



**GOVERNANCE COMMITTEE**

**MINUTES**

For the meeting held on Monday 27 August 2012, in the Margaret Coates Boardroom,  
102 North Road, Yakamia WA 6330

**(File Ref: CM.MEE.6/AM1263228)**

*The Chair declared the meeting open at 1940 hours.*

**1.0 ATTENDANCE**

<b>Mayor</b>	D Wellington(Chair)
<b>Councillors:</b>	
R Hammond	Member
Y Attwell	Member
D Bostock	Member
S Bowles	Member
G Gregson	Member
R Sutton	Member
C Holden	Member
A Hortin	Member
V Calleja	Member
D Dufty	Member
C Dowling	Member
<b>Staff:</b>	
Acting Chief Executive Officer	L Hill
Manager Compliance and Community Safety	S Jamieson (Minutes)
<b>Apologies/Leave of Absence:</b>	
G Stocks	Member
Minutes	J Williamson

**2.0 CONFIRMATION OF MINUTES**

**ITEM 2.0: COMMITTEE RESOLUTION**

**MOVED COUNCILLOR ATTWELL  
SECONDED COUNCILLOR GREGSON**

**THAT the minutes of the Governance Committee Meeting held on 23 July 2012, as previously distributed, be accepted as a true and accurate record of proceedings.**

**CARRIED 12-0**

**3.0 STANDING ITEMS**

**3.1 Staff Movements**

**ITEM 3.0: COMMITTEE RESOLUTION**

**MOVED COUNCILLOR HOLDEN  
SECONDED COUNCILLOR SUTTON**

**THAT the Staff Movements Report for July 2012 be NOTED.**

**CARRIED 12-0**

**4.0 ITEMS FOR DISCUSSION**

**4.1 Selection Criteria for Appointment of Recruitment Agency**

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

The Committee made the following assessment from submission received:

- a. LOGO Appointments;
- b. Lester Blades Pty Ltd; and
- c. Beilby Consulting.

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

**ITEM 4.1: COMMITTEE RESOLUTION 1**

**MOVED MAYOR WELLINGTON  
SECONDED COUNCILLOR BOWLES**

**THAT a professional external recruitment consultant is appointed to project management the recruitment process.**

**CARRIED 10-2**

**Against:** Councillors Bostock and Holden.

**ITEM 4.1: COMMITTEE RESOLUTION 2**

**MOVED COUNCILLOR SUTTON  
SECONDED COUNCILLOR HAMMOND**

**THAT Council APPOINT 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.

**CARRIED 12-0**

**ITEM 4.1: COMMITTEE RESOLUTION 3**

**MOVED COUNCILLOR DOWLING  
SECONDED COUNCILLOR DUFTY**

- (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:**
  - a. **ESTABLISHES a new Committee, the Chief Executive Officer Recruitment Committee.**
  - b. **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.**

**CARRIED 12-0**

**4.2 Implementation of Action List/Status Report at each OCM for resolutions of Council:** Councillor Bowles.

The Committee requested that Council is provided with a status report of Council resolutions to track the implementation.

Acting Chief Executive Officer, advised that the resolutions register of agenda report items laid on the table would be reimplemented and report would be prepared for Council.

**Action Required:** Re-implement resolutions register report to Governance Committee.

**4.3 City of Albany Civic Function Management: Protocol for Civic Function Management:** Councillor Bowles

The Committee requested:

- a. That a management protocol for civic receptions is implemented to ensure that elected members are made aware of civic functions and ceremonies;
- b. That attendance is monitored and reported to the Governance Committee to ensure that elected members and staff fulfil their respective ceremonial duties;
- c. Request that provisions are made to allow partner attendance at functions;
- d. Pursue the concept of employing a volunteer protocol officer.

**Action Required:** That the Committee requests are actioned.

**5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING:** Nil.

*Staff left the meeting at 2038 hours.*

**6.0 GENERAL DISCUSSION** (in the absence of staff).

**7.0 DATE OF NEXT MEETING:** 24 September 2012

**8.0 CLOSURE OF MEETING**

*The Chair declared the meeting closed at 2115 hours.*