



## MINUTES OF SPECIAL MEETING OF COUNCIL

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### For Council to:

1. Receive the Minutes from the Chief Executive Officer Recruitment and Performance Review Committee held 28 February 2024; and
  2. Award RFQ231 - CEO Recruitment Consultancy Services.
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Held on Wednesday **27 March 2024**

Commenced at 7:45 pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

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A handwritten signature in black ink, appearing to read "Garry Hunt", is positioned to the left of the typed name.

**Garry Hunt**  
Chief Executive Officer (Temporary)

**03 April 2024**

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**SHIRE OF DONNYBROOK BALINGUP**  
**MINUTES OF SPECIAL COUNCIL MEETING**

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

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**Shire President – Acknowledgment of Country**

The Shire President acknowledged the continuing connection of Aboriginal people to Country, culture, and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Shire President declared the meeting open at 7:45pm and welcomed the public gallery.

The Shire President advised that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The President to further state the following:

*“This meeting is being livestreamed and digitally recorded in accordance with Council Policy.”*

*“Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.”*

*“Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording.”*

**2 ATTENDANCE**

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**MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Vivienne MacCarthy (President)	Garry Hunt – Chief Executive Officer (Temporary)
Cr Lisa Glover (Deputy President)	Loren Clifford – Manager Corporate Services
Cr John Bailey	
Cr Peter Gubler	
Cr Anita Lindemann	
Cr Anne Mitchell	
Cr Grant Patrick	
Cr Alexis Davy	
Cr Deanna Shand	

**PUBLIC GALLERY**

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Nil.

## **2.1 APOLOGIES**

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Nil.

## **2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

## **2.3 APPLICATION FOR A LEAVE OF ABSENCE**

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Nil.

## **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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Nil.

## **4 DECLARATION OF INTEREST**

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Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by the Councillors and staff to ensure that a financial/impartiality/proximity interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Dr Garry Hunt PSM has declared a Financial Interest and an Impartiality Interest for report 9.3.1, as outlined in the declaration document tabled at the meeting.

## **5 PUBLIC QUESTION TIME**

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### **5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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Nil.

### **5.2 PUBLIC QUESTION TIME**

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In accordance with the Clause 7(3) of the *Local Government (Administration) Regulations 1996*, public questions must relate to the stated purpose of the Special Meeting of Council.

Nil.

## **6 PRESENTATIONS**

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### **6.1 PETITIONS**

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Nil.

### **6.2 PRESENTATIONS**

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Nil.

### **6.3 DEPUTATIONS**

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Nil.

## **7 CONFIRMATIONS OF MINUTES**

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### **7.1 CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – 28 FEBRUARY 2024**

Minutes of the Chief Executive Officer Recruitment and Performance Review Committee held 28 February 2024 are attached **confidential (Attachment 7.1(1))**.

#### **COMMITTEE RECOMMENDATION**

**That the Minutes from the Chief Executive Officer Recruitment and Performance Review Committee held 28 February 2024 be received.**

#### **COUNCIL RESOLUTION 48/24**

**MOVED: Cr Patrick**

**SECONDED: Cr Lindemann**

**That the Minutes from the Chief Executive Officer Recruitment and Performance Review Committee held 28 February 2024 be received.**

**CARRIED:9/0**

**For:** Cr Bailey, Cr Glover, Cr Gubler, Cr Davy, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand

**Against:** Nil.

## 8 REPORTS OF COMMITTEES

### 8.1. AWARD RFQ231 - CEO RECRUITMENT CONSULTANCY SERVICES

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CNL 46
<b>Author</b>	Loren Clifford, Manager Corporate Services
<b>Responsible Manager</b>	Dr Garry Hunt PSM, Chief Executive Officer (Temporary)
<b>Attachments</b>	8.1(1) Beilby Downing Teal's Proposal (Confidential) 8.1(2) Mills Recruitment's Proposal (Confidential) 8.1(3) Page Executive's Proposal (Confidential) 8.1(4) Proposal Comparison against the Assessment Criteria (Confidential)
<b>Voting Requirements</b>	Simple Majority

COMMITTEE RECOMMENDATION	
<b>That Council:</b>	
1.	<b>Award RFQ231 to Mills Recruitment in accordance with their submitted proposal as attached.</b>

### STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong, visionary leadership.
Objective	11.1	Provide strategically focused, open, and accountable governance.
Outcome	12	A well respected, professionally run organisation.
Objective	12.1	Deliver effective and efficient operations and service provision.

### EXECUTIVE SUMMARY

The Chief Executive Officer Recruitment and Performance Review Committee has considered the three (3) proposals submitted for RFQ231 CEO Recruitment Consultancy Services as per confidential Attachments 8.1(1) – 8.1(3) and request Council to consider the Committee recommendation.

## BACKGROUND

The Shire is seeking a new Chief Executive Officer (CEO), a recruitment consultant to assist with the recruitment process for the Shire's next CEO it is essential to bring expertise and experience in executive recruitment, ensuring a thorough and effective and search for qualified candidates for the role, whilst ensuing legislative requirements are met by the committee.

At its meeting on 28 February 2024, the Chief Executive Officer Recruitment and Performance Review Committee endorsed and recommended to Council, the issue of a Request for Quote (RFQ) for CEO Consultancy Services and recommended the consultants to invite to quote see the Committee resolution below.

### COMMITTEE RESOLUTION CEORPRC 2/24

*MOVED: Cr Glover*

*SECONDED: Cr Lindemann*

*That the Chief Executive Officer Recruitment and Performance Review Committee recommend to Council that it:*

- 1. Endorse the issue the Request for Quote (RFQ) as per Attachment 8.2(1) to seek quotations for the provision of CEO Recruitment consultancy services as described in Attachment 8.2(1).*
- 2. Has considered the CEO Recruitment Consultancy List, and wishes to invite Beilby Downing Teal, Lester Blades, Michael Page and Mills Recruitment to quote.*

*CARRIED: 8/0*

*For: Cr Glover, Cr Gubler, Cr Davy, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand*

*Against: Nil.*

During the Special Council Meeting, 28 February 2024, Council concurred with the recommendation put forth by the committee and proceeded to pass the following resolution.

### COUNCIL RESOLUTION 24/24

*MOVED: Cr Patrick*

*SECONDED: Cr Gubler*

*That Council:*

- 1. Endorse the issue the Request for Quote (RFQ) as per Confidential Attachment 9.3.2(1) to seek quotations for the provision of CEO Recruitment Consultancy Services as described in Confidential Attachment 9.3.2(1).*

2. *Has considered the CEO Recruitment Consultancy List, and wishes to invite Beilby Downing Teal, Lester Blades, Michael Page and Mills Recruitment to quote.*

CARRIED 8/0

*For: Cr Glover, Cr Gubler, Cr Davy, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand*

*Against: Nil.*

On the 6 March 2023 an email was sent to Beilby Downing Teal, Lester Blades, Michael Page, and Mills Recruitment inviting them to quote on RFQ231 – CEO Consultancy Services, with submissions due Wednesday, 20 March 2024.

Submissions were received from to Beilby Downing Teal, Mills Recruitment, and Page Executive as per confidential Attachments 8.1(1) – 8.1(3). An email was received from Geoff Blades at Lester Blades informing they would not be submitting a proposal.

The Chief Executive Officer Recruitment and Performance Review Committee has considered the three (3) proposals submitted for RFQ231 CEO Recruitment Consultancy Services as per confidential Attachments 8.1(1) – 8.1(3) at its Committee meeting held 27 March 2024, and have made a recommendation for Councils consideration.

## **FINANCIAL IMPLICATIONS**

Councils adopted budget does not allow for the CEO Recruitment expenses. However, the 2023/2024 Statutory Budget Review proposes an increase of \$15,000 to COA 5582, totalling \$25,000 which will cover these costs.

## **POLICY COMPLIANCE**

Council Policy - FIN/CP-4-Purchasing.

## **STATUTORY COMPLIANCE**

### Local Government Act 1995

Section 3.57: Tenders and Contracts - This section outlines the requirements for local governments in relation to inviting tenders, requesting quotations, and entering contracts. It covers aspects such as advertising requirements, acceptance of tenders, and contract terms.



**Local Government (Functions and General) Regulations 1996**

Regulation 11: Tenders and Contracts - This regulation may provide further details on the procedures for inviting tenders, requesting quotations, and awarding contracts by local governments.

**CONSULTATION**

On the 6 March 2023 an email was sent to Beilby Downing Teal, Lester Blades, Michael Page, and Mills Recruitment inviting them to quote on RFQ231 – CEO Consultancy Services.

The Chief Executive Officer Recruitment and Performance Review Committee considered this report at its meeting held on 27 March 2024.

**OFFICER COMMENT**

A Comparison of all three (3) submissions (as per confidential Attachments 8.1(1) – 8.1(3)) as set out in the Assessment Criteria for RFQ231 is set out in confidential Attachment 8.1(4) for Council’s consideration.

**COUNCIL RESOLUTION 49/24**

**MOVED: Cr Shand**

**SECONDED: Cr Glover**

**That Council:**

**Award RFQ231 to Mills Recruitment in accordance with their submitted proposal as attached.**

**CARRIED:9/0**

**For:** Cr Bailey, Cr Glover, Cr Gubler, Cr Davy, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand

**Against:** Nil.

## **9 REPORTS OF OFFICERS**

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Nil.

## **10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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Nil.

## **11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

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Nil.

## **12 MEETINGS CLOSED TO THE PUBLIC**

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### **12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

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Nil.

### **12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

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Nil.

## **13 CLOSURES**

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The Shire President advised that the next Agenda Briefing Session will be held on Wednesday 17 April 2024 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The President declared the meeting closed at 7:48pm.

These Minutes were confirmed by the Council as a true and accurate record at the Ordinary Meeting held 24 April 2024.



Vivienne MacCarthy  
**PRESIDENT – SHIRE OF DONNYBROOK BALINGUP**