



AGENDA

CEO Recruitment
Committee Meeting

17 October 2022

Shire of Victoria Plains
Council Chambers,
Calingiri AND
via E-Meeting Protocol

Commencing:

12.30pm

DISCLAIMER:

The decisions of the Committee are not considered final until the minutes of the Committee meeting are adopted by the Committee at a subsequent meeting or advised in writing by the CEO or authorised person.

Please note that meetings may be recorded for minute taking purposes.

E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

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PUBLIC



AGENDA

Shire of Victoria Plains
CEO Recruitment
Committee Meeting

To be Held in the Council Chambers and via E-meeting protocol, Cavell Street,
Calingiri on Wednesday 17 October 2022 commencing at 12:30 PM

1. DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by Presiding Member

2. RECORD OF ATTENDANCE

Members

Staff

Apologies

Approved leave of absence Nil

Members of the public

Visitors

3. DISCLOSURES OF INTEREST

	Type	Item	Person / Details
3.1	Financial		
3.2	Proximity		
3.3	Impartiality –		

4. PUBLIC QUESTION TIME

Not applicable as this committee does not have delegation of authority

5. CONFIRMATION OF MINUTES**VOTING REQUIREMENTS**

Absolute Majority Required: No

Officer Recommendation

Moved Cr _____

Seconded Cr _____

That the Minutes of the following meetings:

- *CEO Recruitment Committee Meeting held 28 September 2022*

as circulated, be **CONFIRMED** as a true and correct record,

For / Against

6. REPORTS REQUIRING DECISION BY COUNCIL

Nil

7. MEETING CLOSED TO PUBLIC**7.1 Matters for Which the Meeting May Be Closed**

File reference	
Report date	13 October 2022
Applicant/proponent	SoVP – Recruitment CEO
Officer disclosure of interest	Nil
Previous meeting references	Nil
Prepared by	Dr Shayne Silcox, (Recruitment Advisor) / Ms J Klobas (Council Meeting Officer)
Authorised by	Shire President (as per CEO instructions)
Attachments	
Attachment 1	Page
	Nil

PURPOSE

For Council to move “in camera” (behind closed doors) and consider matters regarding matters of a confidential nature.

BACKGROUND

Under section 5.23 (2)(a) of the Local Government Act and in accordance with the Shire’s meeting procedures local law, Council may close a meeting, or part of a meeting if it is dealing with a matter affecting an employee or employees.

COMMENT

There is one matter for consideration:

- Item - 7.2 - is required to be closed to the public as it deals with matters relating to the CEO Recruitment.

CONSULTATION

Nil

STATUTORY CONTEXT

As per the background to this item.

CORPORATE CONTEXT

N/A

FINANCIAL IMPLICATIONS

N/A

VOTING REQUIREMENTS

Absolute majority required: No

Officer’s Recommendation

Moved Cr _____

Seconded Cr _____

That Council **CLOSE** the meeting under section 5.23 (2)(a) of the Local Government Act 1995 to consider matters regarding an employee or employees.

For _____ / Against _____

7.2 CEO Recruitment Matters for Consideration (Confidential)

File reference				
Report date				10 October 2022
Applicant/proponent				Council
Officer disclosure of interest				Nil
Previous meeting references				OCM - 27 April 2022: 2204-20; 2204-21; OCM – 22 June 2022, 2206-07, 28 September 2022; 2209-18
Prepared by				Dr Shayne Silcox (Recruitment Advisor) / Ms J Klobas (Council Meeting Officer)
Authorised by				Shire President
Attachments				
Attachment 1	Page	2	SoVP CEO Position Description	
Attachment 2	Page	6	Updated-SoVP CEO - Recruitment Advertisement	
Attachment 3	Page	7	Updated SoVP CEO – Interview Questions and Assessment Sheet	
Attachment 4	Page	13	Applicant Pack	
Attachment 5	Page	20	Updated Assessment Matrix	

VOTING REQUIREMENTS

Absolute majority required: YES

7 CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at pm.

CERTIFICATION

These minutes were confirmed at the CEO Performance Review Committee Meeting held on__

Signed _____
(Presiding member at the meeting which confirmed the minutes)

Date _____

Committee:

- Minutes are unconfirmed until adopted at the following meeting of Committee
- Committee decisions may be authorised by Council, or by CEO authority

PUBLIC