

## 6.2: APPOINTMENT OF RECRUITMENT AGENCY

**Proponent** : City of Albany  
**Responsible Officer(s)** : Acting Chief Executive Officer (L. Hill)  
 Manager Compliance & Community Safety (S. Jamieson)

### IN BRIEF

- Appointment of Chief Executive Officer.

### RECOMMENDATIONS

#### ITEM 6.2: COMMITTEE RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

- (i) THAT Council APPOINT Lester Blades Pty Ltd as the recruitment consultant to project manage the recruitment of the Chief Executive Officer based on the fees and charges set out in the submission to Council dated 10 August 2012.
- (ii) THAT Council:
- ESTABLISHES a new Committee, the Chief Executive Officer Recruitment Committee.
  - APPOINTS the following Elected Members to the Chief Executive Officer Recruitment Committee: Mayor Dennis Wellington, Deputy Mayor Councillor Yvonne Attwell, and Freeman of the City Annette Knight, AM JP.
  - NOTE that the Chair will be appointed and the Terms of Reference will be determined with the consultant at the first committee meeting and referred to Council for resolution.

#### ITEM 6.2: RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council APPROVE the allocation of \$40,000 for recruitment services and associated costs.

### BACKGROUND

- The City of Albany requires to appoint a Chief Executive Officer.
- Council is required to resolve the Governance Committee Recommendation to appoint Lester Blades as the external recruitment consultant.

### DISCUSSION

- In line with the Department of Local Government's latest Guidelines it was recommended that the appointment of the external recruitment consultant should be evaluated based on set criteria, agreed weighting and assessed by all elected members.

4. The Governance Committee's recommendation is based on the following assessment:

Criteria	Weight	Lester Blades Pty Ltd	Beilby Consulting	Logo Appointments
Skills and Experience	40%	413	293	273
Methodology	40%	386	254	290
Cost	20%	153	147	131
<b>Total</b>	<b>100%</b>	<b>946</b>	<b>688</b>	<b>688</b>

### GOVERNMENT CONSULTATION

5. Local Government Operational Guidelines – Appointing a Chief Executive Officer - Number 10, Revised August 2012 was consulted.

### PUBLIC CONSULTATION/ENGAGEMENT

6. As stated previously expressions of interest were requested from the following professional executive recruitment agencies:
- LOGO Appointments;
  - Lester Blades Pty Ltd; and
  - Beilby Consulting.

### STATUTORY IMPLICATIONS

7. *Local Government Act 1995:*

**Section 5.8 Establishment of committees.** *A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

**Section 5.9(2)(d) Types of committees.** *A committee can be comprised of council members and other persons.*

8. *Local Government (Administrative) Regulations 1996, regulation 18C:*

**Selection and appointment process for CEO's.** *The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.*

**STRATEGIC IMPLICATIONS**

9. The City of Albany Strategic Plan 2011-2021 notes the following:

**Community Priorities:** *Elected members' performance.*

**Proposed Strategies:** *Clearly define and separate roles and responsibilities between elected members and staff.*

*Respect the advice from qualified professional staff.*

**POLICY IMPLICATIONS**

19. Nil

**RISK IDENTIFICATION & MITIGATION**

10. The risk identification and categorisation relies on the City's Risk Management Framework.

<b>Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Analysis</b>	<b>Mitigation</b>
<i>Council do not endorse the appointment of a recruitment consultant.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<i>The proposed recruitment process will be further reviewed, expressions of interest recalled and resubmitted to a future Council committee meeting or meeting of Council.</i>

**FINANCIAL IMPLICATIONS**

11. The 2012-2013 City of Albany Budget has not allocated funds for the recruitment of a new Chief Executive Officer.
12. In accordance with section 6.8 of the *Local Government Act 1995*, expenditure from the municipal fund not included in the annual budget must be authorised in advance by resolution.

**LEGAL IMPLICATIONS**

13. Nil.

**ALTERNATE OPTIONS**

14. Council could resolve to not appoint an external recruitment consultant; however Local Government Operational Guidelines suggest this approach is industry best practice.

**SUMMARY CONCLUSION**

- 15. That Council supports the Governance Committee recommendations to appoint Lester Blades Pty Ltd as the preferred external recruitment consultant and to establish the Chief Executive Officer Recruitment Committee with the proposed membership.

<b>Previous Reference</b>	OCM 19/10/2010 Item 4.9
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