
**MM17/13 SELECTION AND APPOINTMENT OF RECRUITER -
GENERAL MANAGER'S POSITION - The Mayor Ivan Petch**
File Number: MYR/07/10/20 - BP13/860

At its meeting held 23 April 2013, Council resolved as follows:

- (a) *That a Committee comprising the whole of Council be formed to manage the recruitment process for the position of General Manager and determine the preferred candidate.*
- (b) *That the Manager Human Resources be delegated authority to facilitate the invitation of Expressions of Interest / Quotations from a broad range of recruitment firms to provide professional assistance to the recruitment process.*
- (c) *That following receipt of the Expressions of Interest / Quotations, the Manager Human Resources provide a summary report and a copy of all submissions to the Committee.*
- (d) *That Council endorse the Confidential Attachment outlining the draft recruitment timeframe for the process.*

A chronology of events since the adoption by Council of this resolution is provided as follows:

1. 23 April 2013 - Council adopts the above resolution
2. 1 May 2013 - EOI documents for selection of recruitment firm placed on Tenderlink
3. 7 May 2013 - EOI closes with 11 submissions received
4. 8 May 2013 - Councillors asked to sign a confidentiality agreement and conflict of interest document
5. 8 May 2013 - Councillors receive submissions and instructions re criteria, weighting and scoring of firms
6. 16 May 2013 - Councillor workshop held to score submissions from recruitment firms (three Councillors in attendance)
7. Request and reminders sent to Councillors seeking the return of scoring sheets by 20th May. (As at 6th June only six score sheets returned)
8. 24 May 2013 – John Schanz and Melissa Attia meet with Mayor to discuss next step in process given limited response by Councillors.
9. Agreement reached with Mayor to invite top three firms to make a presentation to the selection committee. This is set down for Thursday 13 June 2013.

MM17/13 (continued)

It is proposed that the top three firms make a presentation to the selection committee on 13 June 2013. Following the presentations on 13th June 2013, the selection committee will vote to determine the recruitment provider to be appointed.

Due to the limited response to date by Councillors with regard to the selection process, I recommend that membership of the selection committee be amended.

I recommend that the selection committee to manage the recruitment process for the position of General Manager and determine the preferred candidate comprise:

- The Mayor,
- Deputy Mayor and
- The Chairs of Council's committees, ie Clr Simon as Chair of Planning and Environment Committee and Clr Perram as Chair of the Works Committee.

RECOMMENDATION:

That the selection committee to manage the recruitment process for the position of General Manager and determine the preferred candidate comprise the Mayor, Deputy Mayor and the Chairs of both the Planning and Environment Committee and the Works Committee.

That the top three recruitment providers address the newly formed committee on 13th June 2013.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Ivan Petch
The Mayor

