

MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND
SELECTION COMMITTEE MEETING

24 MAY 2021

SHIRE OF SHARK BAY

**CHIEF EXECUTIVE OFFICER
RECRUITMENT COMMITTEE MEETING**

**HELD IN THE RECREATION CENTRE
MONDAY 24 MAY 2021**

1.0 DECLARATION OF OPENING

The Shire President declared the meeting open at 5.05pm

2.0 ATTENDANCES AND APOLOGIES

Present: Cr Cheryl Cowell, Shire President
Cr Greg Ridgeley
Cr Jamie Burton
Cr Peter Stubberfield
Cr Ben Bellottie
Cr Mark Smith
Ms Lydia Highfield (Consultant)

Apologies: Cr Edmund Fenny, Deputy President
Mr Dennis Hault (Independent member)

2.1 MATTERS BEHIND CLOSED DOORS

Moved: Cr Ridgeley Seconded: Cr Burton

That the meeting be closed to members of the public in accordance with Section 5.23(2)(e) of the Local Government Act 1995, the time being 5.06pm.

The meeting has been called to discuss the candidates' applications for the Chief Executive Officer position, to agree on a date for the subsequent interviews to be held and to endorse the selection and interview process.

Carried 6/0

Disclosure of Any Interest – None

CANDIDATES SELECTED FOR INTERVIEW

Moved: Cr G Ridgeley

Seconded: Cr B Bellottie

That the advertised application package during the short listing process for prospective applicants was considered by the committee members i.e. candidates must have met all the application requirements.

Carried 6/0

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Background

Ms Lydia Highfield has assisted the Committee to conduct a recruitment process to obtain a Chief Executive Officer to replace the current incumbent who will cease employment on, or before, 27 September 2021.

Fifteen applications were received and four applicants have been shortlisted. Interviews for these applicants will take place on 10/11th June 2021 and will be organised by the recruitment consultant.

Applicants selected for interview are identified by number allocated to them on the candidate table.

Moved: Cr J Burton

Seconded: Cr M Smith

THAT THE FOLLOWING CANDIDATES ARE INTERVIEWED:

NOS. 6, 7, 9, 12

Carried 5/1

INTERVIEW QUESTIONS

The recruitment consultant has been directed by the Recruitment Committee to draft a set of questions which will be put to the selected applicants during their interview.

Legal Implications

Section 5.39 of the Local Government Act 1995 pertaining to the appointment of Chief Executive Officers applies.

Policy Implications

Policy 8.2 – Appointments

Financial Implications

There may be the consideration of reimbursement of expenses relative to this report which Council will consider at a later date.

Strategic Implications

Nil

Author Shire President



Date of Report 25 May 2021

Moved Cr: G Ridgeley

Seconded: Cr B Bellottie

That the meeting proceeds with open doors, the time being 6.44pm

Carried 6/0

CLOSURE There being no further business, the Chair declared the meeting closed at 6.45pm.