



TOWN OF

Bassendean

AGENDA

Special Council Meeting

Tuesday 20 September 2022

Notice is hereby given of the meeting
to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054

commencing at 5:30 pm

Peta Mabbs
CHIEF EXECUTIVE OFFICER

15 September 2022

Meeting Information

About the Special Council Meeting

The Mayor will preside at the Special Council meeting. In the absence of the Mayor, the meeting will be presided over by the Deputy Mayor.

The meeting is open to all members of the public, except during the consideration of matters deemed confidential in line with the Local Government Act 1995.

Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

Conduct at Special Council Meeting

The Town is committed to ensuring our meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Special Council meeting or any item presented in the agenda, please contact the Town of Bassendean at mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:
Town of Bassendean Council - YouTube

or if you miss it live, go to:
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Information	For the Council/Committee to note.

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1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2 Announcements by the Presiding Person Without Discussion

3 Attendances and Apologies

4 Declarations of Interest

5 Presentations or Deputations

Deputation requests can be submitted via the online form: [Online Form - Request for Deputation » Town of Bassendean](#)

Further information can be found here:
[About Council Meetings » Town of Bassendean](#)

6 Statements by Members of the Public on Agenda Items

7 Questions from Members of the Public

8 Reports

8.1 Appointment of a Recruitment Consultant - Chief Executive Officer Recruitment	
Property Address	Address here
Landowner/Applicant	Owner/s here
File Reference	GOVN/POLCY/2
Author	Manager Organisational Development & HR
Department	Office of the CEO, Human Resources
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Standards for CEO Recruitment Performance and Termination Policy [8.1.1 - 12 pages] 2. CEO Standards and Guidelines [8.1.2 - 21 pages] 3. CONFIDENTIAL - BEILBY DT Proposal [8.1.3 - 13 pages] 4. CONFIDENTIAL - MILLS Proposal [8.1.4 - 14 pages] 5. CONFIDENTIAL - Quote evaluation report RFQ HR-02-2022 [8.1.5 - 7 pages]

Purpose

The purpose of this report is for Council to appoint a professional recruitment consultant to assist with the recruitment process for a new Chief Executive Officer (CEO).

Background

Appointment of a recruitment consultant

At the Ordinary Council Meeting on 26 July 2022, Council considered a number of items following on from the resignation of the Town's CEO, Ms Peta Mabbs. In order to commence the recruitment process for a new CEO, Council resolved, in part, the following:

“That Council:

2. *Approves \$50,000 from the Town’s operating budget, accounted for at the mid-year review, for the purposes of the recruitment and selection process for a new CEO, including costs associated with developing the CEO Employment Contract; and*
3. *Requests the Administration in consultation with the Mayor to scope the requirements for the appointment of an independent consultant, and facilitate the provision of a further report to Council no later than September.”*

Communication and Engagement

The scope of works for the appointment of a Consultant to facilitate the recruitment of a new CEO was developed in consultation with the Mayor and the CEO.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.1 Fostering a culture of collaboration and trust between the organisation and community

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

6.5 Foster an environment of innovation and leadership

Comment

The professional recruitment consultant will assist the Selection Panel with all stages of the recruitment process, with the preferred candidate to be recommended by the Selection Panel to Council.

The consultant’s remit will include:

- Review CEO position description;
- Draft job advertisement and candidate information package;
- Perform preliminary assessments and background checks;
- Assist selection panel in preparing for and conducting interviews;
- Conduct due diligence (i.e. referee checks and verification of employment history, qualifications etc.);
- Arrange psychometric testing and assessment (if required);
- Assist with contract negotiations with preferred candidate and finalising the employment offer; and
- Drafting the employment contract for review by the Town and finalising the written employment contract (the drafted contract will be subject to a compliance review at the Town’s expense).

A request for quote (RFQ) was sent to six executive search firms. The RFQ opened on 16 August 2022 and closed on 29 August-2022 at 5pm. The Town received two submissions from the following firms:

- Mills; and
- Beilby Downing Teal.

A copy of all proposals received are included at Confidential attachments 8.1.3 and 8.1.4.

Internal evaluation

An internal evaluation was undertaken by the Manager Human Resources and Organisational Development and the Manager Strategy and Governance. The following criteria were assessed with a score out of 10 for each criterion. Each criterion was weighted equally: capacity and capability; demonstrated experience; and demonstrated understanding of the requirements. The cost to deliver the service was also assessed. Both firms were contacted to provide points of clarification in their proposals.

The internal panel assessed the proposals and an average out of 10 was calculated to arrive at an overall score. The results of the internal evaluation are included at Confidential attachment 8.1.5.

Recommendation

Both proposals received have been evaluated as meeting the assessment requirements and are considered suitable to facilitate the recruitment process for the Town. It is therefore recommended that Council select their preferred consultant.

Statutory Requirements

- *Local Government Act 1995*
- *Salaries and Allowances Act 1975*
- *Local Government (Administration) Regulations 1996*
- (Council Policy) Standards for CEO Recruitment, Performance and Termination

Financial Considerations

As resolved at the July Ordinary Council meeting, costs associated with the recruitment of a new CEO will be accounted for in the mid-year budget review.

Risk Management Implications

Financial Risk

Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 8.1

That Council:

1. Appoints _____ as the professional recruitment consultant to assist the Council with the recruitment of a new CEO; and
2. Requests the CEO to write to all executive search firms that submitted a proposal to advise them of the request for quote process outcome.

Voting requirements: Simple Majority

9 Closure