



TOWN OF

**Bassendean**

## **MINUTES**

### **Special Council Meeting**

**Tuesday 20 September 2022, 5:30pm**

in the Council Chamber, Administration Building  
48 Old Perth Road, Bassendean WA 6054

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

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

## **2 Announcements by the Presiding Person Without Discussion**

Nil

## **3 Attendances and Apologies**

### **Present**

#### Councillors

Cr Kathryn Hamilton, Mayor  
Cr Renee McLennan, Deputy Mayor  
Cr Hilary MacWilliam  
Cr Emily Wilding  
Cr Jennie Carter  
Cr Paul Poliwka  
Cr Tallan Ames

#### Officers

Ms Peta Mabbs, Chief Executive Officer  
Ms Kathleen Stewart, Manager Organisational Development & HR  
Ms Elizabeth Kania, Manager Governance & Strategy  
Mrs Amy Holmes, Minute Secretary

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

### **Council Resolution – Item 5.1(a)** **SCM – 1/09/22**

MOVED Cr McLennan, Seconded Cr Ames, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 5.32pm.

**CARRIED UNANIMOUSLY 7/0**

Kathleen Stewart, Manager Organisational Development & HR, addressed the Council on the appointment of a professional recruitment consultant.

**Council Resolution – Item 5.1(b)**  
**SCM – 2/09/22**

MOVED Cr Wilding, Seconded Cr Ames, that the meeting come from behind closed doors, the time being 5.50pm.

CARRIED UNANIMOUSLY 7/0

## 6 Statements by Members of the Public on Agenda Items

Nil

## 7 Questions from Members of the Public

Nil

## 8 Reports

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

## Purpose

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

### **Council Resolution/Officer Recommendation – Item 8.1** **SCM – 3/09/22**

MOVED Cr Hamilton, Seconded Cr Ames, that Council:

1. Appoints Mills (Peter Casey) 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.

**CARRIED UNANIMOUSLY** 7/0

*Reason: The depth of experience exhibited by the Consultant, as outlined in the report.*

## 9 Closure

There being no further business, the Presiding Member declared the meeting closed, the time being 5.52pm.