



CENTRAL EAST AGED CARE ALLIANCE
INC (CEACA) SPECIAL COMMITTEE
MEETING HELD AT THE
KELLERBERRIN RECREATION AND
LEISURE CENTRE, COMMENCING AT
9.54AM

MINUTES



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Minutes

Central East Aged Care Alliance Inc (CEACA)

Special General Committee Meeting

1. OPENING AND ANNOUNCEMENTS

In accordance with the current Constitution, a Special Meeting of the CEACA Committee has been called.

The sole purpose of the meeting is to consider a recommendation regarding the appointment of an Independent Chair to CEACA.

The Acting Chair, Gary Shadbolt opened the meeting at 9.54am, welcoming all in attendance.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance - Members

Mr Gary Shadbolt, Acting Chair
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member
Mr Louis Geier
Ms Eileen O'Connell, Member
Mr Ricky Storer, Member
Mr Stephen Strange, Member
Ms Freda Tarr, Member

Mr Raymond Griffiths, Deputy Member (voting member for the meeting)

2.2 Apologies

Mr Rod Forsyth, Member
Ms Onida Truran, Member
Mr Wayne Della Bosca, Deputy to Ms Onida Truran

3. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon.*

Nil

4. BUSINESS OF THE MEETING

4.1 Appointment of an Independent Chair to CEACA

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 2 April 2019

Attachments: Nil

Background:

With the resignation of Graham Lovelock as the CEACA Chair on 27 February 2018 the appointment of a new Chair was considered by the CEACA Committee when it met on 26 March 2018, with the meeting resolving as shown below:

RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr

That Gary Shadbolt be elected Chair until the commencement of the first meeting following the meeting at which the 2018/2019 CEACA Budget is adopted.

CARRIED

The matter was further considered at the CEACA Committee Meeting held Wednesday 6 June 2018, with the matter being resolved as shown below:

RESOLUTION: Moved: Quentin Davies Seconded: Louis Geier

That Gary Shadbolt be appointed Acting Chair until the appointment of an Independent Chair or the CEACA 2018 Annual General Meeting whichever is the sooner.

CARRIED

RESOLUTION: Moved: Rod Forsyth Seconded: Eileen O'Connell

That:

- 1. A Working Group be established with the terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an Independent Chair of CEACA;*
- 2. The Working Group's membership comprise Gary Shadbolt, as CEACA's Acting Chair, Quentin Davies and Stephen Strange.*

CARRIED

The Working Group met on two occasions during the year but due to a number of issues arising the appointment of a new independent Chair prior the CEACA Annual General Meeting held 14 November 2018 was not finalised.

The matter was further considered at the CEACA Committee Meeting held 14 November 2018 at which time it was resolved as shown below:

That:

- 1. The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and*
- 2. The Working Group's membership, being Gary Shadbolt as CEACA's Acting Chair, Quentin Davies, Stephen Strange and the CEACA Executive Officer to provide research and administrative support.*

CARRIED

An advertisement seeking Expressions of Interest (EOIs) for the position of Chair to CEACA was placed in the West Australian Newspaper on Saturday 2 March 2019, with applications closing at 4.00pm on Friday 15 March 2019.

Twenty (20) enquiries were received. Each prospective candidate was provided with an Expression of Interest (EOI) information package containing all information relating to the position. One prospective candidate did not make contact with me but obtained the details through a third party.

A/Chair Gary Shadbolt also received some inquiries and provided information to a number of prospective candidates.

In all 10 applications were received.

Following the closure of applications, the details of all applications were collated and distributed confidentially to the three members of the working party along with a simple matrix designed to select candidates for interview. The matrix was prepared and agreed to by all members of the working party.

The matrix was prepared to rate each applicant against the selection criteria as outlined in the EOI information package. The selection criteria, separated into both essential and desirable, were as follows:

Essential

- Board experience as either a Director or Executive Officer in the not-for-profit sector;
- High level understanding of governance requirements in the not-for-profit sector;
- Effective communication and interpersonal skills;
- Strong commitment to and support for the aims and objects of CEACA; and
- Independence from any connection to current members of CEACA.

Desirable

- An understanding of current financial and other duties as they relate to the not-for-profit sector; and
- Experience of working with and advocating to both Federal and State Government.

Each of the above (as with the EOI information package itself) was agreed to by all members of the working party.

Prospective applicants were advised that to be considered for the position they must address the key selection criteria.

Each member of the working party was requested to rate the applications against the selection criteria using the matrix prepared for this purpose.

The working party then held a teleconference on Friday 22 March to work through and determine who would be offered an interview.

Six candidates were offered an interview (one candidate withdrew) and five attended an interview on Thursday 28 March 2019.

All interviews were conducted at the offices of the WA Local Government Association.

The working party have determined a preferred candidate.

The A/Chair will announce the preferred candidate and ask each of the selection panel to explain the reasons for their choice.

Executive Officer Comment:

No further comment.

Additional Meeting Comment:

The Acting Chair, Gary Shadbolt, announced to the meeting that the preferred candidate was Hon Terry Waldron JP.

He then provided his reasons for the decision and invited the other members of the working party, Quentin Davies and Stephen Strange to address the meeting as to why they considered Hon Terry Waldon JP should be appointed CEACA's next Independent Chair.

Questions from the other members of the CEACA Committee were answered by the working party as to the reasons for the selection of Hon Terry Waldron as the preferred candidate.

RECOMMENDATION:

That, subject to contract negotiations, _____ be appointed to the position of Independent Chair to CEACA.

RESOLUTION: **Moved: Ricky Storer** **Seconded: Louis Geier**

That, subject to contract negotiations, Hon Terry Waldron JP, be appointed to the position of Independent Chair to CEACA.

CARRIED

5. FUTURE MEETINGS

5.1 Meetings of CEACA Executive Committee

Friday 12 April 2019 An in-person meeting in Kellerberrin

5.2 Meetings of the CEACA Committee

Wednesday 5 June 2019 Ordinary Committee Meeting in Merredin

6. CLOSE OF MEETING

There being no further business the meeting was declared closed at 10.45am

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Wednesday 5 June 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed