

CSF127: CEO RECRUITMENT COMMITTEE

Land Description : PE.REC.87
Attachments :

- Proposed Terms of Reference for the CEO Recruitment Committee
- Local Government Operational Guidelines No. 10-Appointing a CEO

Supplementary Information & Councillor Workstation: : Nil.
Report Prepared by : Manager Human Resources (S Dale)
Responsible Officer : Chief Executive Officer (G Foster)

Responsible Officer's Signature:



STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2014-2018:
 - a. **Key Theme:** 5. Civic Leadership
 - b. **Strategic Objective:** 5.1 to establish and maintain sound business and governance structures.
 - c. **Strategic Initiative:** Nil.

In Brief:

- The current Chief Executive Officer's contract will expire on 31 July 2015.
- Council now need to form a Chief Executive Officer Recruitment Committee for the purpose of recruiting a Chief Executive Officer.

RECOMMENDATION

CSF127: RESPONSIBLE OFFICER RECOMMENDATION

VOTING REQUIREMENT: ABSOLUTE MAJORITY

1. **ESTABLISH** a CEO Recruitment Committee, and **APPROVE** the Terms of Reference for this Committee.
2. **THAT** the CEO Performance Review Committee constitute the Recruitment Committee, mindful that the final decision is one for Council as a whole.

BACKGROUND

2. At the Ordinary Council Meeting held on 23 September 2014, Council resolved the following in part:

RECEIVE the CEO Performance Review.

ENDORSE an extension of the term of employment in accordance with Clause 2.3 of the Contract of Employment, to 31 July 2015.

3. The City's current Chief Executive Officer, Mr Graham Foster, will not be extending his contract beyond 31 July 2015.
4. Accordingly, Council is now required to begin the process of recruiting a new Chief Executive Officer, in accordance with the *Local Government Act 1995* and the *Local Government (Administrative) Regulations 1996*.

DISCUSSION

5. Council may choose to appoint a professional recruitment consultant to assist in the recruitment process.
6. Expressions of interest are being requested from the following professional executive recruitment agencies:
 1. Lester Blades;
 2. John Phillips Consulting; and
 3. Hays Recruitment.
7. Details of the services and costs of the services provided will be issued under separate confidential cover when received.
8. Noting that Council may extend expressions of interest to other professional executive recruitment agencies.
9. It is recommended that Council appoint a professional executive recruitment agency to assist in the process, to ensure impartiality and to provide professional counsel to Council.
10. The Draft Terms of Reference for the CEO Recruitment Committee is attached, mindful that the appointment of the Chair and membership of the Committee is a decision for Council.

GOVERNMENT & PUBLIC CONSULTATION

11. No consultation is required, noting that Local Government Guidelines No. 10 Appointing a CEO guides this process.

STATUTORY IMPLICATIONS

- 12. *Local Government Act 1995 sec 5.36 (4)*
- 13. *Local Government (Administrative) Regulations 1996 18A, 18B, 18C and 18F.*

POLICY IMPLICATIONS

- 14. Nil.

RISK IDENTIFICATION & MITIGATION

- 15. The risk identification and categorisation relies on the City's Enterprise Risk Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>The CEO Recruitment Committee is not finalised at this meeting which will delay the process. The time allocated for the recruitment process will be compressed.</i>	<i>Unlikely</i>	<i>Major</i>	<i>High</i>	<i>That Council form the CEO Recruitment Committee or convene a Special Council Meeting to appoint elected members to a CEO Recruitment Committee to engage a new CEO.</i>

FINANCIAL IMPLICATIONS

- 16. The cost associated with engaging a recruitment consultant has not been allocated in the current budget.

LEGAL IMPLICATIONS

- 17. Nil.

ENVIRONMENTAL CONSIDERATIONS

- 18. Nil.

ALTERNATE OPTIONS

- 19. Council may choose to conduct the recruitment and appointment process without engaging a recruitment consultant.

SUMMARY CONCLUSION

- 20. That the Responsible Officer Recommendation is adopted.
- 21. Recommend an external consultant is appointed to oversee this process.

Consulted References	:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
File Number (Name of Ward)	:	PE.REC.87
Previous Reference	:	CSF117 OCM 23 September 2014