy	Mr.	K.	Williams	
Manager Information Services	Mr.	A.	Ewing	
Senior Governance Officer	Ms.	C.	Peterson	<i>Electronically</i>
Coordinator Marketing and Communications	Ms.	T.	Carr	<i>Electronically</i>

External

Contracted CEO Recruiter				<i>Electronically</i>
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1. Official Opening

The Chairperson declared the meeting open at 10.02am.

Disclaimer

In accordance with *Local Government Act 1995* section 5.23 (2)(b) the contents of this Agenda should be considered confidential and will be closed to members of the public:

(2)(b) a matter relating to the recruitment or employment of the CEO or a senior employee...

The CEO Recruitment and Selection Committee acknowledges that the Committee does not have delegation to act on behalf of Council for decisions effecting the recruitment of the Chief Executive Officer. All decision relating to the employment of the Chief Executive Officer are provided by the CEO Recruitment and Selection Committee as recommendations to the Council and in accordance with Council Policy.

Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities, their cultures, and to Elders past, present and emerging.

2. Record of Apologies and Leave of Absence

Apologies

Cr. Holly

Cr. Hitchcock

Leave of Absence

Cr. Morley

Cr. Bromham

3. Declarations of Members' and Officers' Personal Interest

Nil.

4. Items for Discussion

That the Committee suspend standing orders to allow consideration of Item 4.1 CEO Recruitment and Selection Process - Adoption of Recruitment Documentation.

Moved: Shire President

Seconded: Cr. Carbone

That the Committee suspend standing orders.

Carried 6-0 CEOR26/01

Votes:

For: President Campbell, Hon. Nola Marino, Cr. Dickinson, Cr. Coleman,
Cr. Carbone, Cr. McCarthy.

Against: Nil.

That the Committee resume standing orders.

Moved: Shire President

Seconded: Cr. McCarthy

That the Committee resume standing orders.

Carried 6-0 CEOR26/02

Votes:

For: President Campbell, Hon. Nola Marino, Cr. Dickinson, Cr. Coleman,
Cr. Carbone, Cr. McCarthy.

Against: Nil.

4.1 Chief Executive Officer Recruitment Process

Item No.:	4.1.
Subject:	CEO Recruitment and Selection Process - Adoption of Recruitment Documentation
Proponent:	Shire of Harvey
Location:	Shire of Harvey
Reporting Officer:	Manager Governance and Strategy
Authorising Officer:	Chief Executive Officer
File No.:	C621/00002
Attachments:	1. CEO Position Description [4.1.1 - 3 pages] 2. Recruitment Strategy Methodology & Timeline [4.1.2 - 6 pages] 3. Proposed Candidate Information Document [4.1.3 - 5 pages] 4. Proposed Advert Content [4.1.4 - 2 pages]

Reason for Confidentiality

Pursuant to section 5.23(2)(b) of the *Local Government Act 1995*, this report contains details of the process to recruit the Chief Executive Officer (CEO).

This report and the information contained within the confidential attachments are required to be dealt with behind closed doors in accordance with Section 5.23 of the *Local Government Act 1995*.

This Committee meeting is not open to the public, however, discussion is to be limited to the confidential information contained within the report and attachments and matters directly relating to this.

Summary

This report presents the recruitment documentation prepared by Chandler Macleod for consideration by the CEO Recruitment and Selection Committee. The documentation includes a proposed Position Description (**Confidential Attachment 1**), Recruitment Strategy, Methodology and Timeline (**Confidential Attachment 2**), Candidate Information Package (**Confidential Attachment 3**) and Advert Content (**Confidential Attachment 4**). The Committee is requested to review the documentation and, subject to any amendments, recommend its endorsement for formal consideration by Council.

Voting Requirements

Absolute Majority

Officer's Recommendation**Moved: Shire President****Seconded: Cr. Carbone****That the Committee:**

1. Authorises the Manager Governance and Strategy, in consultation with the recruitment consultant and relevant Shire Officers, to finalise the following Chief Executive Officer recruitment documentation to give effect to the amendments agreed by the Committee and recorded in the meeting notes, and submit the finalised documents to Council for consideration and decision at the Ordinary Council Meeting on Tuesday, 27 October 2026:
 - a. Position Description (*Confidential Attachment 1*)
 - b. Recruitment Strategy, Methodology and Timeline (*Confidential Attachment 2*)
 - c. Candidate Information Document (*Confidential Attachment 3*)
 - d. Advert Content (*Confidential Attachment 4*).
2. Notes that the recruitment documentation is subject to Council's approval, by absolute majority, at the Ordinary Council Meeting on Tuesday, 27 October 2026.
3. Authorises the recruitment and selection for the position of Chief Executive Officer in accordance with the Shire of Harvey's policy 1.1.14 and the Committee's Terms of Reference.

BY ABSOLUTE MAJORITY**Carried 6-0 CEOR26/03****Votes:**

For: President Campbell, Hon. Nola Marino, Cr. Dickinson, Cr. Coleman,
Cr. Carbone, Cr. McCarthy.

Against: Nil.

5. Closure of Meeting

There being no further business to discuss, the meeting was declared closed at 12.09pm.

I, Ms. Michelle Campbell, certify that the aforesaid Minutes of the meeting held on Thursday, 22 October 2026, are a true and correct record of that meeting on Thursday, 22 October 2026.

Ms. Michelle Campbell
Shire President