



AGENDA

EXTRAORDINARY COUNCIL MEETING

30 JULY 2018

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at 5.30pm.

PRAYER:

O God, Grant that by the knowledge of thy will, all we may resolve shall work together for good, we pray through Jesus Christ our Lord. Amen!

ACKNOWLEDGEMENT OF COUNTRY:

"I would like to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present".

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CCL18/137 LEAVE OF ABSENCE (ID18/1225)

CCL18/138 PUBLIC FORUM (ID18/1226)

REPORTS FROM STAFF:

CCL18/139 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS (ID18/1227) 2
The Council had before it the report dated 25 July 2018 from the Executive Manager People, Culture and Safety regarding Chief Executive Officer Recruitment Process.



DUBBO REGIONAL
COUNCIL

REPORT: Chief Executive Officer Recruitment Process

AUTHOR: Executive Manager People, Culture and
Safety
REPORT DATE: 25 July 2018
TRIM REFERENCE: ID18/1227

EXECUTIVE SUMMARY

Following the temporary appointment of Michael McMahon in the role of General Manager/Chief Executive Officer, it is now necessary to recruit the permanent position of Dubbo Regional Council's Chief Executive Officer. The overall recruitment process will be managed by Local Government Management Solutions as previously determined by Council.

The report also provides information regarding the formation of a selection committee and outlines the timelines associated with the recruitment process.

FINANCIAL IMPLICATIONS

Associated costs of the recruitment process will be funded from savings identified at the June Quarterly financial review.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the membership of the selection Committee consist of the Mayor, Deputy Mayor, the Chair of the Infrastructure, Community and Recreation Committee and the Chair of the Economic Development, Business and Corporate Committee.**
- 2. That the recruitment timeframe as specified in the body of the report be adopted.**

Maria Crisante

Executive Manager People, Culture and Safety

BACKGROUND

At the Ordinary Council meeting held in December 2017, Council appointed Michael McMahon to the position of Interim General Manager. At that meeting it was resolved that Local Government Management Solutions (LGMS) would be appointed to oversee the recruitment process for the appointment of the abovementioned position. Subsequently at the ordinary council meeting held in March 2018, Council resolved to commence the recruitment process in August 2018 and to also amend the title of the position to Chief Executive Officer (CEO).

REPORT

The Local Government Act (1993) Section 334 requires Council to appoint a person to be its General Manager and that position is a designated senior staff role.

As previously resolved by Council, the recruitment for the permanent CEO position will be conducted by Local Government Management Solutions with the advertising process to commence during August 2018.

Selection Committee

A selection committee will be formed to assist in the process of identifying a suitable candidate for the role of CEO. The membership for the selection committee will comprise of the Mayor, Deputy Mayor, the Chair of the Infrastructure, Community and Recreation Committee, the Chair of the Economic Development, Business and Corporate Committee and will also include the provision of advice from the Senior Management Consultant from LGMS. The Selection Committee will shortlist candidates for the first round of interviews and will then provide a recommendation of the top candidates for final interviews with Council scheduled for early October 2018.

Timeline

The senior management consultant from LGMS will liaise with the Executive Manager People Culture and Safety to finalise the recruitment documentation which will include the development of positions descriptions, advertisements and information packages prior to commencing the recruitment. The table below highlights the proposed key dates of the recruitment process.

Process	Timeframe
Advertisement process commences	3 August 2018
Closing Date for advertisement	27 August 2018
Shortlisting of applications	4 September 2018
First round interviews.	12-13 September 2018
Final interviews with Councillors.	2 October 2018
Extraordinary meeting to be held for the appointment of CEO.	5pm 8 October 2018