

SUPPLEMENTARY AGENDA



Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 12 October 2026 at 7:00 PM

This meeting will be conducted as a hybrid
meeting

Order of Business

6 Supplementary Items.....	3
----------------------------	---

6.1 Recruitment and Appointment of Chief Executive Officer (CEO)	3
--	---

Bruce Dobson

Chief Executive Officer

6 Supplementary Items

6.1 Recruitment and Appointment of Chief Executive Officer (CEO)

Final Report Destination: Mid Month
Paper Type: For Decision
Author: Workplace Relations Lead, Lisa Butler
Manager: Chief People Officer, Debbie Shaw

SUMMARY

In August 2026 Chief Executive Officer (CEO) Bruce Dobson, advised Mayor Paige Kennett, and Councillors, of his decision to resign from his position of CEO, effective mid-end January 2027.

The Chief Executive Officer Employment and Remuneration Policy states that:

- The Chief Executive Officer Employment and Remuneration Committee will identify an Executive Search Consultant to run the recruitment process; and
- The Committee will make a recommendation to Council in relation to recommending the identified Executive Search Consultant.

The Policy also confirms that Council will appoint the Executive Search Consultant by resolution at a Council meeting.

This report provides a recommendation to appoint an executive search and recruitment firm.

RECOMMENDATION

That Council:

1. Acknowledges the resignation of Mr Bruce Dobson as Council's Chief Executive Officer, and notes that the resignation is effective from mid-January 2027.
2. Records its appreciation to Mr Dobson for his services to Council and the Knox community in his capacity as Council's Chief Executive Officer since September 2021.
3. In accordance with the Chief Executive Officer Employment and Remuneration Policy, appoints Gem Executive Pty Ltd as the Executive Search Consultant for the recruitment of Council's next Chief Executive Officer.

1. DISCUSSION

As per the Chief Executive Officer Employment and Remuneration Policy, the Chief Executive Officer Employment and Remuneration Committee (the Committee) must identify and recommend to Council, an Executive Search Consultant to run the Chief Executive Officer recruitment process. The Committee is an advisory committee which supports Council throughout the employment cycle of a Chief Executive Officer.

The Committee must include at least four Councillors (one of whom will be the Mayor) and the Independent Advisor appointed by Council. The Committee currently comprises all elected Councillors. The role of Independent Advisor to the Chief Executive Officer Employment and

Remuneration Committee is to provide independent professional advice in relation to all matters dealt with in the Chief Executive Officer Employment and Remuneration Policy.

A transparent and probity-sound procurement process has been undertaken to support the Committee to identify and formulate its recommendation to Council.

The Committee established an evaluation panel to undertake the detailed evaluation of executive search firms and report its recommendation back to the Committee which comprised the Mayor Paige Kennett, Deputy Mayor Chris Duncan, Cr Meagan Baker, Cr Glen Atwell, Independent Advisor Christine Mileham, Acting Chief People Officer Lisa Butler, and Manager Procurement Tim Lawson.

A Request for Quote (RFQ) was released by the Manager Procurement, following directions from the Mayor and Committee, outlining the role and services the consultant will be required to perform, such as:

- Working closely with Council's Chief Executive Officer Employment and Remuneration Committee (CERC), Councillors and Independent Advisor to the CERC, to manage and deliver the recruitment process from commencement through to appointment.
- Designing and implementing a targeted recruitment campaign.
- Undertaking assessments aligned to the recruitment campaign.
- Assisting with negotiations as requested.
- Providing advice regarding Chief Executive Officer remuneration benchmarking.
- Supporting candidate communication and transition.

Council received six responses to the RFQ, from:

- | | |
|-----------------------------|-----------------|
| • Camden Search & Selection | • W&CO |
| • Future Leadership | • Gem Executive |
| • McArthur Executive Search | • KordaMentha |

The quotes were reviewed by the Evaluation Panel using an evaluation matrix across 3 criteria:

1. Value for Money (including cost and time) (Weighting 40%)
2. Capability and quality of Lead Consultant (Weighting 35%)
3. Experience (Weighting 25%)

The Panel identified Gem Executive Pty Ltd as their preferred provider for consideration by the Committee. (The Evaluation Matrix is included at Confidential Attachment 1.) The Committee subsequently endorsed the Panel's preferred provider for recommendation to Council noting Gem Executive Pty Ltd:

- Have provided information covering past Local Government CEO Appointments, values, understanding, proposed timeline and fee structure.
- Have demonstrated a detailed understanding of the operating environment, challenges, and expectations facing councils across diverse communities.
- Are committed to delivering the recruitment process within the Committee's preferred timeframe.
- Have demonstrated that they have relevant experience to undertake the assignment.
- Are considered a strong fit with the Committee.

Confidential Attachment 2 contains the detailed information supporting the proposal from Gem Executive Pty Ltd.

2. ENGAGEMENT

The Chief Executive Officer Employment and Remuneration Committee has been engaged in the process throughout, in line with the Chief Executive Officer Employment and Remuneration Policy.

3. SOCIAL IMPLICATIONS

There are no direct social implications arising from the appointment of an executive search firm to support the Chief Executive Officer recruitment process.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications arising from the appointment of an executive search firm to support the Chief Executive Officer recruitment process.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The preferred executive search and recruitment firm, Gem Executive Pty Ltd has provided a summary of fees quotation as set out in Confidential Attachment (Attachment 2 – Gem Executive Search Proposal). The fee proposal can be accommodated within the 2026/2027 operational budget.

A comparison of the fee proposals submitted by the RFQ respondents forms part of the evaluation matrix at Confidential Attachment 1.

7. RISKS

Failure to engage an executive search and recruitment firm in a timely manner may delay the recruitment of the Chief Executive Officer and require Council to recruit or appoint an interim Chief Executive Officer.

Appointing an appropriately qualified and experienced executive search and recruitment firm assists Council to conduct a robust, transparent and merit-based recruitment process, supporting effective governance.

The firm will support Council to identify and attract suitably qualified candidates with the capability, leadership qualities and values required to lead Knox City Council into the future, including through effective candidate sourcing strategies.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

Confidential Attachments 1 and 2 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as they relate to:

- Confidential Attachment 2 contains personal information, names, addresses and other personal and professional information regarding prospective executive search and recruitment firms, which would be unreasonable to disclose publicly, or to disclose before a firm is appointed; and/or
- Confidential Attachments 1 and 2 contain private commercial information, that if released, would unreasonably expose the preferred firm to disadvantage because it would release financial information about the business that is not generally available to their competitors.

ATTACHMENTS

Nil