



ATTACHMENTS

Special Council Meeting – 27 March 2024

| | |
|--------|---|
| 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) | Assessment Criteria (Confidential) |

RECRUITMENT SERVICES PROPOSAL

CHIEF EXECUTIVE OFFICER

Client:



Client
Contact:

Dr Garry Hunt PSM, Acting CEO
Shire of Donnybrook-Balingup

Prepared By:
Date:

Emily Bulloch, Principal Consultant
March 2024

beilbydt.com.au

**beilby
downing
teal.**

ACGH Group company

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EXECUTIVE SUMMARY

Garry, thank you for the opportunity to provide a quotation to assist the Shire of Donnybrook-Balingup with the recruitment and support services for the appointment of its next Chief Executive Officer (CEO). If this proposal is successful, I will be the Council's dedicated Consultant throughout the recruitment campaign.

We believe our experience in the provision of executive level recruitment and search services within the public sector; and our understanding of the legislative and governance requirements for local government enables us to deliver your end-to-end recruitment needs. Our methodology more than satisfies the new CEO recruitment standards and the Local Government (Administration) Amendment Regulations 2021.

With our background specialising in State and Local government recruitment, we have a strong understanding of the Public Sector legislative frameworks and recruitment and selection methodologies. Our process ensures the principles of merit, probity, equity and transparency are relied upon. We also have an existing relationship and good standing with the Public Sector Commission.

While the following proposal outlines the general approach we would take, the process can be tailored to more specific requirements.

Our priority is to ensure you receive excellent value and as a consequence, we stand by the quality and rigour of our proven search and recruitment process. Within this proposal, we have provided a value-adding service which includes access to our comprehensive talent pools, advertising on Seek and Linked In, targeted search, and a twelve-month candidate performance guarantee.

I trust this information assists with your decision to partner with a recruitment provider, however, please don't hesitate to contact me if further details are required.

As the Principal Consultant on this assignment, I would be the lead contact for the Selection Panel and candidates throughout the process. My role is to work with and support the Selection Panel to secure a successful recruitment appointment.

For absolute transparency, I will be away from 24 June to 17 July 2024. A member of the Beilby Downing Teal team would be able to assist during this time if required.

I welcome the opportunity to assist Council in this critical appointment.

Yours sincerely

Emily Bulloch
Principal Consultant

MARKET PRESENCE AND KEY PERSONNEL

Given our long association with executive recruitment in the Local Government sector in Western Australia, we have a thorough understanding and working knowledge of the Western Australian Local Government Act 1995. In the successful conduct of all CEO and senior executive roles in government, we have gained considerable experience in contract negotiations, provisions and salary trends, with specific knowledge of, and reference to the Salary and Allowances Act 1975.

In addition we are approved providers under the Common User Agreement HRS2015 for recruitment in the State Government sector and have worked specifically within WA State Government over the last 20 years where our consultants have successfully completed numerous, high level assignments for various government departments.

As the Principal Consultant on this assignment, **Emily Bulloch** would be the dedicated Consultant throughout the recruitment campaign; the lead contact for the Selection Panel and candidates throughout the process. Emily's role is to work with and support the Selection Panel to secure a successful recruitment appointment.

Emily Bulloch – Principal Consultant

Emily is the lead Consultant for Beilby Downing Teal's specialist Local Government Recruitment Team. She is an experienced executive and senior level recruitment specialist with a career background in recruitment and human resources in the public sector and private enterprise.

Degree qualified and having worked in recruitment for 16 years, Emily has a broad variety of internal and agency recruitment experience within a range of industries including Criminal Justice, Accounting and Finance, Hospitality, Mining, Manufacturing, Not-for-profit, and Government. Emily provides a high level of support and advice to her clients to create a positive end to end experience for both clients and candidates.

Emily's extensive Executive Search skills have been integral to a variety of recruitment processes, ranging in seniority level and industry. Her experience in CEO and Executive Local Government recruitment in Western Australia is significant, and her network vast.

Prior to joining Beilby Downing Teal, Emily's career history includes working for a private business with sites throughout regional Western Australia as Human Resources Manager, and working for Western Australian State Public Sector in Human Resources, Risk, Contracts and Procurement, and Executive Services at Tourism WA. Early in her career in England, Emily worked for Local Government.

Taking a professional, flexible and outcomes-focussed approach, Emily ensures her clients receive tailored and contemporary recruitment solutions - from Executive Management to specialist professional roles. Through her extensive executive search and broader recruitment experience in Local Government specifically, Emily is familiar with the applicable legislation that governs the recruitment, selection and contracting of CEOs, and incorporates and applies this knowledge professionally and consistently.

Emily Bulloch

Mob: 0427 582 402

Email: emily.bulloch1@gmail.com

Key Skills & Attributes

An experienced executive and senior level recruitment specialist with a career background in recruitment and human resources in the public sector and private enterprise.

Degree qualified and having worked in recruitment for 16 years, Emily has a broad variety of internal and agency recruitment experience within a range of industries including Criminal Justice, Accounting and Finance, Hospitality, Mining, Manufacturing and Government. Emily provides a high level of support and advice to her clients to create a positive end to end experience for both clients and candidates.

Taking a professional, flexible and outcomes-focussed approach, Emily ensures her clients receive tailored and contemporary recruitment solutions - from Executive Management to specialist professional roles.

Employment History

Beilby Downing Teal, Perth 2017 – present

Principal Consultant – Local Government Team (2023 to present)

Senior Consultant – Local Government Team (2021 to 2023)

Executive Search Consultant (2017 to 2021)

- End to end recruitment of senior level roles in Local Government, State Government and not-for-profit organisations including Chief Executive Officer, Director and Manager level roles.
- Local Government CEO recruitment as per the Local Government Act and guidelines.
- Lead full 360 recruitment processes including proposals, executive search, advertising, shortlisting, interviewing, reporting, reference checks, background checks, negotiating and client and candidate care.

Tourism Western Australia, Perth 2016 to 2017

Contract Manager - Procurement and Commercial Team

- Provide specialist advice and assistance in regard to procurement and commercial contract management functions.
- Provide consultancy and advisory services to the agency on the formation, management and review of commercial agreements including grant agreements, cooperative marketing agreements and sponsorships.
- Monitor compliance with the Agency's Corporate Governance and Commercial Agreements Frameworks.
- Assist with the development of procurement policies, standards, process improvements and guidelines including monitoring compliance.
- Develop relationships and communication strategies with internal and external stakeholders.

Executive Services Officer - Ministerial Liaison Team

- Research, draft, edit and quality assure ministerial correspondence, briefings, speech notes, forewords, event function documentation and travel proposals for ministerial approval.
- Ensure quality and timeliness of ministerial responses and advice to Tourism Western Australia CEO and Minister's office, as required.
- Provide advice to divisions and executive staff on ministerial and government business.
- Accurate and thorough record keeping in record management database, HP Records Manager, in order to record and track ministerial correspondence.
- Ensure effective interface between the Department and the Office of the Premier (and Minister for Tourism) regarding ministerial business.

Living Networks, Perth

2015 to 2016

Billing Officer

- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Research and resolve payment discrepancies
- Processing payments
- Investigate and resolve customer queries
- Develop a recovery system and initiate collection efforts

Tourism Western Australia, Perth

2014

Human Resources Consultant

- Payroll including end of financial year adjustments, leave audits and calculations re overpayments. Running payment summary process and end of financial year reporting for finance.
- Assisting with Performance Plan guidelines.
- Audit and review of policies and procedures.
- Co-ordinating feedback of 2013 Climate Survey, and organisation and roll-out of 2014 Climate Survey.
- Undertaking International Salary Surveys.
- Running EEO (Equal Employment Opportunity) data collection project.
- Creation of customised reports on Alesco / Talent 2 software.
- Assisting with creation of Workforce and Diversity Plan 2014-2017. Reporting on progress of Workforce and Diversity Plan 2013-2014.
- HRMOIR reporting (Government statistics).
- Consultancy and advisory service on human resource management related issues.

Risk Manager

- Co-ordination of internal and external audits.
- Providing support and guidance to all business units, including promoting awareness and facilitating training.
- Managing the preparation and implementation of the annual internal audit program and monitoring the outcomes to ensure audit objectives are achieved.
- Ensuring that audit recommendations are followed up and actioned by the appropriate line managers.
- Acting as Executive Officer to the agency's Audit & Risk Committee (a sub-committee of the Board of Commissioners).
- Maintenance of risk register, summarising all the risks across Tourism WA's business divisions, and regularly reporting on this to senior management.

Project Manager - Corporate Website

- Project Managing the reinvention of the Corporate Website, co-ordinating Marketing, Information Technology and Stakeholder Engagement in-house, liaising with external Design Companies, and recruitment of Content Facilitator.

Outback Network Pty Ltd, Perth

2011 – 2013

Start-up Company which grew to a turnover of \$100m during my tenure, operating across multiple regional Western Australia locations and industries including hospitality, retail, transportation, fuel and mining, operating across seven entities.

Human Resources Manager**Responsibilities:**

- Quarterly management reports for Directors.
- Managing promotions, terminations and redundancies.

- Assist and advise Division Managers on staff management issues, performance management, team structure and any other employee related issues.
- Employment contracts, rostering, payroll, training, visas, workers compensation, exit interviews.
- Negotiating and setting salaries, including market comparison.
- Assist with budgeting and forecasting.

Achievements:

- Creation and implementation of all policies and procedures including employee handbook, Code of Conduct, Occupational Health and Safety and Risk Management policies.
- Solely responsible for end-to-end recruitment including advertising, screening, interviewing, offer process and on-boarding. Accountable for recruiting over 200 positions and growing the headcount from 37 people to 94 people.
- Key involvement in creation and implementation of Incentive Scheme.
- Project management of implementation of candidate management database.
- Workforce planning and recruitment of 25-person team for opening of new facility in Carnarvon 2012.

Beilby Corporation, Perth 2010 –2011

Consultant – Accounting and Finance Team

- Recruitment and retention of permanent and contract staff.
- Project manage progress of assignment to completion (including negotiation of offer).
- Set up day book of contractors creating significant forward fees.
- Business development of new clients in the private and public sector.
- Building and maintaining relationships with Accounting professionals.
- Candidate management including screening, database coding, interviewing and report writing.
- Prepare advertisements for appropriate local and national media.
- Prepare assignment specifications.
- Implement and execute appropriate targeted search strategies.
- Grow margins in line with company targets.

Backstop Support Limited, London 2006- 2009

A Criminal Justice Recruitment Agency recruiting Social Workers, Probation Officers and Youth Workers to work with vulnerable people.

Recruitment Team Manager (2008 – 2009)

- Supervise team of four Recruitment Consultants, holding regular supervision sessions, and appraisals.
- Responsible for the learning and development of the team, using leadership and management skills.
- Improve and implement processes and procedures to increase effectiveness and efficiency within existing Recruitment business and processes.
- Lead on projects and programmes within Recruitment.
- Involved in the recruitment and induction of new staff.
- Organised recruitment, vacancy and monthly meetings, ensuring minutes are taken, and action points are followed through.
- Keep up to date with KPIs, analyse figures and put together Monthly report.
- Attending Management Meetings, contributing to strategic decisions and visions including risk plans, SWOT analysis, and five-year plan.
- Creating one-year plan for Recruitment Department, plus monthly and quarterly target setting.
- Leading on implementation of new database including template documentation.

Senior Recruitment Consultant / Recruitment Consultant

- Screen potential applicants and conduct interviews.
- Identify suitable placements, make submissions, and place candidates in accordance with targets.

- Ensure locums are supported throughout their placements and are informed about other vacancies in a timely manner.
- Develop and maintain effective relationships with registered candidates, locums, clients and Managed Vendor Services to understand their business issues and priorities.

Central Saint Martins, London 2006

Enrolment Officer – Temporary post

Alliance Recruitment, Sydney 2006

Temporary administrative role within an Energy Company

Chelsea College of Art and Design, London 2006

PA to the Dean of Academic Development – Temporary post.

Enfield Youth Offending Team, London 2002 – 2005 and 2001

Intervention Programmes Officer

Education History

BA Hons Music

Leeds University, Leeds, UK

A Level Business Studies, Music, English

The Latymer School, London, UK

GCSEs

Southgate School, London, UK

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EXPERIENCE AND TRACK RECORD

Emily Bulloch, Beilby Downing Teal's Lead Consultant for the Local Government Team, has a wealth of experience at this level. Below is a list of relevant assignments Emily has personally undertaken from start to finish recently, which have followed a similar methodology to that proposed in this document:

| Organisation | Appointment |
|--|---|
| Central Desert Native Title Services (NFP) | Chief Executive Officer (2023) |
| City of Cockburn (Band 1) | Chief Executive Officer (2023) |
| City of Fremantle (Band 1) | Chief Executive Officer (2022) |
| City of Greater Geraldton (Band 1) | Director Development Services (2023) |
| City of Melville (Band 1) | Director Community Development (2024) |
| City of Perth (Band 1) | Executive Director Governance and Strategy (2022) |
| City of Stirling (Band 1) | Chief Executive Officer (2023) |
| City of Wanneroo (Band 1) | Chief Executive Officer (2023) |
| Shire of Ashburton (Band 2) | Deputy Chief Executive Officer (2023) |
| Shire of Ashburton (Band 2) | Director Corporate Services (2023) |
| Shire of Boyup Brook (Band 4) | Chief Executive Officer (2023) |
| Shire of Bridgetown Greenbushes (Band 3) | Chief Executive Officer (2023) |
| Shire of Denmark (Band 3) | Chief Executive Officer (2023) |
| Shire of Katanning (Band 3) | Chief Executive Officer (2023) |
| Shire of Menzies (Band 4) | Chief Executive Officer (2023) |
| Shire of Quairading (Band 4) | Chief Executive Officer (2023) |
| Shire of Plantagenet (Band 3) | Chief Executive Officer (2023) |
| Shire of Serpentine Jarrahdale (Band 2) | Director Community Services (2022) |
| South Coast NRM (NFP) | Chief Executive Officer (2022) |
| South West NRM (NFP) | Chief Executive Officer (2023) |
| Tamala Park Regional Council (Band 2) | Chief Executive Officer (2022) |
| Town of Cambridge (Band 2) | Chief Executive Officer (2023) |
| Town of East Fremantle (Band 3) | Chief Executive Officer (2023) |
| Town of Port Hedland (Band 1) | Manager Financial Services (2023) |

Emily is heavily involved in the recruitment process, and takes the role of a Facilitator rather than Decision-Maker, enabling the Selection Panel to make the important decisions, and helping them through it by offering professional advice and administration. Any issues that arise during the recruitment processes are managed accordingly through considered communication between Selection Panels and Emily as the Principal Consultant.

Below are some issues faced and resolved:

- Tight timeframes,
- Panel sickness including Independent Panel Member sickness,
- Lack of video conference capabilities in a regional Shire
- Smaller than anticipated applicant pool
- Opposing views of Selection Panel members
- Lack of communication and direction from panel chair
- Late withdrawals of competitive applicants
- Breach of confidentiality with Panel members
- Differing time zones for applicants
- Time delays due to due diligence and background checks
- Obtaining referee reports within not viable timeframe
- Exploratory questioning with referees
- Extended negotiations with the recommended applicant

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RECRUITMENT METHODOLOGY AND TIMING

Beilby Downing Teal's approach is to work in close partnership with the Council and elected members of the Selection Panel Committee. We will maximise the time, resources and knowledge of all parties, whilst minimising risk of the potential hire. We maintain open and transparent communications with you and your candidates, ensuring that search is progressing towards the agreed outcome.

Key Steps and Timeframe for Delivery

We will commit to an agreed timetable determined at the initial briefing, confirming specific dates for the various milestones in the recruitment process that are in line with Selection Panel Committee's availability and so that all parties are suitably informed.

It is anticipated that a recruitment process at this level would generally take approximately eight to ten weeks (dependent on Selection Panel availability), from our engagement to contract offer. At this stage we have the capability to commence this recruitment process in accordance with the panel's availability.

Targeted Search Methodology

Our Search strategy to identify candidates for this position would involve targeting professionals with relevant experience across a range of industries. We propose a multi-pronged approach to this assignment including:

- Targeted and discreet search into agreed organisations and sectors
- Reviewing several recent assignments to consider relevant high-quality individuals
- Utilisation of appropriate job boards such as LinkedIn and Seek
- Reviewing our extensive database / talent pools

Potential candidates we would be able to reach

Beilby Downing Teal's network in the WA Local Government sector, led by Emily Bulloch, is vast, and covers regional and metro areas of WA, at all levels, but in particular at the senior and executive levels. Whilst these numbers are in the hundreds, we will target specific and relevant individuals for a specific role, usually reaching out to an average of 50 to 60 potential applicants. Application numbers tend to vary, but recently we have attracted applicant numbers between 30 and 85.

12-month Performance Guarantee

In undertaking our methodology, Beilby Downing Teal offers a 12-month Performance Guarantee. These metrics are the result of successfully identifying unique sourcing solutions, no matter the market conditions nor challenges to each Assignment and successfully aligning organisation strategy, culture and role requirements with manager and leader competencies and career aspirations.

Declaration of Conflict of Interest

Beilby Downing Teal and its Consultants have no conflict of interests apparent in undertaking this recruitment process.

The following details our proposed process:

| Key Process Stage | Activities / deliverables | Indicative timeframe |
|---|--|----------------------|
| Engagement and brief | Briefing: Consultant makes introduction to key parties and Panel Chair in the form of a workshop with all Council members. | Week 1 |
| Documentation | Consultant prepares/reviews for Selection Panel approval: <ul style="list-style-type: none"> • Position Description • Selection Criteria • Draft Advert • Application Package | Week 1 to 2 |
| Advertising and Executive Search | Advertising Strategy: Beilby Downing Teal undertake Executive Search concurrently with placed advertisements in the following (as agreed): <ul style="list-style-type: none"> • The West Australian Professional Appointments advert in the Saturday edition (additional cost) • Australian Local Government Job Directory (additional cost) • LG Assist (additional cost) • Seek (cost included in this proposal) • LinkedIn (cost included in this proposal) • Beilby Downing Teal website (cost included in this proposal) • Networking • Any other local and social media sources as requested by client, such as Ethical Jobs or industry publications (additional cost) <p>Extensive Targeted Search conducted by Consultant. Longlist of names, current and past employment provided to Selection Panel for approval.</p> | Week 2 to 5 |
| Shortlisting | One week after close date of advertising, Consultant provides a summary of all candidates, with career background, qualifications and comment against the role requirements – with initial recommendations. The list includes all candidates who applied and sourced through Targeted Search. This allows the Selection Panel to meet and review all applications and agree on a proposed initial shortlist of candidates for preliminary screening, interview and testing. | Week 5 - 6 |
| Psychometric testing | Undertake psychometric testing for candidates shortlisted by the Selection Panel in the week leading up to interviews. | Week 6 |
| (Optional additional stage, fees on page 12) | Psychological assessments will be independently interpreted and analysed by our Consultant Psychologist. An objective order of merit will be provided against the competencies for the role and presented on the day of interviews. | |
| Interviews | Consultant to draft interview questions for Selection Panel's approval, coordinate interview times and arrange interviews between shortlisted candidates and the Selection Panel. | Week 7 |

| | | |
|---|--|--------------------|
| | Facilitate the interview process and attend in person or via Teams. | |
| Due Diligence background checks | Consultant to complete Candidate references, I.D. / Qualification / Integrity Checks. Consultant to present due diligence checks and references for Selection Panel review. | Week 7 to 9 |
| Reference Checks | Final Screening on preferred candidates and review with client. | |
| Selection Report | Thorough Selection Report prepared by Consultant, containing a summary of assessment of applicants and recommendation. | Week 8 |
| Endorsement of Recommended Candidate | Selection Panel to recommend candidate and authorise Panel Chair to enter negotiations on remuneration and terms of engagement, subject to satisfactory due diligence checks. | |
| Contract Negotiation and Signing | Finalise Employment Contract and agree start date. Consultant is available to provide general contract information and market advice and assist discussions between the client and the successful candidate. <i>It is recommended the client obtain independent legal advice on contract documentation.</i> | Week 9 |
| FINALISE PROCESS | Consultant to send formal notifications to candidates with opportunity for feedback. | Week 9 - 10 |

In addition to our key deliverables, our responsibilities will also include:

- Provision of a high level of support and guidance to the Selection Panel.
- Attendance at Council meetings via Teams as required, offering facilitation and leadership to guide the Selection Panel and Councillors more broadly in their decision-making process.
- Use of professional and industry networks and analysis of relevant industry and occupational groups to identify potential candidates and ensure the search has selectively and actively sought a diverse range of potential candidates.
- Acknowledgement of all applications received and communicating with applicants as required.
- Provision of a brief weekly progress report (or as regularly as preferred) to the Council's Human Resources professional or Panel Chair as required.
- Attendance and scribe at interviews in person and prepare all documentation.
- Completion of reporting requirements and recommendations in line with Local Government requirements.
- Use of Beilby Downing Teal's Subiaco offices for interviews.
- Maintaining good communication with all candidates throughout the process.
- Advising non-shortlisted applicants of the outcome of their application.
- Providing candidates with feedback as required.
- Post appointment follow up with client and candidate.

FEES

Our commitment – a competitive fee structure with no surprises

For the recruitment of this Chief Executive Officer position, our fees are **\$17,000 plus GST**.

The payment of these fees is staged in four equal instalments:

1. Upon engagement
2. Presentation and endorsement of shortlist
3. Following final panel interviews
4. Upon signing of contract by successful candidate

Additional costs not included within the fees outlined above:

- **Advertising** in additional agreed media (noting advertising on Seek and Linked In is included in the fee above) – for example:
 - Colour advertisement in the Weekend West Australian starts at \$1,700 (+GST)
 - The Australian Local Government Directory is \$700 (+GST)
 - LG Assist is \$300 (+ GST)
- **Other goods and services**
 - Psychometric Testing an additional \$1000 + GST – Details below
 - Digital Interviews (if required as an additional assessment stage):
 - ❖ \$250 set up
 - ❖ \$50 per candidate
 - Pre-employment Medical assessment
 - Fees for Legal Specialist to review employment contract
 - Hourly rate for any works beyond scope: \$250 (+ GST)

Psychometric Assessments

In order to assess candidate's ability to adapt to the organisational culture of the Shire, we use detailed psychometric profiling to identify candidates natural disposition relating to honesty, integrity and the ethical requirements of the roles. We develop tailored psychometric assessments for the role.

Cognitive Reasoning:

Verbal, numerical and abstract reasoning.

Personality Profile:

This self-assessment will identify 16 personality traits and styles related to the individual's interpersonal style, thinking style and coping style. Supplementary scales provide a detailed analysis of the individual's team type, leadership, subordinate, and influencing styles, as well as their career themes.

Values and Motivators:

This assesses an individual's key motivators, ranging from team orientation to financial drivers. The results of these assessments will highlight technical competencies and will be compared to an Australian Management Population. Individual psychometric assessment and reports will be independently interpreted and analysed.

FREQUENTLY ASKED QUESTIONS

Q. What is the process if an internal applicant applies?

A. The internal applicant is included in the same process as any other candidate.

Q. What if a candidate applies directly to the client rather than to Beilby Downing Teal?

A. The organisation should forward the application and relevant documentation to Beilby Downing Teal who will include them in the process.

Q. Will Beilby Downing Teal attend Council meetings if required, and what is the additional cost?

A. Beilby Downing Teal's Principal Local Government Consultant can attend Council meetings via Teams as required, at no additional cost.

Q. We are a regional Shire but would really like the Beilby Downing Teal Consultant to attend the interviews in person. Is that possible and what is the additional cost?

A. Beilby Downing Teal's Principal Local Government Consultant may need to attend via Teams, depending on availability. If able to attend in person, travel costs will be incurred.

Q. How involved will our Beilby Downing Teal Consultant be throughout the negotiation of the offer and contract for the successful candidate? Is there an additional fee for their involvement at this stage?

A. Beilby Downing Teal's Principal Local Government Consultant can be as involved as you would like, at no extra cost. Some clients prefer to undertake negotiations themselves, however, Beilby Downing Teal can act as the intermediary with negotiations and amendments to the contract. It is recommended the client obtain independent legal advice on contract documentation.

Q. If we want to take on a second candidate identified through the process, what is Beilby Downing Teal's "on-hire" clause?

A. A second candidate identified through the process may be appointed in another position for the client. The client will be invoiced 50% of the total fee of the original recruitment process.

ABOUT US

Beilby Downing Teal merges the experience and knowledge of 50 years in the recruitment industry. It is born from two longstanding expert executive search and recruitment companies Beilby Recruitment and Downing Teal. With over 50 staff in 5 offices, Beilby Downing Teal is one of Australia's largest providers of executive search, professional recruitment and contracting services with international reach. We offer a front-line team of experienced directors, general managers, principal and senior consultants who possess specialist knowledge across a variety of sectors.

Our consulting team is also supported by the Downing Teal offices in South America (Chile, Peru and Brazil) and our international alliance partners in Canada and South Africa as well as our CFR Global Recruitment Alliance which has 58 offices in 29 countries.

Beilby Downing Teal consultants and our partners have a direct knowledge and understanding of the human capital needs of mining and resources, complex supply chain, industrial services and equipment companies as well as engineering, construction and maintenance businesses. Our group has achieved a long and successful track record of appointing permanent and interim professionals and managers across most job functions.

Beilby Downing Teal invests in developing relationships with our clients and candidates, across our international offices. Our consultants are technically experienced senior professionals with real insight into what's happening in their sector of expertise. Many are tertiary qualified in relevant fields and all bring strong networks and a wealth of industry experience. The Beilby Downing Teal brand and our consultants have developed an unrivalled level of respect and recognition within the candidate market which is truly unique and proprietary. This recognition and respect is a valuable tool that we revere and utilise in candidate attraction and assignment execution.

CGH Group

CGH Group are providers of end-to-end recruitment and HR Consulting services across Australia.



Our brands complement and align, giving our clients the best access to recruitment, human resources solutions and candidates Australia wide. They stand strong with their individual capabilities while working seamlessly together when client needs arise.

CoreStaff provide blue and white collar candidates for Industry sectors under labour hire arrangements and permanent recruitment.

GOAL Indigenous Services – provide Indigenous employment, mentoring and traineeships management.

Rimfire Resources are leaders in agribusiness recruitment and HR solutions across Australia and New Zealand. They provide search and selection recruitment, graduate career opportunities, human resource solutions and industry driven remuneration benchmarking.

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Offer Form

Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239

I/We (Registered Entity
Name):

Beilby Downing Teal

(BLOCK LETTERS)

of: **Level 1, 64-68 Hay Street, Subiaco, WA 6008**

(REGISTERED STREET ADDRESS)

ABN:

91 097 109 012

ACN: (if
any)

Telephone

No:

08 9323 8801

Facsimile No:

Email:

ebulloch@beilbydt.com.au

In response to RFQ 321 - CEO Recruitment Consultancy Services

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules and attachments, all in accordance with the Conditions of Responding contained in this Request signed and completed. The offered price is valid up to three months from the Deadline for Submissions unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The offered consideration is as provided under the price schedule and rates in the prescribed format and submitted with this Submission.

Dated

this

11

day of

March

20 24

Signature of authorised signatory of
Respondent:

Name of authorised signatory (BLOCK
LETTERS):

EMILY BULLOCH

Position:

Principal Consultant

Telephone No:

08 9323 8801 / 0427 582 402

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Authorised signatory postal address:

Level 1, 64-68 Hay Street, Subiaco, WA 6008

Email address: ebulloch@beilbydt.com.au

Response to Assessment Criteria

| Description of Assessment Criteria | Response |
|---|--|
| Compliance Criteria | |
| Respondent's Declarations | |
| The Respondent is to provide acknowledgement that they have: | |
| - Submitted in accordance with the Conditions of Responding as set out in Part 1 of the Request; | <input type="checkbox"/> Confirmed YES |
| - Complied with the requirements of the Specification as set out in Part 2 of the Request; | <input type="checkbox"/> Confirmed YES |
| - Understood and agree to the Contract Price Basis as outlined in Part 3 of the Request; and | <input type="checkbox"/> Confirmed YES |
| - Completed this Quote Response Form consisting of the Offer Form, Response to Selection Criteria and Price Schedule. | <input type="checkbox"/> Confirmed YES |
| (any necessary attachments to the Quote Response Form must be referenced herein and attached as appendices to the Quote Response Form) | |
| I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quote irrespective of its outcome. | <input type="checkbox"/> Agree YES |
| Respondent's Profile | |
| Full legal business name | Beilby Downing Teal |
| Registered business address | Level 1, 64-68 Hay Street, Subiaco |
| ABN/ACN | 91 097 109 012 |



Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



| | |
|--|--|
| YES | |
| Respondent's legal entity status | <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other (state) _____ |
| Provide the physical business address where the requirements of the resultant Contract will be carried out from. If multiple addresses will be utilised, advise of all addresses and the portion of the Requirement that will be carried out from each address | Currently at Level 1, 64-68 Hay Street, Subiaco, WA 6008. Moving to Level 3, 74 Wittenoom Street, East Perth, WA 6004, at the end of March 2024. |
| Provide the length of time operating from the physical business address(es) nominated in the previous question | Have been at the above Subiaco address for one year but the business has been in operation for 50 years. |

Conflicts of Interest

Will any actual or potential conflict of interest exist, or a potential conflict arise, if the Respondent (or its subcontractors) is awarded the Contract? Yes No

If Yes, please provide details here:

Conditions of Contract

Do you agree to the proposed Conditions of Contract outlined in the Request document, including the insurance requirements outlined therein? Yes No

If Yes, please provide Certificates of Currency. If No, please outline proposed departures from the Conditions of Contract.

Documents attached? YES

Attachment reference: A

Insurances

Do you hold, or do you commit to obtaining should you be awarded the Contract, the required level of insurances are as follows:

- a) Public Liability \$20,000,000
- b) Professional Indemnity \$2,000,000
- c) Workers Compensation \$50,000,000

Please provide Certificates of Currency.

Yes No

Documents attached? YES

Attachment reference: A

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Licences, Memberships and Accreditations

The Respondent is required to hold the following:

- Possession of an employment agent licence under the Employment Agent Act 1976 (WA)

Please confirm the Respondent holds this and provide a copy.

Yes No

YES

If Yes, please provide copies. If No, please provide details:

Document attached? **YES**

Attachment reference: **B**

Alternative Submissions

Does the Respondent wish to provide an Alternative Submission? If so, note that Alternative Submissions can only be provided in addition to a Conforming Submission.

Yes No

YES

(if Yes, please ensure Alternative Submission is labelled 'Alternative Submission' and referenced here)

Attachment reference: **C**

Does the Respondent agree with the proposed Conditions of Contract as outlined in the Request?

Yes No

YES

(if No, please list proposed amendments in an attachment labelled 'Conditions of Contract – Proposed Departures' and reference here)

Attachment reference: _____

References

Please provide details of two (2) references who can attest to the Respondent's performance standards on previous projects undertaken.

Reference 1

Name: **Mark Irwin**

Title: **Mayor**

Organisation: **City of Stirling**

Telephone No: **0418 911 319**

Email: **mark.irwin@stirling.wa.gov.au**

Reference 2

Name: **Jenny Mountford**

Title: **Shire President**

Organisation: **Shire of Bridgetown Greenbushes**

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Telephone No: 0438 818 847

Email: crmoutford@bridgetown.wa.gov.au

Qualitative Criteria

Market Presence and Key Personnel

Respondents should supply an overview of their organisation and outline the skills of the key personnel proposed to be involved. This should include:

- The proposed role of key personnel in the engagement
- Curriculum vitae
- Qualifications
- Any additional information

Recruitment specialists must have an appropriate market presence within the executive recruitment industry. Representation in Western Australia is preferred, but not essential.

It is expected that market presence will include sufficient resources to actively attract potential candidates using a mix of print and social media and executive contacts.

Response:

Please see attached Alternative Submission, attachment C

Experience and Track Record

Recruitment specialists must have appropriate experience in senior executive level recruitment and should be able to demonstrate specific successes in recruiting high calibre candidates.

It is essential that recruitment specialists have a clear understanding of the following;

- Demonstrated knowledge of CEO employment provisions as defined in the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.
- Demonstrated knowledge of the *Salaries and Allowances Act 1975* in relation CEO Salaries and Allowances
- Demonstrated sound understanding of employment contractual provisions and salary trends.

Response:

Please see attached Alternative Submission, attachment C

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Recruitment methodology and timing

- Provide details of your proposed methodology in supplying the Requirements in adherence with the specification.
- Where relevant, provide an indicative works program in detailing all tasks including sub-tasks, interdependencies, critical path etc. for completion of works within the required timeframe.

Response:

Please see attached Alternative Submission, attachment C

Price Offer

Please complete the below Price Schedule and outline the methodology and any assumptions made in the calculation of the Offer Price, as well as any other value-relevant factors.

| Item | Requirement | Qty | Unit | Price ex GST | GST | Price inc GST |
|--|----------------------|-----|------|--|-----|---------------|
| 1. | Preliminary works | | | | | |
| 2. | Advertising | | | Our fees are outlined in the Alternative Submission, attachment C. | | |
| 3. | Selection | | | | | |
| Total Lump Sum Price for Goods and Services | | | | | | |
| Optional | Psychometric Testing | 1 | 1 | 1000 | 100 | 1100 |

Principal's Assumptions:

¹All costs of labour rates, expenses, unloading, packing, marking etc. associated with the delivery of the Requirements should be included in the total lump sum price.

²All costs for levies, duties, taxes and charges including risks and obligations arising from or implied therein should be stated as Associated Costs by the Contractor.

Any charge not stated in the Submission, as being additional will not be allowed as a charge for any transaction under any resultant Contract



(08) 9780 4200



www.donnybrook-balingup.wa.gov.au



shire@donnybrook.wa.gov.au



1 Bentley Street, Donnybrook, 6239

Response to Request for Quotation (RFQ 321) - CEO Recruitment Consultancy Services

Shire of Donnybrook Balingup



Other Value Considerations

Outline the methodology for price calculation and list all assumptions

Response:

Please see attached Alternative Submission, attachment C

Key personnel rates:

| Personnel (insert name and title) | Hourly rate (\$) (exc. GST) |
|-----------------------------------|-----------------------------|
| | |
| | |
| | |
| | |

CONFIDENTIAL

21 June 2023

To Whom It May Concern,

Insurance Confirmation of Cover

What you have told us

The following information has been used as the basis for your application for this contract of insurance. Please review the information and advise Knightcorp Insurance Brokers immediately if any of the details are incorrect or incomplete in accordance with your duty of disclosure.

| | |
|-----------------------|--|
| Insured: | Corestaff VIC Pty Ltd (ABN: 54 601 123 602) CoreStaff SA Pty Ltd (ABN: 89 614 443 917) Core Staff Tasmania Pty Ltd (ABN: 76 631 675 815) Corestaff TAS Pty Ltd (ABN: 74 123 569 264) (formerly Viking Maintenance & Contracting Pty Ltd) CoreHealth Pty Ltd (ABN: 18 631 680 631) Beilby Downing Teal Pty Ltd (ABN: 91 097 109 012) GIS CX Group Pty Ltd (ABN: 63 630 597 652) GISX Pty Ltd (ACN: 630 236 074) GISC Pty Ltd (ABN: 29 60 235 791) Goal Indigenous Services Pty Ltd (ABN: 19 611 858 925) Goal Indigenous Services NT Pty Ltd (ABN: 34 630 598 337) Goal Indigenous Services VIC Pty Ltd (ABN: 61 629 097 598) Goal Indigenous Services WA Pty Ltd (ABN: 64 630 598 088) Goal Indigenous Services Australia Pty Ltd (ABN: 47 632 049 462) Goal Workwear Pty Ltd (ABN: 53 632 049 926) Goal Indigenous Services Qld Pty Ltd (ABN: 81 632 049 604) PSR NT Pty Ltd ATF PSR Unit Trust (property owner only) CGH Group Pty Ltd (ABN: 72 122 760 427) CGH Services Pty Ltd (ABN: 13 145 558 087) CoreStaff NT Pty Ltd (ABN: 79 129 495 263) CoreStaff WA Pty Ltd (ABN: 57 144 692 320) CoreStaff QLD Pty Ltd (ABN: 37 139 514 337) CoreStaff NSW Pty Ltd (ABN: 77 167 062 606) Rimfire Resources Pty Ltd (ABN: 37 644 248 109) |
| Insurer: | Epsilon Insurance Broking Services Pty Ltd Underwritten by, Certain Underwriters at Lloyd's (50%) & Berkley Insurance Company t/as Berkley RE Australia (50%) |
| Policy Period: | 30 June 2023 to 30 June 2024 both at 4pm L.S.T. |
| Policy Number: | AWB1238BU |
| Business Description: | Principally Labour Hire & Recruitment Services, Executive Contracting, Human Resources Consulting, Property Owners & Occupiers and any other activity incidental thereto. |
| Interest Insured: | Section 1: Public and Products Liability Insurance Section 2: Financial Loss (Professional Indemnity) |
| Limits of Liability: | Section 1: \$20,000,000 any one claim or series of claims arising from one occurrence but in all in respect to Products Liability. Section 2: \$20,000,000 any one claim in the aggregate any one Period of Insurance. |

Subject at all times to the terms, conditions, definitions, exclusions & endorsements of the policy.

This confirmation of cover provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document or assume continuity of the policy beyond the expiry date noted above. This confirmation of cover is issued as a matter of information only and confers no rights upon the confirmation holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this confirmation by email or for any loss, damage or expense thereby occasioned to any recipient of this document.

We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with that third party.



Brogan Carson

Senior Account Executive

T: 0448 878 914

E: broganc@knightcorp.net.au

Knightcorp Holdings Pty Ltd T/As Knightcorp Insurance Brokers
Level 7, 5 Mill Street, Perth WA 6000 PO Box 7195, Cloisters Square PO, WA 6850
T: 1300 656 001 F: 08 9386 2275 E: Insurance@knightcorp.com.au W: www.knightcorp.net.au
AFSLN: 342692 ♦ ACN: 138 772 193 ♦ ABN: 92 600 732 332

Page 1 of 1

CONFIDENTIAL

21 June 2023

To Whom It May Concern,

Insurance Confirmation of Cover

What you have told us

The following information has been used as the basis for your application for this contract of insurance. Please review the information and advise Knightcorp Insurance Brokers immediately if any of the details are incorrect or incomplete in accordance with your duty of disclosure.

| | |
|-----------------------|---|
| Insured: | CGH Group Pty Ltd and subsidiary companies |
| Insurer: | Allianz Australia Insurance Limited |
| Policy Period: | 30 June 2023 to 30 June 2024 both at 4pm L.S.T. |
| Policy Number: | 14339217 |
| Business Description: | Principally Labour Hire and any other activity incidental thereto. |
| Interest Insured: | Indemnity under the:- <ul style="list-style-type: none">•ACT Workers' Compensation Act 1951 and at Common Law;•NT Return to Work Act;•Tasmanian Workers' Rehabilitation and Compensation Act 1988 and at common law, but excluding claims relating to terrorism as per Allianz endorsement.•WA Workers' Compensation and Injury Management Act and at Common Law but excluding claims relating to terrorism as per Allianz endorsement. In respect of WA, coverage for Common Law is provided for \$50,000,000 any one employee and \$50,000,000 all employees arising out of the one event. |
| Endorsements: | Principals Indemnity Endorsement - all Principals per terms and conditions |

Subject at all times to the terms, conditions, definitions, exclusions & endorsements of the policy.

This confirmation of cover provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document or assume continuity of the policy beyond the expiry date noted above. This confirmation of cover is issued as a matter of information only and confers no rights upon the confirmation holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this confirmation by email or for any loss, damage or expense thereby occasioned to any recipient of this document.

We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with that third party.



Brogan Carson
Senior Account Executive

T: 0448 878 914

E: broganc@knightcorp.net.au

CONFIDENTIAL



NO. 1292

EMPLOYMENT AGENTS ACT 1976
GENERAL LICENCE

This is to certify that

MARK BARRY SEIGEL
of **BEILBY DOWNING TEAL PTY LTD**
LEVEL 1, 76 KINGS PARK ROAD
WEST PERTH WA 6005

is Licensed to carry on the business of an Employment Agent on behalf of -

BEILBY DOWNING TEAL PTY LTD

at the following places of business -

LEVEL 1, 76 KINGS PARK ROAD, WEST PERTH WA 6005

Date of first issue of Licence: **23 July 2001**

Date of expiry: **22 July 2025**

Given under my hand,

Commissioner for Consumer Protection

Date Printed: 10 August 2022

THIS LICENSE IS TO BE DISPLAYED IN A CONSPICUOUS POSITION AT
THE PREMISES SO AS TO BE ABLE TO BE CLEARLY READ BY THE PUBLIC

Attachment 1

Response to Request for Quotation (RFQ 321) - CEO Recruitment
 Consultancy Services
 Shire of Donnybrook Balingup



Offer Form

Chief Executive Officer
 Shire of Donnybrook Balingup
 PO Box 94
 Donnybrook WA 6239

I/We (Registered Entity
 Name):

MILLS RECRUITMENT.
 (BLOCK LETTERS)

of: 12/91 ROYDHOUSE ST., SUBIACO WA. 6008
 (REGISTERED STREET ADDRESS)

ABN: 72 133 165 250 ACN: (if 133 165 250
 any)

Telephone No: 0408 325 936 Facsimile No:

Email: peter.casey@millsrecruitment.com.au.

In response to RFQ 321 - CEO Recruitment Consultancy Services

I/We agree that I/We are bound by and will comply with this Request and its associated schedules and attachments, all in accordance with the Conditions of Responding contained in this Request signed and completed. The offered price is valid up to three months from the Deadline for Submissions unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Submission irrespective of its outcome. The offered consideration is as provided under the price schedule and rates in the prescribed format and submitted with this Submission.

Dated this 18TH day of MARCH 20 24.

Signature of authorised signatory of
 Respondent:

Name of authorised signatory (BLOCK
 LETTERS):

Position: PRINCIPAL CONSULTANT.

Telephone No: 0408 325 936.



(08) 9780 4200



www.donnybrook-balingup.wa.gov.au



shire@donnybrook.wa.gov.au



1 Bentley Street, Donnybrook, 6239



Authorised signatory postal
 address:

12121 ROYDHOUSE ST, SUBIACO 6008.

Email address:

peter.casey@millsrecruitment.com.au.

Response to Assessment Criteria

Description of Assessment Criteria

Response

Compliance Criteria

Respondent's Declarations

The Respondent is to provide acknowledgement that they have:

- Submitted in accordance with the Conditions of Responding as set out in Part 1 of the Request; Confirmed
- Complied with the requirements of the Specification as set out in Part 2 of the Request; Confirmed
- Understood and agree to the Contract Price Basis as outlined in Part 3 of the Request; and Confirmed
- Completed this Quote Response Form consisting of the Offer Form, Response to Selection Criteria and Price Schedule. Confirmed

(any necessary attachments to the Quote Response Form must be referenced herein and attached as appendices to the Quote Response Form)

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quote irrespective of its outcome. Agree

Respondent's Profile

Full legal business name

MILLS RECRUITMENT

Registered business address

12121 ROYDHOUSE ST SUBIACO.

ABN/ACN

72 133 165 250

Response to Request for Quotation (RFQ 321) - CEO Recruitment
Consultancy Services

Shire of Donnybrook Balingup



Respondent's legal entity status

Company Partnership

Sole Trader Other (state) _____

Provide the physical business address where the requirements of the resultant Contract will be carried out from. If multiple addresses will be utilised, advise of all addresses and the portion of the Requirement that will be carried out from each address

12/21 ROYDHOUSE ST., SURBIA CO.
8590
1 BENTLEY ST., DONNYBROOK
1590

Provide the length of time operating from the physical business address(s) nominated in the previous question

5 WEEKS
2 DAYS

Conflicts of Interest

Will any actual or potential conflict of interest exist, or a potential conflict arise, if the Respondent (or its subcontractors) is awarded the Contract? Yes No

If Yes, please provide details here:

Conditions of Contract

Do you agree to the proposed Conditions of Contract outlined in the Request document, including the insurance requirements outlined therein? Yes No

If Yes, please provide Certificates of Currency.
If No, please outline proposed departures from the Conditions of Contract.

Documents attached?

Attachment reference: APPENDIX 4.

Insurances

Do you hold, or do you commit to obtaining should you be awarded the Contract, the required level of insurances are as follows:

Yes No

- a) Public Liability \$20,000,000
- b) Professional Indemnity \$2,000,000
- c) Workers Compensation \$50,000,000

Documents attached?

Attachment reference: APPENDIX 4.

Please provide Certificates of Currency.

Licences, Memberships and Accreditations

The Respondent is required to hold the following:

- Possession of an employment agent licence under the Employment Agent Act 1976 (WA)

Please confirm the Respondent holds this and provide a copy.

Yes No

If Yes, please provide copies. If No, please provide details:

Document attached?

Attachment reference: APPENDIX 1

Alternative Submissions

Does the Respondent wish to provide an Alternative Submission? If so, note that Alternative Submissions can only be provided in addition to a Conforming Submission.

Yes No

(if Yes, please ensure Alternative Submission is labelled 'Alternative Submission' and referenced here)

Attachment reference: CEO PROPOSAL

Does the Respondent agree with the proposed Conditions of Contract as outlined in the Request?

Yes No

(if No, please list proposed amendments in an attachment labelled 'Conditions of Contract - Proposed Departures' and reference here)

Attachment reference: _____

References

Please provide details of two (2) references who can attest to the Respondent's performance standards on previous projects undertaken.

Reference 1

Name: STEVAN RODIC

Title: CEO

Organisation: CITY OF STIRLING

Telephone No: 0538 926 519

Email: stevan.rodic@stirling.wa.gov.au

Reference 2

Name: TONY SACHE

Title: SHIRE PRESIDENT

Organisation: SHIRE OF MOUNT MARSHALL

Telephone No: 0429 851 257

Email: crsache@mtmarshall.wa.gov.au

Qualitative Criteria

Market Presence and Key Personnel

Respondents should supply an overview of their organisation and outline the skills of the key personnel proposed to be involved. This should include:

- The proposed role of key personnel in the engagement
- Curriculum vitae
- Qualifications
- Any additional information

Recruitment specialists must have an appropriate market presence within the executive recruitment industry. Representation in Western Australia is preferred, but not essential.

It is expected that market presence will include sufficient resources to actively attract potential candidates using a mix of print and social media and executive contacts.

Response: See attached Proposal

Experience and Track Record

Recruitment specialists must have appropriate experience in senior executive level recruitment and should be able to demonstrate specific successes in recruiting high calibre candidates.

It is essential that recruitment specialists have a clear understanding of the following;

- Demonstrated knowledge of CEO employment provisions as defined in the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.
- Demonstrated knowledge of the *Salaries and Allowances Act 1975* in relation CEO Salaries and Allowances
- Demonstrated sound understanding of employment contractual provisions and salary trends.

Response: See attached proposal

Response to Request for Quotation (RFQ 321) - CEO Recruitment
 Consultancy Services

Shire of Donnybrook Balingup



Recruitment methodology and timing

- Provide details of your proposed methodology in supplying the Requirements in adherence with the specification.
- Where relevant, provide an indicative works program in detailing all tasks including sub-tasks, interdependencies, critical path etc. for completion of works within the required timeframe.

Response: *See attached Proposal.*

Price Offer

Please complete the below Price Schedule and outline the methodology and any assumptions made in the calculation of the Offer Price, as well as any other value-relevant factors.

| Item | Requirement | Qty | Unit | Price ex GST | GST | Price inc GST |
|--|----------------------|-----|------|---------------|-------------|---------------|
| 1. | Preliminary works | 1 | | 4300 | 430 | 4730 |
| 2. | Advertising | 4 | | 4300 (total) | 430 | 4730 |
| 3. | Selection | 1 | | 8600 | 860 | 9460 |
| Total Lump Sum Price for Goods and Services | | | | 17,200 | 1720 | 18,920 |
| Optional | Psychometric Testing | 1 | | 350 | 35 | 385 |

Principal's Assumptions:

¹All costs of labour rates, expenses, unloading, packing, marking etc. associated with the delivery of the Requirements should be included in the total lump sum price.

²All costs for levies, duties, taxes and charges including risks and obligations arising from or implied therein should be stated as Associated Costs by the Contractor.

Any charge not stated in the Submission, as being additional will not be allowed as a charge for any transaction under any resultant Contract

Other Value Considerations

Outline the methodology for price calculation and list all assumptions

Response:

REDUCED RATE FOR REGIONAL COUNCILS (NORMALLY AROUND \$25,000)

Key personnel rates:

| Personnel (insert name and title) | Hourly rate (\$) (exc. GST) |
|------------------------------------|-----------------------------|
| PETER CASEY (PRINCIPAL CONSULTANT) | \$150 |
| MARGARET ITALIANO (KA) | \$75 |
| DARRYL MILLS (DIRECTOR) | \$150 |

CONFIDENTIAL



EXECUTIVE RECRUITMENT PROPOSAL

**Chief Executive Officer
Shire of Donnybrook -Balingup**



CONFIDENTIAL



EXECUTIVE SUMMARY

We appreciate the opportunity to express our capability and confidence in providing executive recruitment and search services for the Shire of Donnybrook-Balingup, and specifically for the position of Chief Executive Officer. The following proposal outlines our credentials and the methodology we would utilise on this assignment.

Mills Recruitment is suitably equipped to complete these search processes through our significant knowledge of local government and our extensive background working in partnership with our clients and candidates. Over time we have established a network of contacts second-to-none and we fully understand the intricacies and importance of positions within the sector.

For this assignment, we will arrange a meeting to gain a full appreciation of the scope of the role and its specific requirements. We would then prepare an Assignment Specification for your approval before preparing draft advertisements for relevant print media and publications, Seek and LinkedIn. This complements our targeted search process and utilisation of our networks to ensure we have the best possible candidates.

Our proposal outlines the key steps and milestones in the recruitment process together with details of our credentials, previous experience with similar assignments, an anticipated timeline for service delivery and the proposed fee structure for our consulting services and related costs.

We use all means at our disposal to ensure our clients and candidates receive the highest possible care and attention during the recruitment process. In addition to an unconditional twelve-month guarantee on placements, we provide a psychological assessment on the preferred candidate to ensure the right cultural fit with your organisation. We follow up with on-boarding of the placed candidate and performance reviews.

We look forward to working closely with you on this critical appointment and welcome any additional questions you might have.

Yours sincerely,

Peter Casey

Principal Consultant



MARKET PRESENCE AND KEY PERSONNEL

Darryl Mills founded Mills Resources in 2010 with a vision to steer clear of the road well-travelled and offer a fresh approach to people management and recruitment services focused on innovation, flexibility and accessibility.

With its roots firmly in Western Australia, the collective industry knowledge, experience and skills of the Mills Recruitment team has helped shaped a business that is nimble enough to deliver recruitment solutions as required and in response to fast paced changes in industry demand.

It is true to say this vision has been welcomed by industry and jobseekers alike and Mills has proudly celebrated its 10th Anniversary.

Mills is passionate about partnering with ambitious organisations and providing innovative people solutions by Bringing Great People Together. We never lose sight of the fact that people are the most important business asset and are firmly focused on building ethical and trusted partnerships for sustainable business success.

Our consultants are highly experienced practitioners and well regarded in their areas of expertise. Our industry specialisations include engineering, legal, accounting and finance, and local government.

Mills Recruitment has a General Licence No 2557 under the Employment Agents Act 1976 (see Appendix 1)

Please refer to Organisation Structure attached at Appendix 2.

Peter Casey

Principal Consultant Peter Casey has more than thirty years' experience in executive search and selection, with a special emphasis in local government. Peter will be the primary contact and project manager on this assignment but assisted where necessary by Director Darryl Mills.

You will note that Peter Casey has considerable experience in Senior Executive appointments. In addition to the numerous successful appointments with which he has been associated in local government, he has also been involved with CEO recruitment for Ports Corporations (e.g Pilbara Ports, Mid-West Port Authority and Southern Ports) as well as major Not-For-Profit organisations (Telethon Speech and Hearing, Senses Foundation and WestCycle) and in the private sector.

In the last two years Peter has completed CEO recruitment assignments with Shires of Yilgarn, Westonia, Mt Marshall and Exmouth, and four General Manager and Executive Director roles for the City of Perth. He has more recently completed the CEO recruitment assignments with Town of Bassendean, and the Shires of Mundaring, Northam, Chittering, Wyalkatchem and Broomehill-Tambellup; four Director positions for the City of Subiaco, three Director roles for the City of Busselton and the Director Planning and Development at the City of Stirling. **Referees can be provided if required.** Peter's profile may be found at Appendix 3.

RELEVANT EXPERIENCE AND TRACK RECORD

Principal Consultant Peter Casey has many years of experience in sourcing and evaluating talented individuals who can add value at all stages of the project or company life cycle. He is also accomplished in searching the marketplace for corporate executives, directors and managers who can contribute to the strategic development of our client's businesses.

Through his considerable experience in search and selection within the local government sector, Peter has a thorough understanding of the Local Government Act and associated legislation. Of particular relevance to this assignment was his involvement in the placement of the following positions:

| Organisation | Appointment |
|--------------------------|--|
| WALGA City of Kwinana | <ul style="list-style-type: none"> • Chief Executive Officer • Chief Executive Officer |
| Town of Mosman Park | <ul style="list-style-type: none"> • Chief Executive Officer |
| Shire of Northam | <ul style="list-style-type: none"> • Executive Manager Engineering Services • Chief Executive Officer |
| City of Vincent | <ul style="list-style-type: none"> • Chief Executive Officer • Director Planning and Development • Director Technical Services • Manager Compliance |
| City of Bayswater | <ul style="list-style-type: none"> • Chief Executive Officer • Director Community and Strategy |
| Shire of Mount Marshall | <ul style="list-style-type: none"> • Chief Executive Officer |
| City of Bunbury | <ul style="list-style-type: none"> • Chief Executive Officer • Director Planning and Development |
| Shire of Exmouth | <ul style="list-style-type: none"> • Chief Executive Officer (2) • Executive Manager Corporate Services • Executive Manager Technical Services |
| Shire of Yilgarn | <ul style="list-style-type: none"> • Chief Executive Officer |
| City of Stirling | <ul style="list-style-type: none"> • Manager Development Services • Manager Community Services • Director Infrastructure • Director Planning and Development |
| City of Subiaco | <ul style="list-style-type: none"> • Directors (4) |

| | |
|----------------------|---|
| Shire of Chittering | <ul style="list-style-type: none"> • Chief Executive Officer |
| Shire of Wyalkatchem | <ul style="list-style-type: none"> • Chief Executive Officer |
| City of Busselton | <ul style="list-style-type: none"> • Directors (3) |
| City of Busselton | <ul style="list-style-type: none"> • Managers (4) |

Stipulation of Competencies and Scope

In all of the above assignments, Peter Casey has carried out all the associated responsibilities of the recruitment process; i.e. taking the brief, reviewing position descriptions and selection criteria, preparing application packs, advertising, conducting search, responding to enquiries, conducting screening interviews, preparing reports and recommendations for the Panels, organising and participating in the Panels interviews, conducting referee checks, preparing the selection reports and negotiating contracts/offers of employment. The breadth and high level of Peter’s recruitment competencies is the result of many years in the industry and are also reflected in the successful placements he has achieved.

With now over twenty years executive recruitment experience in the local government sector, Peter Casey has considerable knowledge and experience of CEO employment provisions as defined in the Local Government Act 1995 and Local Government (Administration) Regulations 1996) and the Salaries and Allowance Act 1975 in relation to CEO Salaries and Allowances. He has assisted numerous metropolitan and regional Councils in the development of CEO employment contracts and their validation through legal and industry sources.

RECRUITMENT METHODOLOGY AND TIMING

Candidate Sourcing

Before going into details of the full recruitment process, it is worthwhile noting the methods we use to source appropriate candidates. We map and research the marketplace to target professionals across each role competency with relevant experience.

We propose a multi-pronged approach to this assignment including:

- Targeted and discreet search into agreed organisations and industry sectors
- Preparing attractive advertisements for relevant print media
- Reviewing several recent assignments to consider relevant high-quality individuals.
- Utilisation of appropriate job boards such as LinkedIn and Seek and social media.
- Contacting people within our extensive network and reviewing our database

Council Survey and Briefing

If we are successful in our bid for this assignment, we will conduct a survey with all Councillors to ascertain their thoughts on, and expectations of the CEO role. We will then consolidate the results and prepare a report with appropriate recommendations for discussion at a briefing meeting with the Council/Selection Panel along with existing information (e.g. Community Strategic Plan) to reach consensus on the CEO position profile. If necessary, we will review and amend the existing Position Description and Selection Criteria. The meeting will provide us with a detailed understanding of the challenges and opportunities for the Shire, as well as the critical skills and strengths necessary for the successful candidate. This knowledge also allows Mills to become the Shire's informed advocate in the market and more successfully attract talented individuals to the position.

The Assignment Timetable

At the first meeting we will also confirm specific dates for the various milestones in the recruitment process so that all parties are suitably informed. Obviously, concluding this assignment and getting to a successful appointment and start date can often depend on candidate and client availability. We do however maintain a continued focus on purposefully moving the process through to a successful outcome for you. We anticipate that the process (from commencement to formal offer) will take approximately eight to nine weeks, but we can vary this to suit Council's specific requirements. Should we be successful with our proposal, Peter Casey will discuss this with Council at the initial briefing and we can then agree on an appropriate timetable.

Methodology

The following milestones outline the key steps in our quality monitored process which complies with the Guidelines for Local Government Recruitment and Selection, Performance Review and Termination:

| | | |
|---|--|-----------|
| Assignment authorised and Terms of Engagement (TOE) accepted by the client | The cornerstone of our commercial relationship and the start of our business partnership. | Week 1 |
| Advertisement | Mills will draft and then finalise the agreed recruitment advertisement for placement in the media and on relevant job boards | Week 1 |
| Assignment specification | To ensure a complete understanding of your requirements, we prepare a profile of your organisation and document the accountabilities and KPI's of the position and the required experience and competencies of candidates. | Week 1 |
| Market mapping and 'Target' candidates identified and approached. Advertising commences. Mills responds to enquiries and despatches Application Packs | Mills will research the marketplace to create a list of target organisations within which suitable potential candidates will be employed. This will be done discretely, and appropriate individuals will be approached and evaluated to assess their suitability for the positions. Timing of the search process will coincide with the advertised application closure. | Weeks 2/3 |

| | | |
|--|---|-----------|
| | | |
| Review quality of potential candidates with client. | Following closure of applications, we will screen all applications and prepare a matrix of all candidates for discussion with the Selection Panel. We will also recommend an initial long list for our further examination. | Week 4 |
| Mills conducts initial candidate interviews | We then use proven behavioural and preferential interviewing techniques in personal interviews with long list candidates. | Weeks 4/5 |
| Shortlist identified and candidate reports presented | Mills will prepare a Candidate Report on each of the shortlisted candidates supported by the resume and interview outcomes. These are then discussed with the Panel and a final short list is determined. We also table a suitable Questionnaire for discussion and the agreement of the Panel. | Week 5 |
| Panel Interviews | Mills assists in the coordination of interview times and arranging meetings between shortlisted candidates and the Panel. The Principal Consultant participates in the interviews and acts as scribe. | Week 6 |

| | | |
|--|--|----------|
| Review with client & conduct reference and integrity checks on preferred candidate/s | <p>On completion of the interviews, we will review outcomes with the Panel and agree on preferred candidate or candidates. Mills will validate the qualifications, achievements and personal characteristics of candidates by contacting suitable referees and representatives of institutions who can provide reliable and objective information pertaining to the credentials of the candidates.</p> <p>The Panel may wish to proceed to second round interviews where preferred candidates would be asked to make a presentation and /or address a scenario question.</p> <p>If agreed, we will also arrange Psychological Assessment and cultural fit profiling.</p> | Week 6/7 |
| Preparation of Selection Report. Shire selects preferred candidates. | <p>We then prepare a comprehensive Selection Report detailing all steps in the search and selection process, including Referee Reports.</p> <p>We will also assist in the preparation of the draft contract for presentation to Council together with the recommendation of the preferred candidate.</p> | Week 7 |
| Offer of employment to successful candidate | Peter Casey is available to assist the Shire in discussion regarding relocation etc. with the successful candidate who will also undergo a pre-employment medical. | Week 8 |
| Twelve-month guarantee commences | From the commencement date of a placed candidate a 12-month unconditional replacement guarantee commences. This assumes compliance with Mills' Terms of Engagement. | |
| Review after three and six months | In co-operation with the Shire, Mills offers to conduct performance reviews of the placed candidate to assess impact and to assist in ongoing management and development. | |

FEE STRUCTURE

Our clients engage us on a partnership basis as they understand that the best result depends on more than a thorough search and selection process; it requires both parties to be truly committed to a successful outcome.

Consistent with our approach in assignments for Band 4 regional councils, our fee for the recruitment of the CEO position will be a reduced, set fee of \$12,900 plus GST.

The only additional charges would be for psychological testing of the preferred candidate (estimated at \$350 plus GST) as well as advertising and travel/accommodation reimbursed at cost (approximately \$700 per trip).

- Seek and LinkedIn \$550 plus GST
- A full page in the Australian Local Government Directory costs approximately \$250 plus GST.
- Advertising in the West Australian would be invoiced at cost (approximately \$3,500 plus GST but dependent on size).
- Our approach is to enter a contract with you on a fee for service basis. Our policy is for equal payments (\$4,300) at three key stages of the process, on our appointment, at agreement of the shortlist, and on acceptance of your offer by your successful candidate. Being rewarded for the work that is done, on a progress basis, ensures that no shortcuts are taken, and that both parties 'own' the process.

We look forward to partnering with you on this assignment and are totally committed to a successful outcome.

Employment Agency Licence

CONFIDENTIAL



NO. 2557

EMPLOYMENT AGENTS ACT 1976
GENERAL LICENCE

This is to certify that

DARRYL ROSS MILLS
of **MILLS RECRUITMENT**
UNIT 12 / 21 ROYDHOUSE STREET
SUBIACO WA 6008

is Licensed to carry on the business of an Employment Agent on behalf of -

MILLS CORPORATION PTY LTD

under the following business names -

MILLS RECRUITMENT

at the following places of business -

UNIT 12 / 21 ROYDHOUSE STREET, SUBIACO WA 6008

Date of first issue of Licence: **10 June 2016**

Date of expiry: **9 June 2025**

Given under my hand,

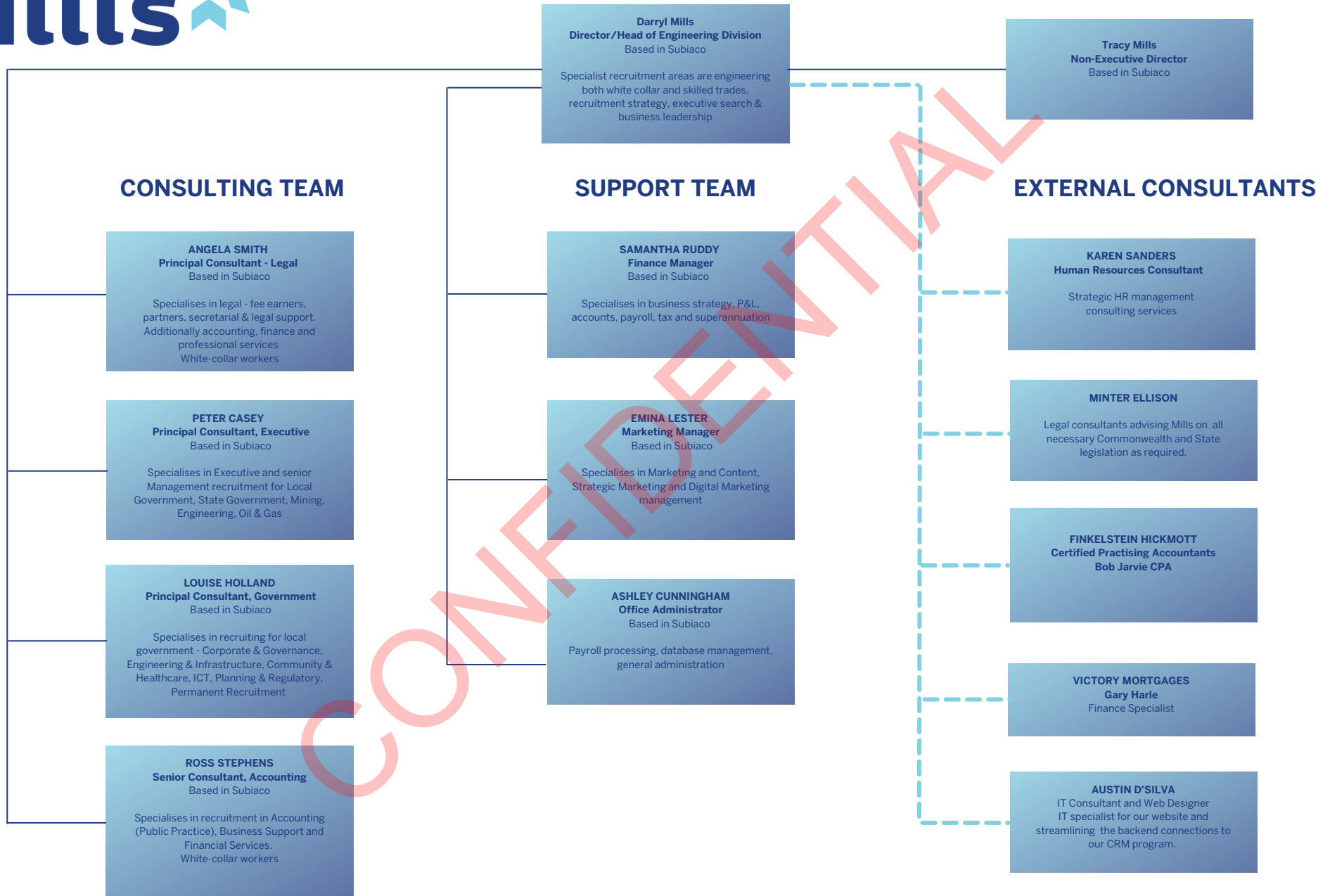
Commissioner for Consumer Protection

Date Printed: 30 May 2022

THIS LICENSE IS TO BE DISPLAYED IN A CONSPICUOUS POSITION AT
THE PREMISES SO AS TO BE ABLE TO BE CLEARLY READ BY THE PUBLIC

Organisation Structure

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APPENDIX 3

Profile

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PETER CASEY

Peter Casey started his career with the Federal Department of Employment and Industrial Relations where he spent a total of eighteen years in both Perth and Canberra, starting as an Employment Officer and rising to the positions of Employment Office Manager and Assistant Director. His work primarily focussed on the management and promotion of national labour market programs including apprenticeships, traineeships and industrial training.

In 1990 Peter was a founding partner of the recruitment company, Trott Casey and Associates. In addition to the provision of professional search and selection services to the private sector, this company was successful in obtaining substantial funding for the management of specialist employment programs for disadvantaged jobseekers.

Peter has now accumulated over thirty years' experience in recruitment and HR consulting. He has worked for international companies such as KPMG, Beilby and Talent2. He continues to focus on executive search and selection for specialist roles across a broad range of industry sectors including mining, engineering services, professional services and oil and gas. His clients include engineering consulting groups, State and local government authorities, ports corporations, technology companies, EPCMs, building and construction companies and not-for-profit organisations.

Peter has coordinated successful recruitment processes for the CEOs at the Cities of Joondalup, Belmont, Cockburn and Busselton, and the Town of Port Hedland. In 2017 he recruited the Chief Executives for the City of Bayswater, City of Belmont, the Shire of Exmouth and the City of Bunbury. This was followed in 2018 by his coordination of the appointments of CEOs with the City of Vincent and the City of Subiaco. In December 2018, he was also appointed to assist with the search and selection for the new CEO at WALGA, and in 2019 he coordinated the recruitment for the CEO at the Town of Mosman Park. He more recently (2022) assisted the Shire of Chittering, and the Town of Bassendean in the search and selection process for their new CEOs, as well as the Shires of Yilgarn, Westonia, Exmouth and Mt Marshall. In 2023 he also concluded the recruitment for the new CEOs at the Shires of Mundaring, Northam, Broomehill-Tambellup and Wyalkatchem.

Over the last few years Peter has also assisted a number of Councils with the recruitment of Directors and Managers, including ten such roles over the last four months. Peter studied History and Politics at Murdoch University. He also holds a Certificate IV in Customer Contact. In 2009 he was admitted to the Australian Institute of Company Directors. He is a member of the WA Mining Club and, through Mills Recruitment, the RCSA.

Letter of Commendation

“The Shire of Exmouth contracted Mills Recruitment to assist in the placement of a new CEO in early 2021.

Through the entire process, Peter was professional, approachable and exceptionally knowledgeable.

We were made to feel that we were the most important client on the books at all times throughout the process.

I, Personally would have no hesitation in recommending Peter Casey, and Mills Recruitment to any potential client in the future.”

Cr Matthew Niikkula, President, Shire of Exmouth



Insurance Certificates of Currency

CONFIDENTIAL

Certificate of Currency

This is to certify that the Insurance Policy detailed below is current and in force and subject to the terms and conditions of the Insurer's standard policy document. This certificate is provided in our capacity as an Underwriting Agency for information purposes only and is subject to payment of the premium within our credit terms. Whilst the information is current at the time of issue it is possible the status of the policy could change in the future.

ISSUE DATE: 12 February 2024
POLICY NUMBER: BN-CAS-24-429439

INSURED: Mills Corporation Pty Ltd, Mills Recruitment Pte Ltd T/As Mills Recruitment

PERIOD OF INSURANCE: From: 8 February 2024 4 pm (Local Standard Time)
To: 8 February 2025 4 pm (Local Standard Time)

POLICY CLASS: Wellington Underwriting Labour Force Liability Policy
SITUATION: Anywhere in the World excluding USA and Canada.
BUSINESS: Labour Hire and Recruitment Services

Section A Broadform /Public Liability
Broadform Liability

AUD 20,000,000 any one occurrence in respect of public liability and in the aggregate during the Period of Insurance in respect of Products Liability

** Property in your possession or control Sub-limit of Liability \$250,000 in the aggregate any one period of insurance.

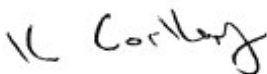
Section B Professional Indemnity

Professional Indemnity Limit of Liability AUD 10,000,000 any one claim
AUD 20,000,000 in the aggregate during the Period of Insurance

Retroactive Date applicable to Section B Unlimited

Security: Liberty Specialty Markets

Wellington Underwriting Agencies Pty Ltd



Kevin Corkery Dip. Fin. Serv. JP
Director - Labour Hire



Mills Corporation Pty Ltd
 Unit 12
 21 Roydhouse Street
 Subiaco WA 6008



WA Workers Compensation

Policy number

WCW005148275

WorkCover number

WC09419419

Certificate of Currency

Scope of cover

Employer's liability under the Workers Compensation and Injury Management Act 1981

Insured

Mills Corporation Pty Ltd
 ABN 72 133 165 250
 ACN 133 165 250

Trading name

Mills Recruitment

Period of insurance

8 February 2024 to 4:00pm 8 February 2025

Business description

Labour Hire

Industry classification (ANZSIC)

Engineering Design and Engineering Consulting (6923)

Local Government Administration (7530)

Nickel Ore Mining (0806)

Legal Services (6931)

Metal and Mineral Wholesaling (3322)

Office Administrative Services (7291)

Gold Ore Mining - Above Ground (08040)

Other Metal Ore Mining (0809)

Other non-Metallic Mineral Mining and Quarryi (09900)

Waste Treatment and Disposal Services (2921)

Railway Rolling Stock Manufacturing and Repai (2393)

Other Construction Services n.e.c. (3299)

Other Mining Support Services On Land (10900)

Silver-Lead-Zinc Ore Mining (0807)

Other Heavy and Civil Engineering Constructio (3109)

Other Hardware Goods Wholesaling (3339)

Limit of liability

Indemnity under the Workers Compensation & Injury



Management Act 1981 for WA, and at Common Law - Limit \$50,000,000 any one person or any number of persons arising out of the one event

Extensions

| Extension | Details of cover | Extension Commencement Date | Extension Expiry Date |
|--|------------------|-----------------------------|-----------------------|
| Principals Indemnity – Act Benefits and Common Law \$50,000,000 Blanket as per GIO wording | N/A | 08/02/2024 | 08/02/2025 |
| Industrial Disease Common Law Liability to \$50,000,000 – Above Ground as per GIO wording | N/A | 08/02/2024 | 08/02/2025 |

This Certificate certifies that as at the date of issue the stated policy is current for the period of insurance noted above. The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage provided by the policy.

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Chief Executive Officer

Shire of Donnybrook
Balingup

EXECUTIVE
SEARCH
PROPOSAL

Proposed by:
Jodie Choyce
20th March 2024



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CONFIDENTIAL

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“ Page Executive have partnered with the Foundation for National Parks & Wildlife, who are dedicated to protecting and preserving ecosystems and restoring disaster-affected lands across Australia. Through this partnership, FNPW will plant a tree for each executive placement made ”



YOUR EXECUTIVE SEARCH PARTNERS



Brodie McDougall
Regional Director, WA



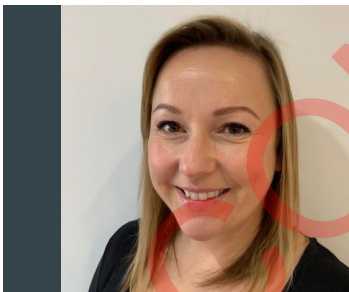
M: +61 404 068 194
E: brodiemcdougall@michaelpage.com.au

Brodie is a recruitment professional with nearly two decades of experience in the recruitment industry, joining PageGroup WA in 2003. Throughout his career, he has demonstrated an unwavering commitment to delivering exceptional results for both clients and candidates.

His journey with PageGroup began in Perth, where he focused on recruiting professionals with precision and dedication. In 2006, Brodie's career took an international turn as he transferred to Shanghai during a pivotal period of growth for the company's Asian operations. In China, he played a pivotal role in managing diverse teams encompassing Finance, Financial Services, Technology, Sales, Digital, and Human Resources.

Recognised for his exceptional leadership skills and strategic acumen, Brodie took on the role of Director of Finance teams in Sydney in 2010, contributing significantly to the success and expansion of the division. In 2013, he returned to his roots in Perth, bringing with him a wealth of international experience and a global perspective.

Currently the Regional Director for PageGroup's WA & SA operations, Brodie has been instrumental in building a robust business and community network. His customer-focused approach has been a cornerstone of his success, working closely with clients to understand their unique needs and providing tailored solutions for executive recruitment across Western Australia and South Australia.



Jodie Choyce
Associate Partner, WA



M: +61 410 426 517
E: jodiechoyce@pageexecutive.com

Passionately dedicated to the profit for purpose & public sectors, Jodie specialises in engaging with seasoned professionals and procuring executive & C-suite talent for her clientele.

Jodie embarked on her journey with Michael Page back in 2005, initially focusing on finance recruitment. As her career evolved, she ascended to leadership positions, overseeing teams across transactional finance, office support, and human resources.

Between 2014 and 2019, Jodie took a sabbatical from Michael Page to expand her expertise within the RPO and internal recruitment realm. In 2019, she returned to the fold.

Since her return in 2019, Jodie has maintained a steadfast presence in sectors such as Government, Not for Profit, Charity, Community, Disability Services, Healthcare, and Education. She has diligently cultivated a robust network of candidates, tirelessly matching skilled talent with pivotal roles for her valued clients.



DEMONSTRATED EXPERIENCE – C-Suite

CURRENTLY RECRUITING
Chief Executive Officer
Shire of Augusta Margaret River



Chief Executive Officer
Northside Community Service



General Manager
Department of Finance WA



Government of Western Australia
Department of Finance

President
Freo Group



Manager Finance
City of Stirling



Chief Executive Officer
Breast Cancer Research
Centre WA



General Manager
Rottnest Island Authority



Chief Financial Officer
Federal Court of Australia



Head of Communications & Brand
City of Wanneroo



General Manager
Rottnest Island Authority



WA LOCAL GOVERNMENT WE HAVE
PARTNERED WITH



CASE STUDY



CEO

Department of Climate Change, Energy,
the Environment and Water

The Great Barrier Reef Marine Park Authority (GBRMPA) is a high-profile statutory authority with a CEO who is a Ministerial appointment, contestable every 5 years. The role is a niche leadership position, working into the board, as well as a Deputy Secretary of the Department of Climate Change, Energy, Environment and Water. GBRMPA has deep seated relationships with the Queensland State Government, local councils and over thirty traditional landowners and many local and international environmental bodies and the Reef itself is seen as a global barometer for climate change. The GBRMPA CEO is a high profile and often politicised role, very much at the heart of a complex administrative ecosystem.

Page Executive were charged with challenging the existing appointment who had been deemed to have a very strong first five years. The mandate was very much to conduct an international search for the best Australian citizens that could run against the existing CEO. Whilst the existing CEO was deemed very worthy of re-appointment, best practice and transparent rigour was sought by GBRMPA.

Page Executive were KPI'd to deliver a minimum of five suitable candidates on a search shortlist and to have several of these interviewed alongside an existing advert response. Page Executive's shortlist contained six candidates, three of whom were interviewed for the role within a very tight timeframe. Whilst the incumbent CEO was reappointed the Deputy Secretary for the portfolio specifically commented on the very high quality of the external search candidates ensuring the process had suitable scrutiny.

WHY PARTNER WITH PAGE EXECUTIVE?

We offer a fresh approach to hiring and an attractive alternative to source talent, away from the rigid approach of the more traditional search firms and boutiques. Our model resonates well with businesses in a more opportunistic period of development, and we are regularly recommended to these businesses by investors, advisors, consultancies, lenders or board members. Our actual clients are, more often than not, the businesses themselves who may be from a broad range of sectors, in many geographical locations and in differing stages of development. These clients often require assistance in a number of different capacities and disciplines. Our solutions are accordingly, very flexible and bespoke and are highly geared towards achieving a successful outcome.

HOW WE LIKE TO WORK WITH OUR CLIENTS

We ensure that not only are we able to identify and attract the correct calibre of individual but also assess their fit to our client as an organisation.

METHODOLOGY

Executive search is a proven methodology to source senior leadership roles. This is an exacting process, involving the creation of a 'knowledge pool' of candidates and market information from which potentially suitable individuals can be identified and drawn. This is managed by our dedicated in-house **research team** and sets out to identify candidates with a strong fit to the brief. We supplement the search with our extensive networks and with on-line advertising (if deemed appropriate).

BRIEFING

The key to the success of any senior recruitment exercise is a detailed recruitment brief which we will produce following a full induction into your business and a thorough briefing with all key stakeholders. The Partner will discuss and confirm Key Selection Criteria questions to be asked during the initial interview stage of the process.

CANDIDATE ASSESSMENT

Our assessment process is thorough and detailed to ensure all candidates are appropriately assessed. In addition, we may also provide 360 degree referencing and relevant background checks, where required.

SHORTLISTING

We prepare a thorough shortlist report for all candidates containing a detailed appraisal of each individual's ability to deliver in the role, fit within the organisation and observations on style and personal circumstances. This would also incorporate all additional supporting information such as psychometric testing, referencing and checks (as required).

EXECUTIVE ASSESSMENT

We organise Executive Assessments (as required) for candidates prior to offer and placement to ensure they are the best fit for your company through our strategic partnership with **SHL**. Costing and examples of the reports can be provided upon request.

ACCOUNTABILITY

We can provide a written fortnightly report on progress with all elements of the search. Alongside this we would expect to meet with the key decision makers at regular intervals to discuss progress and highlight our observations which will ensure all stakeholders are both informed and aligned throughout the process.

SOURCING OVERVIEW

SEARCH

- A Search process specifically targets candidates for a role. In collaboration with **Shire of Donnybrook Balingup**, we will identify and proactively approach suitable candidates.
- We would agree a 'target list' of relevant organisations and agreed sectors, and then identify individuals with the relevant background.
- Our brand is well recognised in the market and senior people are more likely to take our call in a headhunt approach, both locally nationally & internationally

NETWORKING & DATABASE

- We have a strong presence in Australia and our experienced Search Partners have an extensive network to source talent from.
- We have an extensive database built **over 45 years in Australia** and 35 years in Western Australia.
- Our proactive approach would both promote **Shire of Donnybrook Balingup** and generate either direct applications or referrals.
- Our global reach includes 280 Page Executive Consultants and Directors, meaning we can search offshore if required for potential candidates.

MEDIA

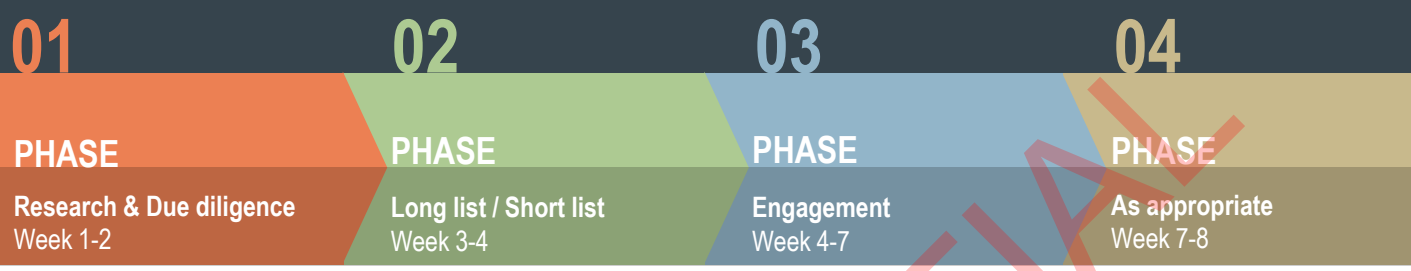
- On-line advertising will be used to complement our Search. It enables us to be specific about the skill set and experience required, allowing us to attract relevant candidates (which may include professionals-based interstate or overseas and are looking to return home).
- The online advertisement would be placed across key senior appointment and diversity websites in the relevant market to ensure the broadest reach for a campaign.
- PageGroup leads the industry in digital recruitment. We have proudly been recognised by LinkedIn as the most socially engaged recruiter.

DE&I

- Use of our Internal Diversity and Inclusivity team to approach organisations
- Our DE&I Client Solutions team focus on connecting with candidates from diverse backgrounds and supporting businesses to create inclusive cultures. Due to our lived experience, we understand the reasons why candidates would self-deselect and not engage. This allows us to build a campaign that builds trust and connects with the fantastic talent out there.
- This is strengthened by the direct outreach of diverse candidates looking for support because of the focus we have on candidate experience.

PROJECT TIMELINE / METHODOLOGY

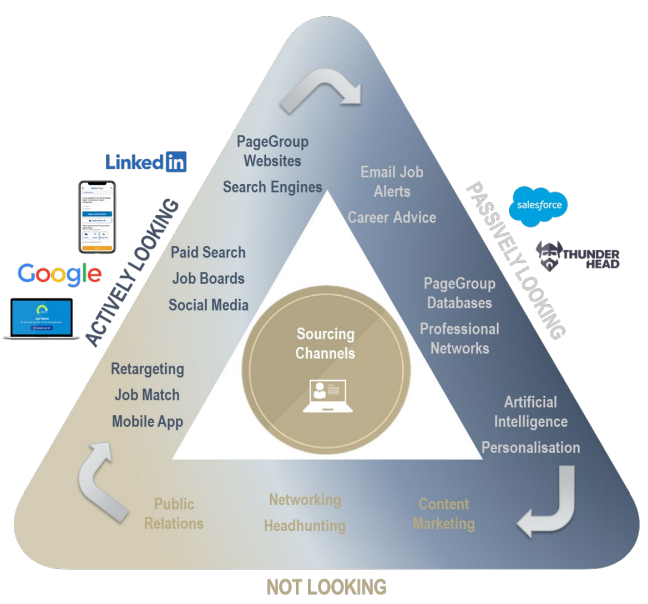
The recruitment process typically takes between 6-8 weeks from start to offer stage. However, this may vary depending on the role to be recruited and the local market conditions; any expected change in this schedule will be discussed and agreed before the process begins.



- Understand the organisation's dynamic and current situation
 - Develop position specification; agree on key competencies & Experience Criteria
 - Develop and finalise search strategy and agree the target list with all stakeholders
 - Prepare **Candidate Briefing Pack** for interested Candidates to bring the company and role to life
 - On-line advertising of the role on key job boards
- Conduct research to identify relevant candidates in target industries and companies
 - Utilise Page Executive's extensive network to identify potential candidates
 - Determine suitability, availability, and potential interest
 - Meeting to review Long List
 - Agree on Short List
 - Interview and qualify target candidates
- Administer psychometric testing - using SHL Leadership profile (if appropriate)
 - Prepare candidate profile presentations
 - Coordinate interviews with you and option to sit on the Interview Panel alongside the Councillors
 - Conduct informal and formal referencing and verification checks
- Initiate compensation discussions between you and candidate
 - You formalise an offer to candidate
 - Support transition process of placement
 - Full debrief with you regarding process and integration

Our Research Team

Page Executive is supported by a dedicated in-house Research Team with strong networks within their defined industry sectors. The team is able to add value to proactively approach potential candidates not otherwise looking for new employment opportunities.



FEE STRUCTURE

Our standard fees for the assignment are 30% of the first year’s gross annual salary of the successful candidate. The considered reference salary will include superannuation, benefits, commission, car allowances, bonuses, overseas premiums, relocation/ living accommodation allowances, profit share, “sign on” fees and any other financial emoluments that have been provided to act as an incentive to the Candidate to join your business.

We would like to propose the following fees for this assignment. Fees are exclusive of GST:

| Retained Assignment | Shire of Donnybrook Balingup Fees |
|---|--|
| <u>Retainer</u> <i>Beginning of the search</i> | \$10,000 |
| <u>Shortlist</u> <i>Presentation of the Shortlist</i> | \$10,000 |
| <u>Completion</u> <i>Acceptance of offer by the successful candidate</i> | \$10,000 |
| Total Fee | \$30,000 |
| Advertising – Page Executive Reach Talent Package | <i>Included</i> |
| Advertising – Press i.e. Australian Financial Review | Cost TBC <i>Additional Cost and invoiced separately</i> |
| SHL Testing <i>(additional cost & invoiced separately, per candidate)</i> | |
| Universal Competency Report | \$750 |
| Leadership Report plus 1 hour consultation fee | \$2,000 |
| Work Rights & Citizen Check | <i>Included</i> |
| Candidate Briefing Pack (example refer to Attachment 7) | <i>Included</i> |

PAYMENT TERMS

All fees due under the present terms and conditions shall be payable by the Client 30 days from presentation of the invoice.

EXCLUSIVITY

Page Executive will also review internal referrals. All third-party agency resumes sent through will be sent to Page Executive for consideration.

GUARANTEE PERIOD

We will offer a 6 (six) month guarantee for this assignment.

ABOUT PAGE EXECUTIVE



AUSTRALIA

Page Executive is the PageGroup's executive search business and offers a range of search, selection and management solutions for organisations needing to attract and retain their leadership talent. The roles on which we focus typically sit at the sub-Board and Board levels.

+13

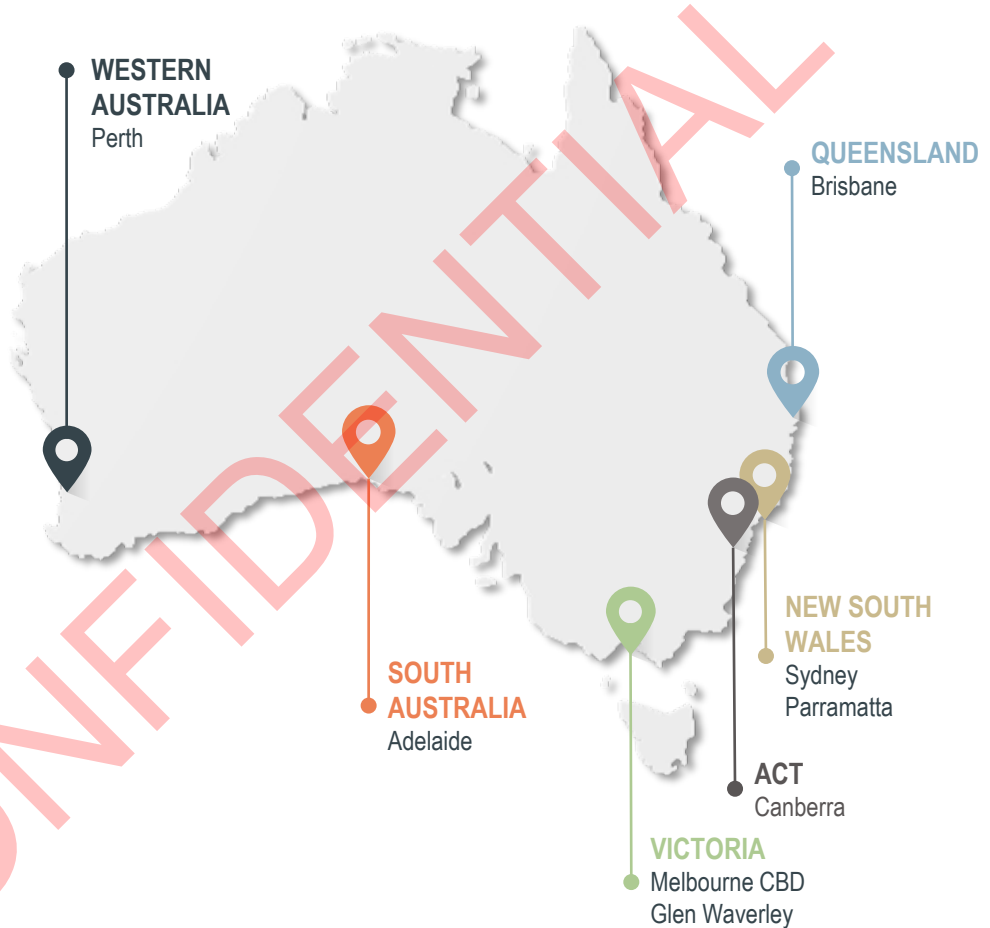
Recruitment Partners backed by a dedicated research and support team

14 years'

Average consultant experience

200+

Executive lives changed in 2023



Healthcare & Life Sciences

Financial Services

ESG & Sustainability

Consumer & Retail

Human Resources

Industrial & Manufacturing

Finance

DE&I

Diversity, Equity and Inclusion

DE&I has been in **PageGroup's** DNA for over a decade. It's ingrained in all our internal and external practices. Our approach constantly evolves to ensure we are diverse and inclusive across age, gender, ethnicity, disability, faith and sexuality.

Day in, day out, we refine our own inclusive culture values and replicate them at every step of our clients' recruitment processes. Our mission is to build more diverse, inclusive workforces and overcome unconscious bias in our workplace, in our clients' organisations, and in the world.

01 SETTING AN EXAMPLE (Our internal initiatives)

We benefit from our diverse and inclusive workforce through creativity, problem-solving skills and sustainability.

Changing lives and adapting to our markets and customers only works if we benefit from different mindsets, ways of thinking and approaches.

02 OUR COMMITMENT PUSHING BOUNDARIES (We help our clients)

A wider talent pool multiplies opportunities to reach potential: with more candidate choices, you increase your chances to find the best competency fit.

We are committed to creating equal opportunities when recruiting for our clients. Complying with D&I standards is therefore non-negotiable.

03 SHAPING THE FUTURE (We aim to be at the forefront)

Every company has a role to play in the D&I space.

We hold diversity & inclusion as a strong performance driver for companies.

With our customers, we want to impact society in the long-term and strive towards a more equal world.

DIVERSITY, EQUITY & INCLUSION

Attracting a more diverse candidate pool

Organizations are increasingly looking to consultancies to contribute to their diversity plans, and we are continuing our commitment to helping our clients achieve their goals. We work closely with you to ensure we source and recruit from a truly diverse talent pool. Here are some ways we can support your diversity strategies and provide you with the best possible candidates and future employees.

01

Our candidates are assessed objectively. Only their skills, qualifications and experience are considered in the recruitment process.

02

We make sure all literature and images used in recruitment (for example, job descriptions and candidate briefing documents) actively promote diversity to prospective employees. All need to reflect a diverse and inclusive business. Words matter, and the way we use them in job adverts dictate whether people apply.

03

We put screening processes in place to help you recruit from a diverse candidate base and encourage applications from talented individuals from a range of backgrounds and underrepresented groups by ensuring that our recruitment processes are open, fair and based upon merit.

04

We have built a diverse and balanced database and network of candidates through our investment over the past 10 years which is unique and adds significant value to our clients when recruiting on their behalf.

05

We are trained to shortlist and select based on merit and skills to undertake the role. Diversity data of all candidates is stored centrally and separate from our candidate database to ensure that these details do not prejudice the selection process in any way.

ESG / Sustainability

Our long-term commitment to the environment, society and governance is embedded within our sustainability strategy. Our sustainability strategy will drive purposeful impact today and will expand as our businesses grow in the future. We will implement a global philosophy actioned through local deliverables. This approach allows our businesses to tackle issues and priorities within their local communities. Our success will be measured against transparent targets.

OUR SUSTAINABILITY VISION

TO POSITIVELY CHANGE OVER
1 MILLION LIVES IN THE TEN
YEARS TO 2030

TO TARGET AN INCREASE IN
GENDER DIVERSITY WITHIN
OUR SENIOR MANAGEMENT TO
50/50 BY 2030

ESTABLISH A MEANINGFUL
GLOBAL SUSTAINABILITY
BUSINESS BY 2026

TO BECOME CARBON NET ZERO
WITH THE AMBITION OF
BECOMING CARBON POSITIVE
BY 2026

Page
Group

SUSTAINABLE
DEVELOPMENT
GOALS





Page Executive

Working Together in Partnership



CONDITION OF CONTRACT PROPOSED DEPARTURES

MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD

| Clause No. | Michael Page proposed amendments | |
|---|---|--|
| Part B. | | |
| <p>7 Risk, Indemnity and Limit of Shire's Liability</p> | <p>We would like to carve out any consequential loss and to have our liability capped where legally permitted. Please add the following clause</p> <p><i>(5) To the fullest extent permitted by law, neither will be liable for any indirect, special or consequential loss including but not limited to loss of profits or loss of anticipated savings. The maximum aggregate liability of Contract under the Contract shall be 2 times the total fees paid or payable under this Contract.</i></p> | |
| <p>8 Insurance</p> | <p>Please delete the following requirements – not applicable to the services</p> <p>(c) for Goods in transit, transit, and material damage insurance to the sum of the Goods' purchase value (including freight and other charges), up until title and risk in the Goods pass to the Shire; and</p> <p>(d) motor vehicle third party injury and property damage with a minimum limit of not less than ten (10) million dollars (\$10,000,000) for any one occurrence.</p> <p>(e) where the Contract includes the provision of Services:</p> <p>(i) a cross-liability clause noting the Shire for its rights and interests; and</p> <p>(ii) a waiver of subrogation in favour of the Shire.</p> <p>(a) Where Services provided include the giving of professional advice or instruction, design, formula or specification, the Contractor shall effect professional indemnity insurance with a</p> | |

| | | |
|--|---|--|
| | minimum cover of not less than two million dollars (\$2,000,000) for any one claim. | |
| | | |
| | | |
| | | |
| | | |

CONFIDENTIAL



1 October 2021

Our Ref: EA1222

Enquiries: 1300 304 064
cplicensing@dmirs.wa.gov.au

Michael Page International (Australia) Pty. Limited
Level 6, 167 St Georges Terrace
PERTH WA 6000

Dear Licensee

RENEWAL OF AN EMPLOYMENT AGENTS LICENCE

Enclosed is your employment agent's licence, which has been renewed pursuant to the provisions of the *Employment Agents Act 1976* ("the Act").

As a matter of courtesy, the Department of Mines, Industry Regulation and Safety (Consumer Protection) will email you a renewal reminder approximately two months prior to the expiry of the licence. Applications not renewed before or within the three month grace period after the due date will result in the expiration of the licence. A late fee applies for renewal applications lodged after the due date.

The Commissioner for Consumer Protection must authorise any changes to the address, business name, Licence Holder and Scale of Fees. Should any of these details change throughout the course of your licence, please contact us via the contact details below and we will advise you of the necessary information that is required to process the change(s).

If you have any queries, please contact Licensing Services on 1300 304 064 or by email to cplicensing@dmirs.wa.gov.au.

Yours sincerely

Licensing Services



NO. 1222

EMPLOYMENT AGENTS ACT 1976
GENERAL LICENCE

This is to certify that

DAVID AUGUSTINE GEORGE
of **MICHAEL PAGE**
LEVEL 6, 167 ST GEORGES TERRACE
PERTH WA 6000

is Licensed to carry on the business of an Employment Agent on behalf of -

MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY. LIMITED

under the following business names -

MICHAEL PAGE
MICHAEL PAGE BANKING
MICHAEL PAGE BANKING RECRUITMENT
MICHAEL PAGE ENGINEERING
MICHAEL PAGE ENGINEERING RECRUITMENT
MICHAEL PAGE FINANCE
MICHAEL PAGE FINANCE RECRUITMENT
MICHAEL PAGE GROUP
MICHAEL PAGE HUMAN RESOURCES
MICHAEL PAGE HUMAN RESOURCES RECRUITMENT
MICHAEL PAGE INTERNATIONAL
MICHAEL PAGE LEGAL RECRUITMENT
MICHAEL PAGE MARKETING
MICHAEL PAGE MINING & RESOURCES RECRUITMENT
MICHAEL PAGE PROCUREMENT & SUPPLY CHAIN RECRUITMENT
MICHAEL PAGE PROPERTY & CONSTRUCTION RECRUITMENT
MICHAEL PAGE RECRUITMENT
MICHAEL PAGE RETAIL
MICHAEL PAGE SAELS & MARKETING RECRUITMENT
MICHAEL PAGE SALES AND MARKETING
MICHAEL PAGE SELECTION

THIS LICENSE IS TO BE DISPLAYED IN A CONSPICUOUS POSITION AT
THE PREMISES SO AS TO BE ABLE TO BE CLEARLY READ BY THE PUBLIC



NO. 1222

GENERAL LICENCE

This is to certify that

DAVID AUGUSTINE GEORGE
of **MICHAEL PAGE**
LEVEL 6, 167 ST GEORGES TERRACE
PERTH WA 6000

MICHAEL PAGE TAX
MICHAEL PAGE TAX RECRUITMENT
MICHAEL PAGE TECHNOLOGY
MICHAEL PAGE VENDOR SERVICES
PAGE EXECUTIVE
PAGE OUTSOURCING
PAGE PERSONNEL
PAGEGROUP PLC

at the following places of business -

LEVEL 6, 167 ST GEORGES TERRACE, PERTH WA 6000

Date of first issue of Licence: **8 August 2000**

Date of expiry: **7 August 2024**

Given under my hand,

Commissioner for Consumer Protection
Date Printed: 04 October 2021

THIS LICENSE IS TO BE DISPLAYED IN A CONSPICUOUS POSITION AT
THE PREMISES SO AS TO BE ABLE TO BE CLEARLY READ BY THE PUBLIC



Contact: Kerri Perry
Direct Line: 02 6240 4770

CGU Workers Compensation
NSW Corporate Business
Level 14, Tower Two, 201 Sussex St

SYDNEY NSW 2000
GPO Box 9960 SYDNEY NSW 2001
Telephone: (02) 9088 9057
Email: CorpUnderwritingWC@cgu.com.au

**EMPLOYERS' INDEMNITY INSURANCE
CERTIFICATE OF CURRENCY**

BJS Insurance Brokers
PO Box 7081
St Kilda Road
St Kilda Rd Melb VIC 8004

1. STATEMENT OF COVERAGE

The following insurance policy covers the employer's liability under the Workers' Compensation and Injury Management Act 1981.

This certificate is valid from: 4.00pm on 30/06/2023 to 4.00pm on 30/06/2024

The information provided in this certificate is correct at: 5/07/2023

2. EMPLOYER'S INFORMATION

| Policy Number | State | Work Cover Number | ABN |
|---------------|-------------------|-------------------|-------------|
| O/15-7192 | Western Australia | WC08423555 | 58002872264 |

Legal Name
Michael Page International (Australia) Pty. Limited

Trading Name
Michael Page International (Australia) Pty. Limited

Premium (Industry) Classifications
01590 Other Crop Growing n.e.c.

3. IMPORTANT INFORMATION

Other Interested Parties
.

Common Law Cover
\$50,000,000 (in respect of any one event, regardless of how many workers are injured by that event).

Additional Information
Principals Indemnity
Surface Industrial Disease Common Law

Underwriting Team
CGU Workers Compensation

EIL1003

Employers are required to ensure a valid certificate is available for inspection at their principal office or place of business.

To Whom It May Concern

30 June 2023

Dear Sir or Madam,

Confirmation of Insurance

PageGroup PLC and/or Subsidiary Companies including Michael Page International (Australia) Pty Ltd

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

PROFESSIONAL INDEMNITY

| | |
|---------------------|--|
| Layer | Primary |
| Insurer | EEA: AIG Europe S.A. Non EEA: American International Group UK Limited |
| Policy Number | 34013722 |
| Period of Insurance | 01 July 2023 to 30 June 2024, both days inclusive Local Standard Time at any of the Insured Locations |
| Limit of Indemnity | At least AUD 5,000,000 any one claim Australia Local Policy issued has a GBP5,000,000 limit however the Local Policy is not in addition to the Limit of Liability |

PROFESSIONAL INDEMNITY

| | |
|---------------------|---|
| Layer | Excess |
| Insurer | EEA: Markel Insurance SE Non EEA: Lloyd's Underwriter Syndicate No. 3000 MKL |
| Policy Number | EEA: CL1412B22RAA Non EEA: CL1412A22RAA |
| Period of Insurance | 01 July 2023 to 30 June 2024, both days inclusive Local Standard Time at any of the Insured Locations |
| Limit of Indemnity | At least AUD 5,000,000 any one claim including Defence Costs |

The currency of the original policy is GBP. As requested, and for information purposes only, the limits and/or sums insured shown have been converted to AUD based on the following rate of exchange: GBP1 = AUD1.90753 as at 30 June 2023 from Oanda.com. Changes in rates of

exchange will affect the values shown but have no bearing on the values and indemnity levels of the original policy.

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,

DocuSigned by:
Ryan Lawrance
28288D4B8F22440...
Marsh Ltd

To Whom It May Concern

31 May 2023

Dear Sir or Madam,

Confirmation of Insurance

PageGroup PLC and/or Subsidiary Companies including Michael Page International (Australia) Pty Ltd

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

PUBLIC & PRODUCTS LIABILITY

| | |
|---------------------|--|
| Layer | Primary |
| Insurer | Chubb European Group SE |
| Policy Number | UKCANC74436 |
| Period of Insurance | 30 June 2023 to 29 June 2024, both days inclusive Local Standard Time at the address of the Insured |
| Limit of Indemnity | Public Liability – At least AUD 20,000,000 any one occurrence Products Liability – At least AUD 20,000,000 any one occurrence and in the aggregate during any one period of insurance |

The currency of the original policy is GBP. As requested, and for information purposes only, the limits and/or sums insured shown have been converted to AUD based on the following rate of exchange: GBP1 = AUD1.76211 as at 31 May 2023 from Oanda.com. Changes in rates of exchange will affect the values shown but have no bearing on the values and indemnity levels of the original policy.

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and deductibles, are based upon information furnished to us by the client, which information we have not independently verified.

This letter is issued as a matter of information only and confers no right upon you other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.



We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

We assume no obligation to advise yourselves of any developments regarding the insurance(s) subsequent to the date hereof. This letter is given on the condition that you forever waive any liability against us based upon the placement of the insurance(s) and/or the statements made herein with the exception only of wilful default, recklessness or fraud.

This letter may not be reproduced by you or used for any other purpose without our prior written consent.

This letter shall be governed by and shall be construed in accordance with English law.

Yours faithfully,

DocuSigned by:
Ryan Lawrance
28288D4B8F22440...
Marsh Ltd

CONFIDENTIAL



Chief Executive Officer

Shire of Augusta Margaret River

Candidate
Briefing
Pack



www.amrshire.wa.gov.au

Contents



▲ Organisation

Shire Profile
Townsite Profiles
Reports
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▲ Working with AMR Shire

The way we do things
Organisation Structure
Our Leadership
Councillors

▲ Profile Specification

Position Description
Position Requirements
Key Performance Indicators





SHIRE PROFILE

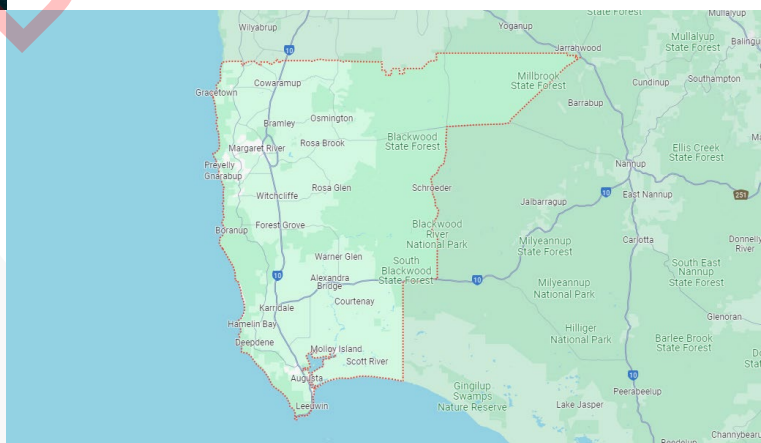
The Shire of Augusta Margaret River (AMR) is a dynamic and forward-thinking regional council in Western Australia, dedicated to fostering sustainable development and enhancing residents' quality of life.



The region boasts a vibrant community with a strong emphasis on community engagement, offering a range of amenities, including healthcare, education, recreation, and cultural programs. The area is home to excellent schools, providing residents with access to quality education.

With its stunning coastal, forested, and rural areas, AMR Shire offers a picturesque backdrop for a variety of outdoor activities. Living in this region provides a unique opportunity to be part of a welcoming community, enjoy a positive and supportive culture, and experience an unparalleled lifestyle surrounded by pristine beaches, towering forests, renowned wineries, and a lively art and cultural scene.

The Augusta Margaret River community is widely unique; each place holds its own distinct character and lifestyle, with commonly shared values of connection and sustainability. From urban townsites, to agricultural villages, mixed farming activities, coastal nodes and forests – the Shire is home to a diverse community.



Customer Service Charter

Our Customer Service Charter sets out our commitment to our customers, on the kind of service they can expect to receive from us at the Shire of Augusta Margaret River.

Service is a combination of the level of service provided, the way in which it is delivered and the processes and procedures supporting that service. We aim to provide our customers with exceptional service.





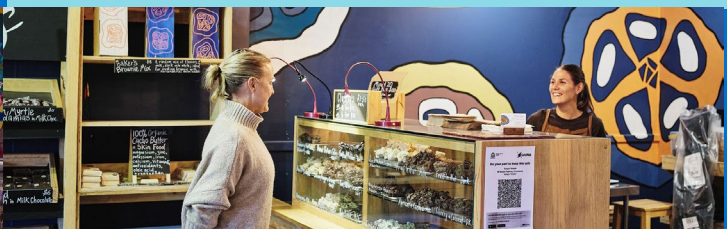
Recreation and Leisure

- Libraries
- Events and Workshops
- Sports, Parks Playgrounds and Trails
- Art Culture & History
- Tourists and Visitors
- Community Halls and Venues for Hire



Planning and Building

- Local Planning and Mapping
- Planning/ Development Approval
- Developing Your Property
- Health and Safety (Buildings and Property)
- Streets, Roads and Verges
- Planning Updates and Consultations



Residents and Community

- Cats, Dogs and Other Animals
- Bins, Waste and Recycling
- Fire and Emergency Management
- Community Support and Development
- Rates
- Community Health and Safety
- Licencing
- Cemeteries and Burials



Businesses

- Business Permits and Approvals
- Events, Busking and Filming
- Business Support and Grants
- Doing Business with the Shire
- Sustainable Business and Economy





Sustainability and Climate Change

The Shire recognises that all life has intrinsic value, is interconnected and that biodiversity and ecological integrity are part of the irreplaceable life support systems upon which the earth depends. Council is therefore committed to using its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Our five key objectives are:

1. To ensure an integrated proactive approach to managing population growth and providing a high quality sustainable built environment for future generations.
2. To ensure an integrated approach to protecting the natural environment that safeguards biodiversity and provides a sustainable natural environment for future generations.
3. To enhance the quality of community life in the Shire characterised by vibrant participation, cohesiveness, increased social capital and recognition of the need for social justice and community safety.
4. To foster economic prosperity in the Shire and South West Region.
5. To strengthen the Shire's position as an innovative, independent local government achieving business excellence.

The Shire strives to achieve these objectives by:

- Ensuring that the way we govern as a Council is driving the transition to a sustainable future
- Leading by example and playing our part in solving the global challenges of sustainability
- Valuing and protecting our environment and ensuring the sustainable management and use of natural resources
- Planning and encouraging our community to reduce its ecological footprint and enhance its quality of life at the same time
- Supporting our community to fully participate in achieving a sustainable future
- Assisting business to benefit from and contribute to sustainability.

Sustainable Economy Strategy 2021 - 2025

Background paper to the Sustainable Economy Strategy



TOWNSITE PROFILES



Margaret River

Margaret River is a unique place where the community is holistically connected to the natural environment and all the opportunities it can bring.

[VIEW MORE >](#)



Augusta

Augusta is a unique, friendly, biodiverse coastal village where the bushland meets the still waters of the river and the wild ocean, in a landscape of pelicans, the water and sky.

[VIEW MORE >](#)



Cowaramup

Cowaramup is a charming, friendly and collaborative country community where peaceful neighbours, trees and wildlife thrive.

[VIEW MORE >](#)



Gracetown

Gracetown is a special place where people enjoy the raw beauty of the surf, ocean, and its unique natural geology.

[VIEW MORE >](#)



Karridale and Kudardup

Karridale and Kudardup are rural communities of solitude and choice where family farms provide homes in the country.

[VIEW MORE >](#)



Prevelly and Gnarabup

Prevelly and Gnarabup form a unique coastal community where raw bushland meets wild ocean and the pristine Margaret River.

[VIEW MORE >](#)



Witchcliffe

Witchcliffe, a historical and creative rural community built on the values of inclusiveness, sustainability and relationships.

[VIEW MORE >](#)



All other places

The Shire is comprised of many other smaller villages and hamlets including Alexandra Bridge, Rosa Brook, Rosa Glen, Osmington, Bramley, Boranup, Hamelin Bay, Scott River and others...

[VIEW MORE >](#)

Select each tile to view more about each area, including:

- Plans
- Key Projects
- Quarterly reports
- News



REPORTS

Corporate Business Plan

The Corporate Business Plan 2023-27 identifies the strategic priorities for the next four years. It aligns with the 2040 Strategic Community Plan developed with input from 1,570 local community members.

This document describes:

- A future vision for the Shire of Augusta Margaret River
- How the Shire will achieve its objectives
- How the Shire will resource its objectives

The Shire has four focus areas – environment, people, place, and performance – with actions in these focus areas being necessary to achieve the vision of a community which is sustainable, inclusive, connected to place and respecting Boodja.

Corporate Business Plan 2023 - 27

Asset Management Plan 2013 - 2023

Long Term Financial Plan 2023 – 24 to 2032 - 33



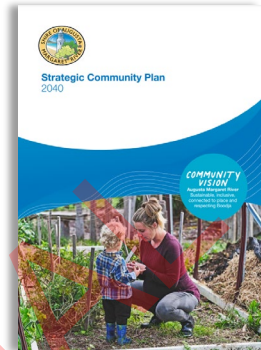


REPORTS

Strategic Community Plan

The Plan builds on past strategic planning, details the challenges we face, and sets the goal areas where the organisation will deliver.

This document has been developed with input from more than 1,570 community members and key partners to describe where we want to be in 20 years and how we will get there.

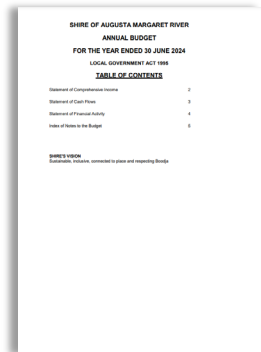


Budget overview 2023-24

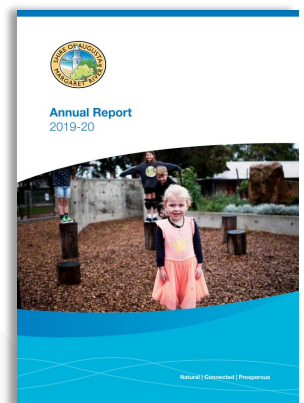
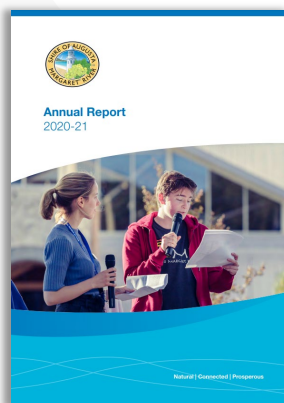
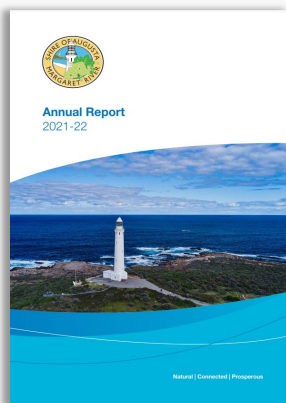
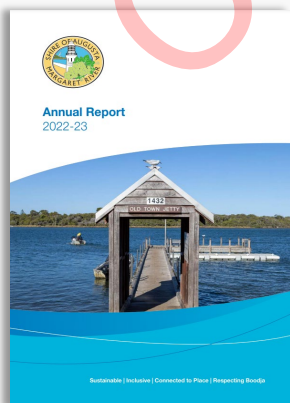
The Shire's 2023-24 budget is designed to deliver on the priorities of our Shire community now and into the future.

We budget for a broad range of services to benefit our diverse community. From maintenance of roads, paths and trails to provision of playgrounds, sporting grounds, libraries and recreational facilities, the 2023-24 budget prioritises renewal of infrastructure and improvements to customer experience.

We will invest in service and facility provision to achieve the objectives in the [Strategic Community Plan](#) and keep our community inclusive, connected and sustainable.



Annual Reports





COUNCIL COMMITTEES

Audit and Risk Management Committee

The objectives of the Committee are to:

- Assist the CEO in carrying out the review under Regulation 17 of the Audit Regulations of systems and procedures concerning risk management, internal control and legislative compliance
- Monitor and advise the CEO in reviews of certain systems prescribed by the audit and financial management regulations
- Support the auditor as required and have functions to oversee:
 - The implementation of audit recommendations made by the auditor, which have been accepted by the Council; and
 - Accepted recommendations arising from reviews of local government systems and procedures
- Receive and verify the annual Local Government Statutory Compliance Return
- Advise Council on significant high-level strategic risk management issues related to the Shire of Augusta Margaret River
- Discharge the functions outlined in Regulation 16 of the Local Government (Audit) Regulations 1996.

Local Emergency Management Committee

The objectives of the Committee are to:

- Advise and assist the Shire of Augusta Margaret River in ensuring the Local Emergency Management Arrangements are established and maintained for its district
- Liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements
- Revise, at least annually, the Local Emergency Management Arrangements, with a complete review every five years
- Assist in the preparation of emergency management operating procedures for application in the Shire
- Ensure appropriate testing and exercising of the Local Emergency Management Arrangements
- Prepare an annual report of the activities of the Committee for submission to the State Emergency Management Committee (SEMC)
- Assist in the preparation and review of the Augusta Margaret River Local Emergency Risk Register and provide guidance in the treatment strategies to reduce the risk to the community
- Carry out such other emergency management functions as directed by the SEMC, or as prescribed by the Emergency Management Regulations 2006.



Bush Fire Advisory Committee

The objectives of the Committee are to:

- To advise Council on all matters relating to the operations of the Bush Fires Act 1954
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

Behaviour Complaints Committee

The objectives of the Committee and extent of authority provided to the Committee are specified in the relevant Delegated Authority, and include:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12(3) of the Code of Conduct]
- Determining reasons for such a Finding
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- The extent of the authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

[Click here to view meeting dates, agendas and minutes](#)





THE WAY WE DO THINGS

Respect



Integrity



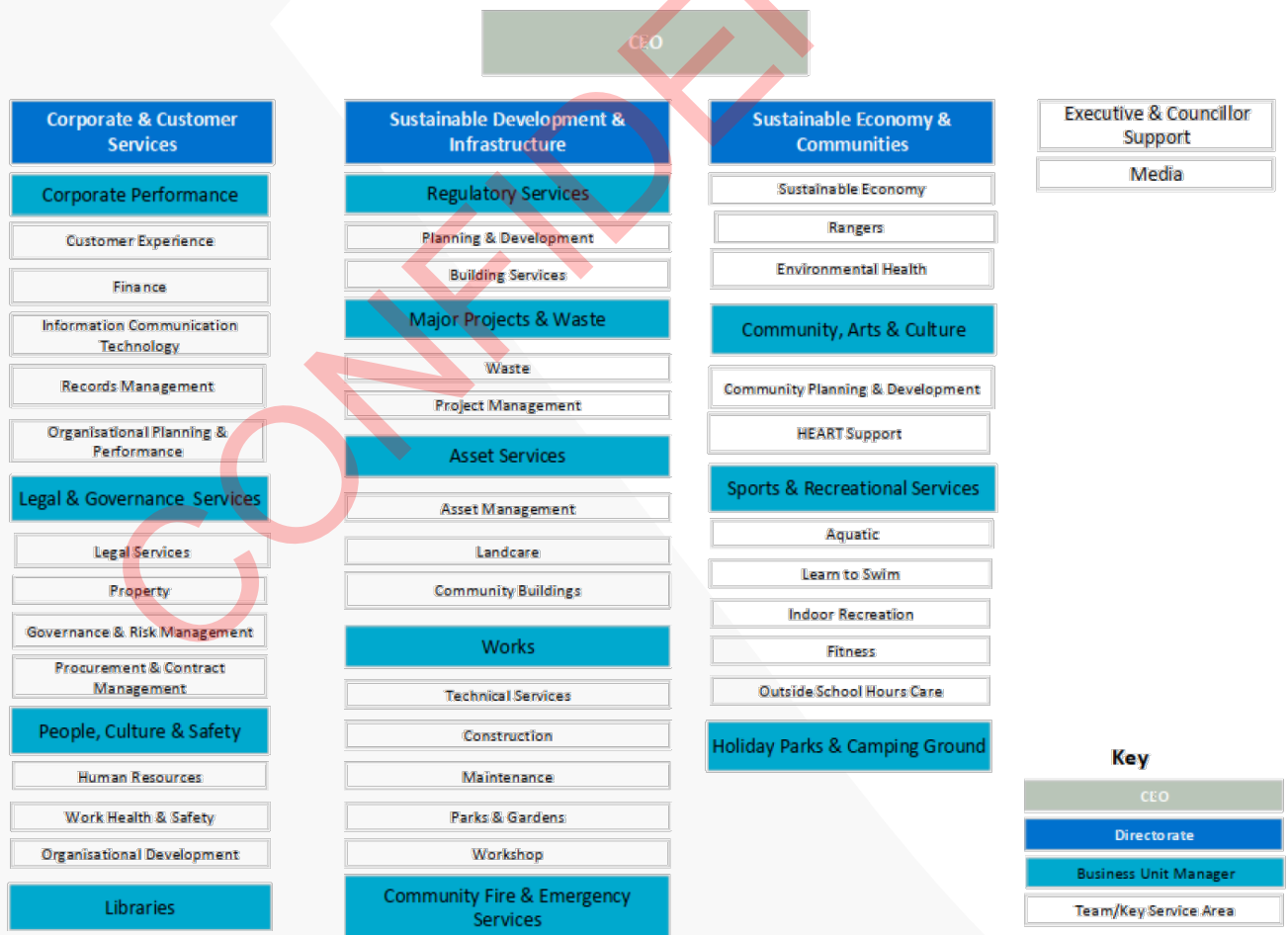
Community



Excellence



ORGANISATION STRUCTURE





OUR LEADERSHIP TEAM



Nick Logan

Director Sustainable Development and Infrastructure

The Director Sustainable Development and Infrastructure oversees the planning and development across the Shire, the maintenance of community assets and the long-term protection of the environment.



Nick Byrne

Director Sustainable Economy and Communities

The Director Sustainable Economy and Communities works with local business, industry and community leaders to drive sustainable economic and community outcomes through partnerships and projects.



Mel Stevens

Director Corporate and Customer Services

The Director Corporate and Customer Services drives corporate and culture approaches to ensure strong organisational performance, financial sustainability, and outstanding customer experiences across the Shire.



COUNCILLORS



Julia Meldrum
Shire President



Cr Paula Cristoffanini
Deputy Shire President



Cr David Binks



Cr Kylie Kennaugh



Cr Ian Earl



Cr Tracey Muir



Cr Nicki Jones



Cr Greg Boland



POSITION DESCRIPTION

| | |
|-------------------------|--|
| Position Title | CEO |
| Directorate | Office of the CEO |
| Level | Contract |
| Accountable to | The Council through the Shire’s President |
| Accountable for | Director Corporate & Customer Services Director Sustainable Development & Infrastructure Services Director Sustainable Economy and Communities Executive Assistant to the CEO |
| Primary Location | Shire of Augusta Margaret River Civic Administration Centre |
| Delegation | As per Authorisations & Delegations Register |

Position Overview

Position Purpose

The Chief Executive Officer is accountable to the Council for the leadership of the staff and proper management of all aspects of the Shire’s municipal activity in accordance with the Local Government Act, 1995 and all other relevant Acts, Local Laws, Regulations and Policies.

Position Summary

- **Leadership and Strategic Management:** Lead the organisation to achieve its vision and objectives set out in the Strategic Community Plan and all other supporting documents. Build an executive and management team that engages with and builds capacity in the community;
- **Organisational Culture:** Build a values and vision focused high performing culture focused on a philosophy of a can-do attitude;
- **Community:** Build a strong engagement culture that builds an effective relationship with stakeholders, local and government agencies, and the various Shire communities in general;
- **Key Objectives:** Ensures the sustainable and timely delivery of all projects within budget. Oversees reviews and improvements to all aspects of planning, urban design and growth in the Shire, with an emphasis on genuine community engagement to navigate the challenges of a growing Shire in the face of a changing climate, social injustice and economic uncertainty;



- **Collaboration:** Works in close collaboration with Council, the President and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Council are met;
- **Governance:** Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and
- **Sustainability:** To provide responsible and sustainable management of the Shire’s financial resources, built and natural environment, infrastructure assets and staff.

Position Accountabilities

| Accountability | Specific Actions |
|---------------------------|---|
| Leadership and Management | <ul style="list-style-type: none"> • Provide leadership to the organisation, encourage responsibility and initiative and foster an innovative and respectful work environment for all employees; • Accountable for the execution and delivery of all major projects and programs within the Shire; • Ensure the Shire’s front line services are respectful, inclusive and enshrine Council’s values as documented in the Strategic Community Plan 2040; • Ensure collaboration with Council, staff and community in all areas of decision-making; • Be bold and proactive in the Shire’s leadership in tackling climate change, biodiversity loss, social justice and economic uncertainty; • Support identified disadvantaged groups to actively participate in Shire activities, leadership and employment; • Implements and report of the Strategic Community Plan 2040, Corporate Business Plan and Budget; taking into account all factors impacting upon achievement of the Shire’s Vision; • Maintain effective and respectful communication and relationships with the President and all Councillors, and facilitate the timely provision of documents and information to Council to enable Councillors to engage in considered decision making; • Manage the relationship between Council and the Administration to ensure the highest level of governance and accountability throughout the organisation and compliance with the Code of Conduct and the Local Government (Official Conduct) Amendment Act 2007; |



| Accountability | Specific Actions |
|---------------------------------|---|
| Leadership and Management Cont. | <ul style="list-style-type: none"> • Advise Council on the development of responsible and appropriate corporate objectives and annual revenue, expense and capital budgets; • Advise Council on matters of policy and provide the necessary support and advice on Council’s statutory powers; • Drive and establish the status of the Shire as an effective, innovative and responsible leader in Local Government; • Ensure the Shire’s Values and Vision drive the behaviour and attitude of all staff. |
| Policies & Procedures | <ul style="list-style-type: none"> • Council policies, manuals and management guidelines are reviewed and developed in accordance with the objectives of Council, and consistent with Council’s Vision . • Implement, monitor and report on the Governance and Audit Plan, and report to Council variances in policies, programs, and delays in the implementation of Council decisions; • Review and maintain the risk management plan framework for all aspects of the organisation business. • Ensure all decisions made and directives given by Council relating to the operation of the Shire are acted upon. |
| Human Resource Management | <ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing, and development programs; • Lead and develop the Executive Leadership Team (ELT) in such a manner that an environment of success, energy, professionalism, respect, empathy and a culture of innovation is evident to all. • Ensure that the Executive Leadership Team has the skills necessary to implement best practice human resource management to enable effective oversight with all levels of the organisation accountable for their performance |
| Representations | <ul style="list-style-type: none"> • Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Shire remains informed and, where appropriate, participates in the processes which may impact on its activities; • Maintain a high level of cooperation and liaison with the officers of neighbouring Councils, always representing the best interests of the Shire. |



| Accountability | Specific Actions |
|-----------------------|---|
| Representations | <ul style="list-style-type: none"> • Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders and advocates on behalf of the Council and community based on the Strategic Community Plan 2040; |
| Financial | <ul style="list-style-type: none"> • Oversee the development and timely implementation of the Council's Financial Plan, Asset Management Plan and Annual Budget; • Regularly monitor and review and provide reports to Council on financial performance in respect of the budget; • Ensure financial statements are prepared and audited in accordance with the required accounting standards; • Actively pursue and encourage the sourcing of grant monies wherever possible; • Monitor events influencing the Council's financial plans. |
| Safety | <ul style="list-style-type: none"> • Ensure that all staff perform their work in a safe and healthy manner and abide by Council and legislative safe work procedures, instructions and safety management practices. |
| Commercial Activities | <ul style="list-style-type: none"> • Manage Council's activities to ensure that any commercial services provided by Council are promoted effectively and operate within the budget set by the Council; • Direct and monitor the Shire's business units in accordance with relevant legislation, local laws including the administration of Shire planning services; • Ensure an effective contract management capability exists within the organisation. |
| Personal Development | <ul style="list-style-type: none"> • Attend training and development programs including relevant conferences and seminars; • Remain informed on contemporary management practices and best practice approaches to community engagement; and addressing climate change, social injustice, economic uncertainty and environmental protection. |



POSITION REQUIREMENTS

Essential

- Highly developed strategic thinking, conceptual and analytical skills with a strong focus on values-based organisation performance.
- Human relations and interpersonal skills; a strong and competent approach to building and maintaining respectful relationships, with the desire to listen. Highly effective and respectful verbal and written communication advocacy and negotiation skills
- A proven record of positive organisational change management and cultural transformation.
- Extensive experience in organisational decision making and problem-solving.
- Experience in constructively and proactively engaging with diverse communities.
- Experience and knowledge to drive continuous improvement and achieve outstanding frontline services.
- Contemporary skills and experience in the management of physical and financial resources, budgets and other assets.
- Experience in working in medium to large organisations within corporate governance, compliance and accountability frameworks. A person of the highest integrity, honesty, prudence and ethics.
- Knowledgeable in and commitment to sustainability (balancing environmental, social, cultural and economic values), protecting the natural environment and an understanding the realities of climate change, biodiversity loss and the need for urgent climate action at a local level.

Desirable

- Previous executive level experience in Local, State or Federal Government or a not-for-profit organisation.
- Graduate qualifications in a relevant discipline are highly desirable and/or extensive experience combined with formal executive learning and development.

Application Process

- Applications must include a Cover Letter addressing the Position Requirements detailed in the Position Description, along with a Resume.
- To access further information on the role and position description please visit www.armshire.wa.gov.au
- Direct queries and applications to Jodie Choyce at **Page Executive** by email to jodiechoyce@pageexecutive.com or by phone 0410 426 517. Email applications must have the subject line **CEO AMR Shire Application**.
- The closing date for applications is Friday, 15 March 2024 at 4.00pm.
- Canvassing of elected Augusta Margaret River Shire members will result in disqualification of application.



KEY PERFORMANCE INDICATORS

1. Council will be provided with quarterly updates via the council reporting process with a briefing taking place prior to the tabling of the Council quarterly report.
2. The KPI's can be modified during the year by mutual agreement as opportunities arise or circumstances change and would usually occur through the quarterly briefing process.

| | | | | |
|------------|---|---|--|--------------------------------------|
| Criteria 1 | Corporate Business Plan outcomes | 1.1 Delivery of Strategic Projects in the Corporate Business Plan. | <ul style="list-style-type: none"> 80% of Council's approved and funded initiatives delivered within the approved budget, timeline, and outcomes, with any initiatives/projects being impacted by external factors being communicated to Council and varied as needed (reported quarterly). | Quarterly reports to council |
| | "Value is delivered to the community through Council's corporate plan, business plans and capital works programme" | 1.2 Delivery of Capital Works Plan within the Shire's control. | <ul style="list-style-type: none"> 75% of the approved Capital Works projects delivered within the approved budget, timeline and outcomes, with any initiatives/projects being impacted by external factors being communicated to Council and varied as needed. | Quarterly reports to council |
| Criteria 2 | Work Health & Safety (WHS) | 2.1 Implement a WHS plan for the Shire. | <ul style="list-style-type: none"> Strategic WHS Plan presented to the Audit & Risk Committee. | June 2024 |
| | "Embrace the principles of zero harm and ensure compliance with the new WHS Act" | 2.2 Undertake a safety audit of the Shires Safety management system every 2 years. | <ul style="list-style-type: none"> Initial audit conducted in 2023/24 with a target of 70% compliance. 2025/26 target of 80%. | June 2024 |
| | | | | June 2026 |
| Criteria 3 | People | 3.1 Councillor/ELT team high performance plan be developed to ensure Councillors and the Executive team role model expected behaviours. | <ul style="list-style-type: none"> Establish a high performance plan for Councillors and ELT. | To be determined on an ongoing basis |
| | "Develop a high-performance culture based on teamwork, innovation, customer service, and continuous improvement" | 3.2 Develop a high performing organisational culture as measured by OCI / OEI surveys every two years or as needed earlier | <ul style="list-style-type: none"> Establish initial benchmark based on initial survey in 2024/25. Cultural improvement plan to be developed post the 2024/25 OCI / OEI assessment. Subsequent measure at least every 2 years to show improvement. Actual targets to be set post the initial assessment. | June 2024 |
| Criteria 4 | Customer Service & Community Engagement | <ul style="list-style-type: none"> Implement actions within the Customer Experience (CX) Strategy and measure and report on performance. Further implementation of ICT strategic plan. Undertake customer satisfaction surveys every 2 years | <ul style="list-style-type: none"> CX Strategy document will be finalised in June/July 2023 with actions to roll out over 3 years from 2023-2026. Annual review on progress, including metrics to be provided to Council. Annual update to Council on ICT Strategic Plan. Target between the range of 75 – 80% customer satisfaction | July 2023 |
| | "Making it easier for customers to interact with us, request a service, provide feedback and engage with us or report an issue" | | | July 2024 and ongoing |
| | | | | June 2024 |
| | | | | Conduct survey in 2024/25 |



| | | | | |
|------------|--|--|--|--|
| Criteria 5 | Business Improvement "Continually improving our efficiency and effectiveness for the benefit of our community" | <ul style="list-style-type: none"> Undertake at least one service review per annum to be determined in conjunction with Council (as set out in a service review plan developed by ELT). | | Update Council on current reviews and CX Strategy by June 2024 |
| | | <ul style="list-style-type: none"> Implement an organisation wide accountability framework including KPI's defined and monitored for each business unit linked to performance reviews. | <ul style="list-style-type: none"> Framework finalised for operation in 2024/5. Business unit plans presented to Council for 2024/25 budget considerations. | <p>March 2024</p> <p>June 2024</p> |
| Criteria 6 | Stakeholder Relationships "Working with key stakeholders to jointly deliver outcomes for the community" | <ul style="list-style-type: none"> Implement the Shire Stakeholder Strategy. Promote the Shire of Augusta Margaret River as a progressive, effective council. | <ul style="list-style-type: none"> Six monthly briefing of Council on progress. Augusta Margaret River Shire marketing and media strategy is developed. | <p>June 2024</p> <p>2024</p> |
| Criteria 7 | Sustainability "The Shire is a role model in sustainability and the community is lead and supported towards a low emission economy" | <ul style="list-style-type: none"> Review the Shire's Climate Action Plan and update Council on progress. Continue to be a role model organisation as a leader in responding to the impacts of climate change on the municipality. | <ul style="list-style-type: none"> Annual report to Council on the Shire's Climate Action Plan. | June annually |
| | | <ul style="list-style-type: none"> Develop a Biodiversity Strategy for public and private land that prioritises: <ol style="list-style-type: none"> Retention of native vegetation Protection and enhancement of natural areas A plant local first approach Opportunities for advocacy Engendering a culture of stewardship towards the natural environment Resourcing required to deliver the strategy. | <ul style="list-style-type: none"> Commence the project and finalise the technical assessment component of the strategy giving the baseline of condition etc. Finalise the strategy for Council decision | <p>June 2024/25</p> <p>June 2025</p> |
| Criteria 8 | Leadership Behaviours "A CEO with the skills, knowledge and networks to deliver effective leadership of the organisation " | <p>Visionary and strategic leadership</p> <ul style="list-style-type: none"> Lead organisational cultural transformation to high performance in constructive styles. Lead the development of the executive, managers and team leaders / supervisors in constructive styles of performance. | <ul style="list-style-type: none"> Conduct LSI 1 & 2 for directors, managers and team leaders / supervisors | <p>Initial OCI / OEI 2024 & retest in 2026</p> <p>Initial LSI 1 & 2 in 2024 & retest in 2026</p> |



Page Executive

Page Executive Representatives:

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Regional Director

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+61 404 068 194

Jodie Choyce

Associate Partner

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+61 410 426 517

www.pageexecutive.com

From: [CEO Recruitment](#)
To: [Samantha Farquhar](#)
Subject: FW: Invitation to Quote - CEO Recruitment Consultancy Services
Date: Monday, 25 March 2024 3:55:43 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[Attachment 1 - Page Executive Proposal.pdf](#)
[Attachment 2 -AU WA Employment Licence.pdf](#)
[Attachment 3 -AU WC WA Certificate of Currency.pdf](#)
[Attachment 4 - PageGroup - Australia - PI.pdf](#)
[Attachment 5 - PageGroup - Australia - PPL.pdf](#)
[Attachment 6 - Departures.docx](#)
[Attachment 7 - Example Candidate Pack.pdf](#)
[image013.png](#)
[image015.png](#)
[image017.png](#)
[image019.png](#)
[image021.png](#)
[image023.png](#)

Attachment 7.1(2) Page Executive's Proposal

Regards,



Shire of
Donnybrook Balingup

Loren Clifford - Manager Corporate Services

P: (08) 9780 4200 / (08) 9780 4225 E: loren.clifford@donnybrook.wa.gov.au
W: www.donnybrook-balingup.wa.gov.au A: Mon - Fri, 8:30am - 4:00pm



[Keep Australia Beautiful - Tidy Towns Awards 2021 Category Winner](#)

Our Vision:

A proud community enjoying our rural lifestyle, cultural heritage, and natural environment.

From: Cherelle Pollard <cherellepollard@pageexecutive.com>
Sent: Wednesday, March 20, 2024 3:08 PM
To: Dr Garry Hunt PSM <garry.hunt@donnybrook.wa.gov.au>; Loren Clifford <loren.clifford@donnybrook.wa.gov.au>
Cc: Jodie Choyce <jodiechoyce@pageexecutive.com>
Subject: RE: Invitation to Quote - CEO Recruitment Consultancy Services

You don't often get email from cherellepollard@pageexecutive.com. [Learn why this is important](#)

Good Afternoon Garry and Loren

Thank you for reaching out to PageGroup for the opportunity to submit our proposal for the recruitment of your Chief Executive Officer for Shire of Donnybrook Balingup.

Please find attached our proposal (Page Executive part of PageGroup) that addresses the below information including:

Our demonstrated experience within local government in WA. I have also included our track record of executive recruitment placements in WA and also Government placements nationally along with a case studies.

- Our fees for this assignment would be \$30,000 invoiced at 3 intervals (Commencement of assignment, Shortlisting and Completion), with a 6 month guarantee. We have also included advertising as part of the fee price (Press advertising will be an additional cost and invoiced separately. If you wish to discuss this fee please reach out.
 - Our company has a database that consists of 3500+ candidates with a current or previous role title from General Manager up to Chief Executive Officer within Western Australia, this is not including our national partners network and referrals. We also have access to various other platforms to support a headhunt search for suitable candidates.
 - Our proposal also outlines our search methodology and timeline for the assignment.
- Jodie Choyce & Brodie McDougall will be the key contacts for this assignment (cc'd).

If you have any further questions, please do not hesitate to reach out.

Thank you again for considering Page and we look forward to partnering with the Shire of Donnybrook Ballingup.

Kind regards
Cherelle

Cherelle Pollard
Executive Support
Page Executive

Level 17, 100 Creek Street
Brisbane QLD 4000
Australia

T: [+61 7 3414 6131](tel:+61734146131)

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E: cherellepollard@pageexecutive.com

W: www.pageexecutive.com

Find our company on:



PageGroup acknowledges the Traditional Owners of Country throughout Australia and we pay our respects to Elders past and present.

At PageGroup we don't just accept difference - we celebrate it.

We are committed to building inclusive, diverse workplaces where everyone can thrive.

If you require any support or adjustments to interact with us, please let us know.

From: Jodie Choyce <jodiechoyce@pageexecutive.com>

Sent: Tuesday, March 19, 2024 5:24 PM

To: Dr Garry Hunt PSM <garry.hunt@donnybrook.wa.gov.au>;
loren.clifford@donnybrook.wa.gov.au

Cc: Cherelle Pollard <cherellepollard@pageexecutive.com>

Subject: Re: Invitation to Quote - CEO Recruitment Consultancy Services

Hi Garry and Loren,

Thank you for the invitation to quote on the consultancy services to partner with the Shire of Donnybrook Balingup in the recruitment of a CEO.

I wanted to provide an update that we will have our response to you tomorrow by close of business.

Kind regards,
Jodie

From: Loren Clifford <loren.clifford@donnybrook.wa.gov.au>
Sent: Wednesday, March 6, 2024 12:26:57 PM
To: AP_Tenders <AP_Tenders@michaelpage.com.au>; PageGroup Enquiries <australiaenquiries@michaelpage.com.au>
Cc: Dr Garry Hunt PSM <garry.hunt@donnybrook.wa.gov.au>; SM Records <records@donnybrook.wa.gov.au>
Subject: Invitation to Quote - CEO Recruitment Consultancy Services

Good afternoon Jodie, I hope this email finds you well. The Shire of Donnybrook Balingup is currently seeking consultancy services to assist in the recruitment of a Chief Executive Officer (CEO) via RFQ321 (attached).

Council have requested that an offer be extend to your firm to quote on this service, as they believe that your firm's expertise and experience in executive recruitment make you a suitable candidate for this opportunity.

If you require any further information or clarification regarding the requirements, please do not hesitate to contact Dr Garry Hunt PSM, Chief Executive Officer (Temporary) at ceo.recruitment@donnybrook.wa.gov.au or call on (08) 9780 4200.

The deadline for submitting your quotation is Wednesday, 20 March 2024, and Dr Garry Hunt PSM would appreciate receiving your response by this date. Thank you for considering this request. We look forward to reviewing your proposal and potentially collaborating with you.

Regards,



Loren Clifford - Manager Corporate Services

P: (08) 9780 4200 / (08) 9780 4225 E: loren.clifford@donnybrook.wa.gov.au
W: www.donnybrook-balingup.wa.gov.au A: Mon - Fri, 8:30am - 4:00pm



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Jodie Choyce

Associate Partner

Michael Page

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We are committed to building inclusive, diverse workplaces where everyone can thrive.

If you require any support or adjustments to interact with us, please let us know.

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Comparison of Proposals against the Assessment Criteria – RFQ231

Page Executive has been omitted from the analysis presented below as they did not fulfill the requested RFQ paperwork, and their pricing estimate significantly exceeds the budget allocated by the Council.

Market Presence & Key Personnel

A summary of key points regarding Beilby Downing Teal's (Beilby) and Mill's Recruitment (Mill's) Market Presence & Key Personnel has been provided based on the attached proposals.

Beilby Downing Teal

- Extensive experience in executive recruitment within the Western Australian Local Government sector.
- In-depth understanding of the Western Australian *Local Government Act 1995* and *Salary and Allowances Act 1975*.
- Approved provider under the Common User Agreement HRS2015 for State Government recruitment.
- Successful completion of numerous high-level assignments for various government departments over the past 20 years.
- Emily Bulloch, Principal Consultant, leads Beilby Downing Teal's specialist Local Government Recruitment Team.
- Emily possesses 16 years of recruitment and human resources experience, spanning both public and private sectors.
- Demonstrated expertise in CEO and Executive Local Government recruitment in Western Australia.
- Prior roles include Human Resources Manager in regional Western Australia and positions in Western Australian State Public Sector.
- Proficient in providing tailored recruitment solutions and ensuring a positive experience for clients and candidates.
- Thorough understanding and application of legislation governing recruitment, selection, and contracting in Local Government.

Mills Recruitment

- Mills Resources was established a decade ago by Darryl Mills, with a vision to revolutionise the recruitment industry.
- Recently marked its 10th year milestone, showcasing a decade of growth, success, and commitment to excellence.
- Committed to pioneering new approaches in recruitment, Mills Resources continuously explores innovative methods to meet evolving industry needs.
- Headquartered in Western Australia, Mills Resources leverages its local expertise and networks to serve clients effectively in the region.

- Mills Resources places a strong emphasis on building ethical and trusted partnerships with both clients and candidates, prioritising integrity, and transparency in all interactions.
- Under the leadership of Principal Consultant Peter Casey, Mills Resources benefits from over three decades of experience in executive search and selection.
- With a specialisation in executive search, Mills Resources excels in identifying and placing top-tier talent in leadership positions across various industries.
- The company has a proven track record of successful placements in local government, demonstrating its expertise in navigating the unique challenges and requirements of the public sector.

Methodology and Timing

A summary of key points regarding Beilby Downing Teal's and Mills Recruitment's methodology and timing has been provided based on the attached proposals.

| | Beilby Downing Teal | Mills Recruitment |
|---------------------|--|---|
| Candidate Sourcing | Focuses on close partnership with the Council and Selection Panel, employing a targeted search strategy including advertisements, executive search methods, and networking. | Utilises a multi-pronged approach, including targeted searches, advertisements, networking, and discreet outreach to potential candidates. |
| Recruitment Process | Offers flexibility in the process, committing to an agreed timetable determined at the initial briefing, accommodating the Selection Panel's availability. The estimated timeline for the recruitment process is approximately eight to ten weeks. | Involves a structured process with specific milestones such as conducting a survey with Councillors, preparing a detailed report, and following a predetermined timetable spanning approximately eight to nine weeks. |

In essence, while both proposals aim to deliver effective recruitment outcomes, Mills' proposal emphasises a structured approach with predetermined milestones, while Beilby's proposal prioritises flexibility and responsiveness to the Selection Panel's availability.

While both proposals outline comprehensive recruitment processes, Mills' proposal appears to have a slightly shorter timeline, with key activities typically completed within eight to nine weeks. In contrast, Beilby's proposal suggests a timeframe of eight to ten weeks, accommodating the Selection Panel's availability.

Experience and Track Record

Beilby Downing Teal

Emily Bulloch's recent assignments span across a diverse range of local government organisations, including CEO appointments, director positions, and managerial roles, showcasing a broad experience across different levels of leadership.

Beilby's track record also includes placements in non-profit entities, indicating versatility and experience beyond the local government sector.

Beilby's list of recent assignments appears extensive, indicating a high level of activity and engagement in the recruitment field.

Mills Recruitment

Peter Casey has significant experience in CEO appointments across various local government organisations, demonstrating a strong track record in placing executives in leadership roles.

Mills has a history of successful placements in local government entities, emphasising expertise in this sector.

The recent assignments listed by Mills include CEO roles in several councils, showcasing a focused experience in this area.

Assessment Criteria

A Comparison of all three (3) submissions as set out in the Assessment Criteria for RFQ231 is set out below.

| Consultants | Beilby Downing Teal | Mills Recruitment | Michael Page |
|--|---------------------|-------------------|--------------|
| Completed RFQ Form | ✓ | ✓ | X |
| Respondents Declaration | ✓ | ✓ | X |
| Profile | ✓ | ✓ | ✓ |
| Conflicts of Interest | ✓ | ✓ | X |
| Conditions of Contract | ✓ | ✓ | X |
| Insurances | ✓ | ✓ | ✓ |
| Licences, Memberships & Accreditations | ✓ | ✓ | ✓ |
| Alternative Submissions | ✓ | ✓ | ✓ |
| References | ✓ | ✓ | X |
| Market Presence & Key Personnel | ✓ | ✓ | ✓ |

| | | | |
|-----------------------------|---|---|---|
| Experience and Track Record | ✓ | ✓ | ✓ |
| Methodology and Timing | 1-10 Weeks | 1-8 Weeks | 1-8 Weeks |
| Price (Ex GST) | \$17,000.00 | \$17,200.00 | \$30,000.00 |
| Additional Costs | <ul style="list-style-type: none"> • Advertising \$ 2,700. • Psychometric Testing \$1,000. • Digital Interviews - Set up \$250. • Digital Interviews - per candidate \$ 50. • Extra hourly rate \$250. | <ul style="list-style-type: none"> • Advertising \$ 4,300. • Travel/Accommodation per trip \$700. • Psychometric Testing \$350. • Extra Hourly rate \$75-\$150. | <ul style="list-style-type: none"> • Advertising, Additional cost TBC. • SHL Testing - Universal Competency Report \$750. • Leadership Report plus 1hr consultation fee \$2,000. |

Other notes for consideration:

- Employment Agent Licence and ABN search completed and confirmed.
- Emily Bulloch, Beilby Downing Teal will be away from 24 June to 17 July 2024. However, another member of the team would be able to assist during this time.

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