



City of Nedlands

Minutes

Chief Executive Officer Recruitment and Selection Committee Meeting

14 June 2012

ATTENTION

These minutes are subject to confirmation

Prior to acting on any resolution/recommendation of this Committee contained in these minutes, a check should be made of the Minutes of the next meeting of this Committee, to ensure that there has not been a correction made to any resolution/recommendation.

N.B. Committee recommendations that require Council's approval will be presented to Council for approval.

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	4
4. Disclosures of Interests Affecting Impartiality	5
5. Declarations by Members That They Had Not Given Due Consideration to Papers	5
6. Committee Minutes	5
Declaration of Closure	7

City of Nedlands

Minutes of a meeting of the Chief Executive Officer Performance Review Committee held in the Committee Room at City of Nedlands Administration Building on 20 September 2011 at 4.30 pm.

Declaration of Opening

The Presiding Member declared the meeting open at 4.30 pm.

Present and Apologies and Leave Of Absence (Previously Approved)

Councillors	His Worship the Mayor, R M Hipkins	(Presiding Member)
	Councillor L J McManus	Coastal Districts Ward
	Councillor S J Porter	Dalkeith Ward
	Councillor B G Hodsdon	Hollywood Ward
	Councillor N Shaw	Melvista Ward

Staff Ms S Mettam Manager HR & Organisational Development

Observer Councillor K Walker Hollywood Ward

Public There were no members of the public present.

Press Nil.

Leave of Absence (Previously Approved) Nil.

Apologies Nil.

Absent Nil.

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The Committee Members appointed Mayor Hipkins as the Presiding Member of the Committee.

1. Public Question Time

Nil.

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

Nil.

3. Disclosures of Financial Interest

The Presiding Member reminded 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 was discussed.

There were no disclosures of financial interest.

4. Disclosures of Interests Affecting Impartiality

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

There were no disclosures of interest affecting impartiality.

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

Nil.

6. Committee Minutes

6.1 Minutes to be in Council Format

Moved – Councillor Hodsdon

Seconded – Councillor Shaw

Meetings will be open in terms of the Council's decision and minutes will be prepared in the usual Council format.

CARRIED UNANIMOUSLY 5/-

Committee Resolution

Meetings will be open in terms of the Council's decision and minutes will be prepared in the usual Council format.

6.2 Terms of Reference of the Recruitment and Selection Committee

Moved – Councillor Hodsdon

Seconded – Councillor Shaw

The Terms of Reference of the Recruitment and Selection Committee as endorsed by Council:

- 1. The CEO Recruitment and Selection Committee to be an interim Committee for the life of the CEO recruitment process;**
- 2. The CEO Recruitment Committee to select an Executive Search and Recruitment consultancy to conduct the CEO Recruitment process for the City;**

- 3. The CEO Recruitment Committee to coordinate the end to end recruitment process, including working with the selected consultancy to Search and Select appropriate candidates;**
- 4. The CEO Recruitment Committee with the assistance of the CEO Executive Recruitment consultancy coordinate the advertising, search for candidates, short listing, drafting documents, conducting interviews, compiling questions, coordinating timeframes, screening, psychometric testing, assessing, conducting second round interviews, conducting referee checks and writing reports; and**
- 5. The CEO Recruitment Committee to report back to Council at important points in the process and enable Council to make the final decision regarding the final selection and appointment of the CEO.**

CARRIED UNANIMOUSLY 5/-

Committee Resolution

The Terms of Reference of the Recruitment and Selection Committee as endorsed by Council:

- 1. The CEO Recruitment and Selection Committee to be an interim Committee for the life of the CEO recruitment process;**
- 2. The CEO Recruitment Committee to select an Executive Search and Recruitment consultancy to conduct the CEO Recruitment process for the City;**
- 3. The CEO Recruitment Committee to coordinate the end to end recruitment process, including working with the selected consultancy to Search and Select appropriate candidates;**
- 4. The CEO Recruitment Committee with the assistance of the CEO Executive Recruitment consultancy coordinate the advertising, search for candidates, short listing, drafting documents, conducting interviews, compiling questions, coordinating timeframes, screening, psychometric testing, assessing, conducting second round interviews, conducting referee checks and writing reports; and**
- 5. The CEO Recruitment Committee to report back to Council at important points in the process and enable Council to make the final decision regarding the final selection and appointment of the CEO.**

6.3 Request for Proposal for the Selection of an Executive Search and Consultancy to assist the CEO Recruitment and Selection Committee.

Moved – Mayor Hipkins
Seconded – Councillor Porter

The Manager HR and Organisational Development, Ms Shelley Mettam will prepare a Request for Proposal to put to quote to select an Executive Search and Recruitment company to assist the CEO Recruitment and Selection Committee in the recruitment and selection process.

CARRIED UNANIMOUSLY 5/-

Committee Resolution

The Manager HR and Organisational Development, Ms Shelley Mettam will prepare a Request for Proposal to put to quote to select an Executive Search and Recruitment company to assist the CEO Recruitment and Selection Committee in the recruitment and selection process.

6.4 Date for Next Meeting

The next meeting of this Committee is to be advised.

Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 5.30 pm.