



**Proposal to  
Shire of York**

**for the  
Recruitment of  
Chief Executive Officer**

**Presented to:**

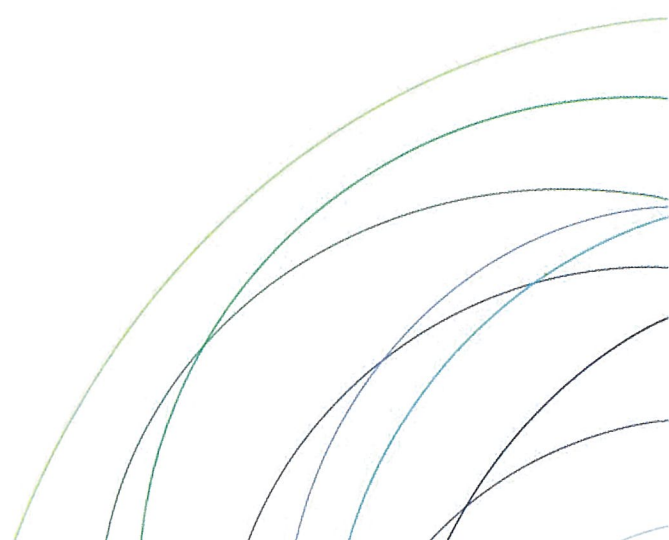
Cr Matthew Reid  
Shire President  
Shire of York  
1 Joaquina Street  
YORK WA 6302

**Presented by:**

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## COMPANY INFORMATION

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SUBIACO WA 6008

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LO-GO Appointments was established in Western Australia in 1995 by Helen Passmore, formerly the Mayor of the City of Subiaco. With Helen's extensive background in both Local Government and Human Resources, the Company has established itself as the premier recruiter of Local Government professionals with branches in Western Australia, Queensland and New South Wales.

The LO-GO Appointments' team sets the highest professional standards and ethical values. We pride ourselves on the continuous improvement of recruitment practices and are certified by the Recruitment & Consulting Services Association (RCSA). The RCSA Service Delivery Standard is built on international standards ISO 9001:2000 and designed to meet the specific requirements of the recruitment industry. LO-GO Appointments guarantees to your Council that you and your candidates will be treated with the professionalism and respect that you would expect to be promoted to your community.

In dealing with LO-GO Appointments, our commitment is to provide a service experience that will exceed the expectations of your Councillors, management and community. We offer a service that provides extreme professionalism, outstanding knowledge of Local Government throughout Australia and value for money.

## WHY USE LO-GO APPOINTMENTS?

LO-GO Appointments is passionate about Local Government. We provide a professional service recruiting candidates for permanent positions within Local Government throughout Australia. LO-GO Appointments is an *independent* organisation devoted wholly to Local Government recruitment. This provides you with distinct advantages over other service providers.

From LO-GO Appointments you will receive:

- ✓ A transparent process of recruitment and selection through an independent source
- ✓ A service that reflects a comprehensive understanding of the specific needs of Local Government employment
- ✓ Professional recruitment support
- ✓ A personal recruitment service
- ✓ A national and professional advertising campaign
- ✓ The highest standard of Client and Candidate Care (RCSA Service Delivery Standard)
- ✓ An extensive nationwide Executive Search
- ✓ Professional handling of the interview process
- ✓ Assistance in finalising the employment contract with the successful candidate
- ✓ Highly trained consultants who are passionate towards Local Government and who will strive for the best outcome for the Shire of York
- ✓ Peace of mind knowing you are dealing with 'People who know Local Government'

***For 19 years LO-GO Appointments has been a major sponsor of:***

- ✓ ***Local Government Managers Australia***
- ✓ ***Local Government Supervisors' Association***

## **KEY PERSONNEL**

Melissa Hanson, our WA Manager who is also responsible for Executive level recruitment and Helen Passmore, our Executive Director would be involved in the recruitment for the Chief Executive Officer for the Shire of York.

### **Melissa Hanson, Manager WA/Recruitment Consultant – Principal Point of Contact**

Melissa has had an extensive career in small business and several years liaising with Councils as a Contractor. She has completed her Recruitment Consultant Certificate through our governing body, RCSA, and has honed her skills as a recruiter whilst working with LO-GO Appointments. Melissa established our Mandurah office in 2012 and is in charge of providing exceptional and professional service to our southern metropolitan and south-west Councils. Melissa's responsibilities as our WA Manager include ensuring all staff are delivering exceptional Client and Candidate care and coordinating staff training and development. If LO-GO Appointments is appointed to recruit for this position Melissa will be the principal point of contact. Melissa is ably supported by our entire recruitment team.

### **Helen Passmore, MAICD, Executive Director**

Helen is a member of the Australian Institute of Company Directors and the Recruitment and Consulting Services Association of Australia & NZ. She has over 30 years' experience in Business Administration and Human Resources. Helen's Local Government experience includes nine years as an elected member including five of those years as Mayor of the City of Subiaco. Helen recognised a need for a reliable, professional Local Government recruitment service in Western Australia and subsequently started LO-GO Appointments in 1995. LO-GO Appointments now has offices in Sydney (NSW), the Sunshine Coast, the Gold Coast and Logan (Qld) as well as Subiaco and Mandurah (WA). Helen brings to the recruitment process extensive experience in dealing with State and Local Government at the highest level. Helen's expertise is invaluable when recruiting for senior positions in Local Government.

*All other personnel will be fully briefed on the requirements of the Council and assist where necessary.*

### **Margaret Hemsley, CAHRI; CPRM; Adv Dip Bus Man Organisational and Professional Development Consultant**

Margaret has extensive experience working with Local Governments and associated agencies, community groups and SMEs. She uses a consultative approach to help Councils work through cultural change management issues, workforce planning, issue resolution and people management capacity building.

### **Kate Proffitt (Senior Recruitment Consultant)**

Kate has over 10 years' experience in the recruitment industry. She has the expertise and recruitment skills to provide Clients with outstanding service and secure Candidates who are specific to our Clients' needs. Although reasonably new to Local Government recruitment, Kate's adaptability and experience in providing staff to a diverse range of industries has proven that she quickly understood the needs of Local Government staffing. Kate is dedicated to providing Client and Candidate care in accordance with LO-GO Appointments' commitment to service.

## METHODOLOGY

LO-GO Appointments takes a flexible approach to each recruitment process allowing you to tailor the recruitment methodology to your Council's individual requirements. The professional services provided by LO-GO Appointments in relation to executive recruitment are as follows:

### ➤ **Position Profiling**

During our initial discussions we establish Council's requirements for the position, the duties and responsibilities involved and the current work environment. We like to receive a copy of the Organisational Structure and often a copy of the Annual Report. We review the current Position Description, Selection Criteria, contract and salary package with you.

### ➤ **Advertising**

- An advertising campaign is designed to attract suitable candidates as well as meeting your budget requirements. We liaise with you to confirm the appropriate media for advertising.
- LO-GO Appointments will assist the Council in writing suitable advertisements.
- Advertising for the position will commence in the relevant media at an agreed time following authorisation by your Council.
- Normally a full advertisement will be placed in the Professional Appointments' employment section of Saturday's West Australian newspaper or alternatively a small advertisement directing applicants to our website. In addition advertisements will be placed in other print and electronic media approved by the Client. The position will also be advertised on LO-GO Appointments' web page [www.logoapp.com.au](http://www.logoapp.com.au) and [www.seek.com.au](http://www.seek.com.au) providing additional exposure at no extra cost.
- The proposed closing date for applications would normally be set at approximately three weeks from the commencement of advertising.
- Application information packages are prepared including the Position Description, Selection Criteria, Employment Contract, and other relevant documentation such as Council and community details which may assist in attracting top quality applicants.
- Application packages are forwarded to candidates and all enquiries followed-up to retain as many applicants as possible throughout the process.
- As part of our Candidate Care program, all candidates responding to advertisements receive all the information they require and have the opportunity to ask questions and have personal contact with the key Consultant. A courtesy reminder of the closing date for applications is provided to each potential candidate at least four working days prior to the close of applications. Feedback is sought from candidates in relation to their intentions to apply or not apply as well as the reasons for that decision.
- All applicants receive formal acknowledgement of their application.

### ➤ **Executive Searches**

A nationwide search is carried out of our extensive database of registered candidates. Local Government professionals and senior executives from public and private sectors are constantly registering their interest in senior Local Government positions with LO-GO Appointments. Candidates are profiled in relation to their previous experience, qualifications, skills and expectations. Suitable candidates are contacted to ascertain their interest in the position.

➤ **Written Applications**

Candidates are initially assessed through the critical evaluation of their written application. It is proposed that this be measured by recording a weighted score against key selection criteria including cultural fit, previous work history, experience, qualifications and referee reports. Candidates scoring highly against key selection criteria in their written applications shall be invited to an interview and assessed using a similar evaluation process.

➤ **Interviews**

Candidates to be interviewed are selected on the merits of their written application against the selection criteria. We recommend interviews for the final shortlisted candidates are held in York and conducted by the Council Interview Panel. Interview questions include behavioural based questions to determine a candidate's suitability for the role as well as their motivation in applying for the role.

If the Council prefers, and in order to keep costs to a minimum, we also offer a professionally supported video linkup service for interviews. The video linkup is a reliable service and is a cost effective alternative to having to pay for airfares, travel reimbursement and/or accommodation for interviewees.

➤ **Representation on Interview Panel**

LO-GO Appointments Manager and Executive Director will be available to attend final interviews either as members of the interview panel or as observers.

➤ **Reference Checking**

Thorough referee checks are carried out on all candidates invited to an interview. Again, our objective here is to determine how closely each candidate meets your selection criteria.

➤ **Employment Assessments**

Applicants selected for referral for final interview can undergo psychometric or other employment assessment at your request. This may be required, for example, to enhance profiling in areas such as leadership potential, personality and aptitude. Employment assessments such as psychometric testing may be arranged through LO-GO Appointments at an additional cost.

➤ **Client Interview and Candidate Selection**

On completion of the screening process, candidates who best meet the requirements of the position are referred to you for final interview. We provide each candidate's initial application, referee reports, recommendations and comments. Also provided are suggested questions for your interview panel and advice on the interview process if this is required.

LO-GO Appointments makes all the necessary arrangements for candidates to be in attendance at the selected location for final interviews.

➤ **Appointment of Candidate**

Once the successful candidate has accepted the position, and within the negotiation period, LO-GO Appointments will check qualifications, arrange a pre-employment medical, police clearance and coordinate relocation as required. Once the Council has secured a contract with the successful candidate all *unsuccessful* candidates will be notified of the outcome. Feedback will be provided to unsuccessful candidates on request.

➤ **After Placement Service**

Following the placement of the successful candidate and throughout the guarantee period, LO-GO Appointments will be available for advice and assistance on any matter related to the recruitment and appointment.

**LEGISLATIVE COMPLIANCE**

Applicants for senior executive positions are assessed using the Department of Local Government’s operational guidelines and “Gender Diversity and the Selection of CEO’s and Senior Staff in Local Government.” We also have extensive experience preparing contracts for Senior Staff.

**PRICING – FEES & ADDITIONAL EXPENSES**

**Option 1**

Our fee for the recruitment for the position of a Chief Executive Officer for the Shire of York (Band 3) will be 8% of the cash component only of the salary package, plus GST, i.e. does not include superannuation, housing, vehicle allowance, etc.

As Principal Sponsors of LGMA we offer a discount to Corporate Council Members (CCM) of the LGMA, and as the Shire of York is a Corporate Council Member of this organisation we would provide a discount of 8% on our services when invoicing. In this instance, as a Band 3 Council, the discount would probably be in the order of between \$900 and \$1,100.

<i>e.g. Cash Component of CEO Package:</i>	<i>\$150,000</i>
<i>LO-GO Appointments’ Fee (8%)</i>	<i>\$ 12,000</i>
<i>Less discount for being an LGMA CCM:</i>	<i>\$ 960</i>

**Option 2**

Alternatively, if Council wishes to use part of our services the hourly rate is \$135 plus GST.

**Additional Expenses**

The following expenses (if any) are not included in the service fee and shall be charged to the Council at cost.

- Advertising expenses
- Travel, accommodation and meals
- Interview/Meeting Video Linkup Services
- External employment assessments
- Medical assessments
- Police clearances

In the unlikely event that LO-GO Appointments is unable to attract an applicant suitable to the position and the Council, a charge of \$1,500.00 will be charged to the Council to recover basic costs incurred in the provision of services.

**GUARANTEE**

LO-GO Appointments guarantees the suitability of all appointments. The guarantee period for permanent placements is three (3) months from the date of appointment.

Should the appointed person resign or be terminated by Council within the agreed guarantee period, we will conduct the same recruitment process again at a reduced professional service fee.



## LIST OF PREVIOUS ASSIGNMENTS

In the last two years we have recruited for senior appointments such as Chief Executive Officers, Engineering/Technical Services Managers, Finance Managers, Corporate and Community Services Directors, Human Resource Managers, Environmental Health Officers etc. at the following Councils.

- Shire of Boddington
- Shire of Broome
- Shire of Bruce Rock
- City of Canning
- Shire of Christmas Island
- City of Cockburn
- Shire of Cue
- Shire of Cunderdin
- Shire of East Pilbara
- City of Geraldton – Greenough
- City of Kalgoorlie-Boulder
- Shire of Kent
- Town of Kwinana
- Shire of Lake Grace
- City of Melville
- Shire of Narembeen
- Shire of Northam
- Town of Port Hedland
- Shire of Ravensthorpe
- Shire of Roebourne
- City of Subiaco
- Town of Victoria Park
- Shire of Yalgoo

## REFEREES

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## CONFIDENTIALITY

Personal information collected from candidates and referees for the position advertised shall only be used for the purposes of determining their suitability for the position. Both candidates and referees are advised of the purposes for which their information will be used and their subsequent rights under the **Privacy Act**.