



City of Nedlands

# ***Agenda***

## ***Chief Executive Officer Recruitment and Selection Committee Meeting***

***30 July 2012***

### **ATTENTION**

This Agenda has yet to be dealt with by the Committee.

The Administration Recommendations, shown at the beginning of each item, have yet to be considered by the Committee and are not to be interpreted as being the position of either the Committee or Council.

The Minutes of the meeting held to discuss this Agenda should be read to ascertain the decision of the Committee.

Before acting on any recommendation of the Committee a check must also be made in the Ordinary Council Minutes following the Committee Meeting to ensure that Council did not make a decision at variance to the Committee Recommendation.

## Table of Contents

Declaration of Opening .....	3
Present and Apologies and Leave Of Absence (Previously Approved) .....	3
1. Public Question Time .....	4
2. Addresses By Members of the Public (only for items listed on the agenda) .....	4
3. Disclosures of Financial Interest .....	5
4. Disclosures of Interests Affecting Impartiality .....	5
5. Declarations by Members That They Have Not Given Due Consideration to Papers .....	5
6. Confirmation of Minutes .....	6
6.1 Chief Executive Officer Performance Recruitment and Selection Committee Meeting 14 June 2012 .....	6
7. Matters for Which the Meeting May Be Closed .....	6
8. Items for Discussion .....	6
8.1 To select an Executive Search and Recruitment company to assist the Recruitment and Selection Committee with selection and recruitment of a new Chief Executive Officer .....	6
9. Confidential Items .....	6
10. Date of next meeting .....	7
Declaration of Closure .....	7

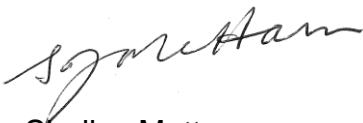
## City of Nedlands

**Notice of a meeting of the Chief Executive Officer Recruitment and Selection Committee to be held in the Committee Room at City of Nedlands Administration Building on 30 July 2012 at 6pm.**

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Dear Committee member

The next meeting of the Chief Executive Officer Recruitment and Selection Committee will be held on 30 July 2012 in the Committee Room at Administration Centre, City of Nedlands, 71 Stirling Highway, Nedlands commencing at 6pm.



Shelley Mettam  
Manager Human Resources and Organisational Development  
26 July 2012

### **Council Committee Agenda**

#### **Declaration of Opening**

The Presiding Member will declare the meeting open at 6.00 pm and will draw attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

#### **Present and Apologies and Leave Of Absence (Previously Approved)**

**Leave of Absence**                      None  
**(Previously Approved)**

**Apologies**                      None as at distribution of this agenda.

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### **1. Public Question Time**

A member of the public wishing to ask a question should register that interest by notification in writing to the CEO in advance, setting out the text or substance of the question. Questions tabled at the meeting may be unable to be answered due to the requirement for technical research and will therefore be answered direct afterwards.

Questions must relate to a matter contained within the agenda of this meeting.

### **2. Addresses By Members of the Public (only for items listed on the agenda)**

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made at this point.

**3. Disclosures of Financial Interest**

The Presiding Member to remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

**4. Disclosures of Interests Affecting Impartiality**

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to ..... the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

**5. Declarations by Members That They Have Not Given Due Consideration to Papers**

Members who have not read the business papers to make declarations at this point.

**6. Confirmation of Minutes**

**6.1 Chief Executive Officer Performance Recruitment and Selection Committee Meeting 14 June 2012**

The minutes of the Chief Executive Officer Performance Review Committee held 14 June 2012 are to be confirmed.

**7. Matters for Which the Meeting May Be Closed**

In accordance with Standing Orders and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors at this meeting and that matter is to be deferred for consideration as the last item of this meeting.

In accordance with Standing Orders and for the convenience of the public, the Presiding Member will notify the members of the public that the meeting would be closed for item 9 - Selection of Executive Search and Recruitment Consultancy Company (commercial in confidence) in accordance with Section 5.23(2)(e) of the *Local Government Act 1995*.

**8. Items for Discussion**

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

**8.1 To select an Executive Search and Recruitment company to assist the Recruitment and Selection Committee with selection and recruitment of a new Chief Executive Officer**

To consider and agree on an Executive Search and Recruitment consultancy company to assist the Committee with selection of a new CEO.

**9. Confidential Items**

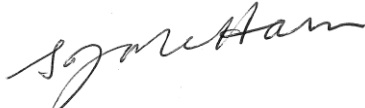
Selection of Executive Search and Recruitment Consultancy company (commercial in confidence).

**10. Date of next meeting**

The next meeting of this Committee will be advised.

**Declaration of Closure**

There being no further business, the Presiding Member will declare the meeting closed.



Shelley Mettam  
Manager Human Resources and Organisational Development