

Special Council Minutes Index – 9 February 2023

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MINUTES

For the Special Meeting of Council held in the Council Chambers on **Thursday, 9 February 2023** commencing at 5.30pm, called for consideration of the following;

1. 1RFT 01-22/23 Design and Construct of Greenbushes Car Park
2. Awarding of Contract and Budget Amendment – Detailed Design Greenbushes Youth Precinct and Construction of Stage 1 works – Skate Park, Court, Shelter and Path
3. Chief Executive Officer Recruitment Process.

Opening of Meeting

The Presiding Member opened the meeting at 5.31pm.

Acknowledgment of Country

We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.

Attendance & Apologies

President	- Cr J Mountford
Councillors	- J Boyle
	- E Browne
	- M Christensen
	- T Lansdell
	- S Mahoney
	- A Pratico
	- P Quinby
	- A Rose
Officers	- T Clynch, Chief Executive Officer
	- P St John, Director Development, Community & Infrastructure
	- M Larkworthy, Director Corporate Services
	- E Matthews, Executive Assistant
	- M Richards, Manager Community Services

Attendance of Gallery - Nil

Public Question Time - Nil

Petitions/Deputations/Presentations – Nil

Comments on Agenda Items by Parties with an Interest – Nil

Notification of Disclosures of Interest

Section 5.65 or 5.70 of the Local Government Act requires a Member or Officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under Section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow a Member to speak, the extent of the interest must also be stated.

Name	Tim Clynh
Type of Interest	Financial
Item No.	SpC.01/0223 Chief Executive Officer Recruitment Process
Nature of Interest	Relates to possible future employment.

Business Items

The CEO, being the author of the agenda item, declares a financial interest in the item due to the report relating to possible future employment. This report has been prepared by the CEO as the CEO recruitment process has yet to commence. Assuming council commences the recruitment process the current CEO will not have input into any further reports on this matter.

Philip St John, Michelle Larkworthy, Megan Richards and Esther Matthews vacated the meeting at 5.34pm.

ITEM NO.	SpC.01/0223	FILE REF.	
SUBJECT	Chief Executive Officer Recruitment Process		
PROPONENT	Council		
OFFICER	Chief Executive Officer		
DATE OF REPORT	7 February 2022		

- | | |
|--------------|--|
| Attachment 1 | Schedule 2 (Model standards for CEO recruitment, performance and termination) of the Local Government (Administration) Regulations |
| Attachment 2 | Shire of Bridgetown-Greenbushes Standards for CEO Recruitment, Performance and Termination |
| Attachment 3 | Draft Instrument of Appointment for CEO Recruitment Committee |
| Attachment 4 | Draft Selection Criteria for Nominations for Independent Person on CEO Recruitment Committee |

Attachment 5 Scope for Human Resource Consultant to Assist CEO Recruitment Committee

OFFICER RECOMMENDATION

That Council:

1. *Notes that the contract of employment for the Chief Executive Officer Mr Tim Clynch expires on 4 January 2024*
2. *Notes that as Mr Clynch has served in the position of Chief Executive Officer for a period of more than 10 years Council is required under Schedule 2 (Model standards for CEO recruitment, performance and termination) of the Local Government (Administration) Regulations 1996 to carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of Mr Clynch's contract of employment*
3. *Resolves to commence the Chief Executive Recruitment Process from February 2023*
4. *Establishes a CEO Recruitment Committee*
5. *Determines the number of councillors to be members of the CEO Recruitment Committee and appoints that number of councillors as members*
6. *Approves the Instrument of Appointment for the CEO Recruitment Committee as per Attachment 3, incorporating the number of councillor representatives resolved in Part 5*
7. *Authorises the Presiding Member of the CEO Recruitment Committee to call for a 2 week period expressions of interest from members of the Shire of Bridgetown-Greenbushes' community to nominate for the position of independent person position on the CEO Recruitment Committee. The nomination form for persons seeking the position of independent person is to include the selection criteria contained in Attachment 4*
8. *Endorses the scope (as contained in Attachment 5) for the CEO recruitment process and authorises the CEO's nominated officer to forward the scope to the following human resource consultancy firms seeking a quote/proposal to undertake the work specified in the scope in assisting the CEO Recruitment Committee with the recruitment and selection processes:*
 - *Gerard Daniels*
 - *Beilby Downing Teal*
 - *Mills Recruitment*
 - *Leading Roles*
 - *LO-GO Appointments*
 - *Ohura Consulting*
 - *Lester Blades*
 - *Price Consulting Group*
9. *Notes that the selection of the human resource consultant will be a decision of Council with the associated expenditure to be addressed in the mid-year budget review.*

Summary/Purpose

The purpose of this agenda item is to:

- Note the expiry of the current CEO's contract of employment on 4 January 2024 and accordingly the requirement under legislation to commence a recruitment process for the position of CEO.
- Resolve to commence the CEO recruitment process.
- Establish a CEO Recruitment Committee and the membership of that committee.
- Commence a process for selection of an independent person to the CEO Recruitment Committee.
- Endorse a scope to be sent to selected human resource consultants seeking quotes/proposals to assist the CEO Recruitment Committee in the recruitment/selection process.

Background

The contract of employment for the Chief Executive Officer Mr Tim Clynych expires on 4 January 2024. As the current CEO has served in the position for a period of more than 10 years Council is required under Schedule 2 (Model Standards for CEO recruitment, performance and termination) of the Local Government (Administration) Regulations to carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the current CEO's contract of employment.

In 2019 the requirements for the recruitment of a Chief Executive Officer changed. The minimum requirements that now must be met are:

- The Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- The Council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- The Council has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of a local government.
- The local government attracts applicants through a transparent, open and competitive process. The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- The council has endorsed by absolute majority the final appointment.
- The council has approved the employment contract by absolute majority.

- The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

There are several decisions that must be made during the recruitment of a CEO, however the decisions to be made prior to advertising are:

1. The establishment of a CEO Recruitment Committee; The establishment of this Committee is required to be a decision of Council and the appointment of members to the committee must be an Absolute Majority decision of Council.
2. The selection of an Independent Member for the CEO Recruitment Committee; Council can run either an open or closed process for the recruitment of the Independent Member.
3. The Approval of the Job Description Form (JDF).
4. Determination of selection criteria.
5. The appointment of a Human Resource Consultant if one is to be used. If a Human Resource consultant is appointed, they will have the expertise to assist the CEO Recruitment Committee in the process.

Councils are required to establish a selection panel (CEO Recruitment Committee) to conduct and facilitate the recruitment and selection process. The Committee should be made up of councillors (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of a local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government
- former elected members (such as a Mayor or Shire President) or staff members of another local government
- a prominent or highly regarded member of the community
- a person with experience in the recruitment of CEOs and senior executives.

Officer Comment

The recommendations contained in this agenda item were derived from an informal meeting of the CEO Performance Review Committee held on 6 February 2022. The meeting was informal as the subject of CEO recruitment is outside the objectives and purposes of the committee however the members of that committee believed it important to provide some direction to Council on the matters.

If the officer recommendation is endorsed the process for the CEO recruitment process can commence almost immediately with the request for quote/proposal to be sent to 8 shortlisted human resource consultants. The purpose of appointing a human resources consultant is to assist the CEO Recruitment Committee in the recruitment/selection process.

The newly formed CEO Recruitment Committee can meet with its initial item of business being to review the Job Description Form (JDF) for the position of CEO. The updated JDF will require formal council endorsement and this can occur simultaneous with council appointing the human resource consultant and independent member of the committee. With the selection processes for both the human resources consultant and the independent member to occur almost immediately and scheduled to run for 2 weeks the presentation of these matters to Council could be considered at a Special Council meeting in early March 2023 rather than waiting for the ordinary council meeting at the end of March.

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Integrated Planning

- Strategic Community Plan - Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning – Nil

Policy Implications

Council has adopted Standards for CEO Recruitment, Performance and Termination consistent with Schedule 2 (Model standards for CEO recruitment, performance and termination) of the *Local Government (Administration) Regulations 1996*.

Budget Implications

The position of independent member on the CEO Recruitment Committee is a voluntary, unpaid position.

The costs of engaging a human resources consultant are expected to range between \$10,000 and \$50,000. Council's 2022/23 budget doesn't contain expenditure for this purpose therefore Council will have to incur unbudgeted expenditure for an appointment. This cost can be recognised in the mid-year budget review, scheduled to be presented to the ordinary March council meeting.

Whole of Life Accounting - Nil

Risk Management

If the process of CEO Recruitment is not handled properly, there may be some non-compliance with the legislation. With such an occurrence being unlikely and the consequences high the risk factor is considered medium under Council's Risk Management Policy.

Voting Requirements

Absolute Majority for establishment of CEO Recruitment Committee, Simple Majority for remainder.

Moved Cr Rose, Seconded Cr Browne

That Council:

1. Notes that the contract of employment for the Chief Executive Officer Mr Tim Clynych expires on 4 January 2024
2. Notes that as Mr Clynych has served in the position of Chief Executive Officer for a period of more than 10 years Council is required under Schedule 2 (Model standards for CEO recruitment, performance and termination) of the *Local Government (Administration) Regulations 1996* to carry out a recruitment and

selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of Mr Clynych's contract of employment

3. Resolves to commence the Chief Executive Recruitment Process from February 2023
4. Establishes a CEO Recruitment Committee
5. Determines the number of councillors to be members of the CEO Recruitment Committee and appoints that number of councillors as members
6. Approves the Instrument of Appointment for the CEO Recruitment Committee as per Attachment 3, incorporating the number of councillor representatives resolved in Part 5
7. Authorises the Presiding Member of the CEO Recruitment Committee to call for a 2 week period expressions of interest from members of the Shire of Bridgetown-Greenbushes' community to nominate for the position of independent person position on the CEO Recruitment Committee. The nomination form for persons seeking the position of independent person is to include the selection criteria contained in Attachment 4
8. Endorses the scope (as contained in Attachment 5) for the CEO recruitment process and authorises the CEO's nominated officer to forward the scope to the following human resource consultancy firms seeking a quote/proposal to undertake the work specified in the scope in assisting the CEO Recruitment Committee with the recruitment and selection processes:
 - Gerard Daniels
 - Beilby Downing Teal
 - Mills Recruitment
 - Leading Roles
 - LO-GO Appointments
 - Ohura Consulting
 - Lester Blades
 - Price Consulting Group
9. Notes that the selection of the human resource consultant will be a decision of Council with the associated expenditure to be addressed in the mid-year budget review.

Council Decision ***Moved Cr Mahoney, Seconded Cr Rose***
SpC.01/0223 That Council invoke clause 18.1 of the Standing Orders at 5.36pm to allow for informal discussion.

Carried 9/0

Council Decision ***Moved Cr Mahoney, Seconded Cr Boyle***
SpC.01/0223a That application of clause 18.1 of the Standing Orders cease at 6.01pm.

Carried 9/0

Amendment

Moved Cr Rose, Seconded Cr Browne

That the motion be amended as follows:

1. Part 5 – the number of councillors to be members of the CEO Recruitment Committee is to be 9 (being all councillors). Furthermore appoints the Shire President Cr Mountford as Presiding Member and the Deputy President Cr Mahoney as Deputy Presiding Member.
2. Part 7 – reword to:
“Call for expressions of interest from members of the Shire of Bridgetown-Greenbushes community to nominate for the position of independent person position on the CEO Recruitment Committee. The nomination form for persons seeking the position of independent person is to include the selection criteria contained in Attachment 4 with the closing date for receipt of nominations to be 5.00pm, Monday 27 February 2023”.
3. Part 8 – add “Hunter Executive” to the list of HR consultancy firms.
4. Part 8 – add “that the CEO’s nominated officer advertise for expressions of interest in ‘The West Australian’ to enable other recruitment consultants to consider submitting a proposal”.
5. Part 8 – endorse the scope subject to the following task being added - “include performing reference checks”

Carried 9/0

The amendment was incorporated into the substantive motion and was put.

Council Decision

Moved Cr Rose, Seconded Cr Browne

Spc.01/0223b

That Council:

1. ***Notes that the contract of employment for the Chief Executive Officer Mr Tim Clynych expires on 4 January 2024***
2. ***Notes that as Mr Clynych has served in the position of Chief Executive Officer for a period of more than 10 years Council is required under Schedule 2 (Model standards for CEO recruitment, performance and termination) of the Local Government (Administration) Regulations 1996 to carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of Mr Clynych’s contract of employment***
3. ***Resolves to commence the Chief Executive Recruitment Process from February 2023***
4. ***Establishes a CEO Recruitment Committee***
5. ***Determines the number of councillors to be members of the CEO Recruitment Committee to be 9 (being all councillors) and appoints that number of councillors as members. Furthermore Council appoints the Shire President Cr Mountford as Presiding Member and the Deputy President Cr Mahoney as Deputy Presiding Member***
6. ***Approves the Instrument of Appointment for the CEO Recruitment Committee as per Attachment 3, incorporating the number of councillor representatives resolved in Part 5***

- 7. Call for expressions of interest from members of the Shire of Bridgetown-Greenbushes community to nominate for the position of independent person position on the CEO Recruitment Committee. The nomination form for persons seeking the position of independent person is to include the selection criteria contained in Attachment 4 with the closing date for receipt of nominations to be 5.00pm, Monday 27 February 2023**
- 8. Endorses the scope (as contained in Attachment 5) for the CEO recruitment process subject to the following task being added - “include performing reference checks”. Council authorises the CEO’s nominated officer to forward the scope to the following human resource consultancy firms seeking a quote/proposal to undertake the work specified in the scope in assisting the CEO Recruitment Committee with the recruitment and selection processes:**
 - **Gerard Daniels**
 - **Beilby Downing Teal**
 - **Mills Recruitment**
 - **Leading Roles**
 - **LO-GO Appointments**
 - **Ohura Consulting**
 - **Lester Blades**
 - **Price Consulting Group**
 - **Hunter Executive**

Furthermore that the CEO’s nominated officer advertise for expressions of interest in ‘The West Australian’ to enable other recruitment consultants to consider submitting a proposal

- 9. Notes that the selection of the human resource consultant will be a decision of Council with the associated expenditure to be addressed in the mid-year budget review.**

Carried by Absolute Majority 9/0

Philip St John, Michelle Larkworthy, Megan Richards and Esther Matthews returned to the meeting at 6.06pm.
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In accordance with s.5.23(2) of the *Local Government Act 1995*, the CEO has recommended items SpC.02/0223 and SpC.03/0223 be considered behind closed doors as the subject matter relates to the following matter prescribed by Section 5.23(2):

- A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of these items are to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

Council Decision ***Moved Cr Quinby, Seconded Cr Pratico***
SpC.02/0223 ***That Council go behind closed doors at 6.06pm.***

Carried 9/0

ITEM NO.	SpC.02/0223	FILE REF.	
SUBJECT	RFT01 - 22/23 Design and Construct of Greenbushes Car Park		
PROPONENT	Shire of Bridgetown-Greenbushes		
OFFICER	Chief Executive Officer		
DATE OF REPORT	6 February 2022		

Attachment 6 Bridgetown-Greenbushes Car Park Tender RFT01-2223 D&C
Confidential Tender Assessment Report (Confidential)

Council Decision ***Moved Cr Pratico, Seconded Cr Lansdell***
SpC.02/0223a ***That Council:***

1. ***Award Tender RFT01 – 22/23 ‘Design and Construct of Greenbushes Car Park’ to BCP Contractors Pty Ltd (ABN: 24 602 859 405) and authorises the Chief Executive Officer to finalise and execute a contract to complete the works in accordance with BCP Contractors Pty Ltd’s tender, inclusive of both separable portions A and B (with Separable Portion B subject to PTA approval of the design to the satisfaction of the Shire) for the lump sum price of \$568,420.57 (ex. GST).***
2. ***Amend its 2022/23 budget as follows:***
 - i. ***Transfer an amount of \$51,864 from the Strategic Projects Reserve to fund the additional expenditure of the Greenbushes CBD Parking & Safety Enhancement Project.***
 - ii. ***Expenditure Account 1410040 Job No. CP05 ‘Major Strategic Project Greenbushes CBD Parking & Safety Enhancement Project’ – increase by \$57,624 from \$610,796 to \$668,420.***
 - iii. ***Income Account 1414130 ‘Car Park Grants & Contributions’ – increase by \$7,760 from \$605,282 to \$613,042.***

Carried 9/0

ITEM NO.	SpC.03/0223	FILE REF.	500
SUBJECT	Greenbushes Youth Precinct Detailed Design and Construct RFQ Acceptance		
PROPONENT	Council		
OFFICER	Manager Community Services		
DATE OF REPORT	February 2022		

Attachment 7 Greenbushes Youth Precinct Concept Design and Report

Council Decision *Moved Cr Lansdell, Seconded Cr Pratico*

SpC.03/0223 *That Council:*

- 1. Accept the proposal from Skate Sculpture dated 1 February 2023 for the detailed design and construction of elements of the Greenbushes Youth Precinct (stage 1) including Skate Park, Quarter Basketball Court, Shelter and Outdoor Furniture in accordance with the Greenbushes Youth Precinct Plan and Report for the contract value of \$483,104.70**
- 2. Authorise the Chief Executive Officer to negotiate cost elements of the contract as long as the total value of the contract does not exceed \$483,105**
- 3. Amend the 2022/23 budget by;**
 - i. increasing the expenditure allocation of Job No. 22IN 'Major Strategic Project – Greenbushes Youth Precinct' by \$33,105, from \$450,000 to \$483,105**
 - ii. increasing income in account 1344530.92 'Other Recreation and Sport Contributions/Reimbursements' by \$160,000 from \$191,564 to \$351,564**
 - iii. decreasing income in account 1344230.65 'Other Recreation and Sport Grants' by \$125,000 from \$283,164 to \$158,164**
- 4. Determine that, in the event that a third party contribution of less than \$160,000 is received for this project by 31 March 2023, that the funding shortfall be allocated from the Strategic Projects Reserve, and that a formal budget amendment report to ratify this will be prepared at that time should this be necessary**
- 5. Transfer an amount up to \$35,000 from the Strategic Projects Reserve to fund contingency and project management costs for Stage 1 of the project.**

Carried 9/0

Council Decision *Moved Cr Boyle, Seconded Cr Browne*

SpC.03/0223a *That Council come out from behind closed doors at 6.12pm.*

Carried 9/0

At 6.12pm Council opened the doors to the meeting. It was noted that no members of the public returned to the meeting.

Closure

The Presiding Member closed the meeting at 6.13pm.

List of Attachments

Attachment	Item No.	Details
1	SpC.01/0223	Schedule 2 (Model standards for CEO recruitment, performance and termination) of the Local Government (Administration) Regulations
2	SpC.01/0223	Shire of Bridgetown-Greenbushes Standards for CEO Recruitment, Performance and Termination
3	SpC.01/0223	Draft Instrument of Appointment for CEO Recruitment Committee
4	SpC.01/0223	Draft Selection Criteria for Nominations for Independent Person on CEO Recruitment Committee
5	SpC.01/0223	Scope for Human Resource Consultant to Assist CEO Recruitment Committee
6	SpC.02/0223	Bridgetown-Greenbushes Car Park Tender RFT01-2223 D&C Confidential Tender Assessment Report (Confidential)
7	SpC.03/0223	Greenbushes Youth Precinct Concept Design and Report

Minute Papers prepared and recommended by E Matthews, Executive Assistant



13 February 2023

Minute Papers authorised by T Clynch, CEO



13 February 2023

As Presiding Member, I certify that the Minutes of the Special Council Meeting held 9 February 2023 were confirmed as a true and correct record of the proceedings of that meeting at the Ordinary Meeting of Council held on Thursday 23 February 2023.

..... 23 February 2023



Western Australia

Local Government Act 1995

Local Government (Administration) Regulations 1996

Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

[Heading inserted: SL 2021/14 r. 7.]

Division 1 — Preliminary provisions

[Heading inserted: SL 2021/14 r. 7.]

1. Citation

These are the *[insert name of local government] Standards for CEO Recruitment, Performance and Termination*.

[Clause 1 inserted: SL 2021/14 r. 7.]

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

[Clause 2 inserted: SL 2021/14 r. 7.]

Division 2 — Standards for recruitment of CEOs

[Heading inserted: SL 2021/14 r. 7.]

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

[Clause 3 inserted: SL 2021/14 r. 7.]

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

[Clause 4 inserted: SL 2021/14 r. 7.]

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
- (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

[Clause 5 inserted: SL 2021/14 r. 7.]

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

[Clause 6 inserted: SL 2021/14 r. 7.]

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

[Clause 7 inserted: SL 2021/14 r. 7.]

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
- independent person* means a person other than any of the following —
- (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
- (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

[Clause 8 inserted: SL 2021/14 r. 7.]

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

[Clause 9 inserted: SL 2021/14 r. 7.]

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and

- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

[Clause 10 inserted: SL 2021/14 r. 7.]

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

[Clause 11 inserted: SL 2021/14 r. 7.]

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

[Clause 12 inserted: SL 2021/14 r. 7.]

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that

- period commenced before, on or after
commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed
since a recruitment and selection process for the
position was carried out, whether that process was
carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that
they wish to have their contract of employment renewed upon
its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment,
the local government must carry out a recruitment and selection
process in accordance with these standards to select a person to be
employed in the position of CEO after the expiry of the incumbent
CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of
employment from being renewed upon its expiry if the incumbent
CEO is selected in the recruitment and selection process referred to in
subclause (3) to be employed in the position of CEO.

[Clause 13 inserted: SL 2021/14 r. 7.]

14. Confidentiality of information

The local government must ensure that information provided to, or
obtained by, the local government in the course of a recruitment and
selection process for the position of CEO is not disclosed, or made
use of, except for the purpose of, or in connection with, that
recruitment and selection process.

[Clause 14 inserted: SL 2021/14 r. 7.]

Division 3 — Standards for review of performance of CEOs

[Heading inserted: SL 2021/14 r. 7.]

15. Overview of Division

This Division sets out standards to be observed by the local
government in relation to the review of the performance of CEOs.

[Clause 15 inserted: SL 2021/14 r. 7.]

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

[Clause 16 inserted: SL 2021/14 r. 7.]

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

[Clause 17 inserted: SL 2021/14 r. 7.]

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

[Clause 18 inserted: SL 2021/14 r. 7.]

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

[Clause 19 inserted: SL 2021/14 r. 7.]

Division 4 — Standards for termination of employment of CEOs

[Heading inserted: SL 2021/14 r. 7.]

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

[Clause 20 inserted: SL 2021/14 r. 7.]

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

[Clause 21 inserted: SL 2021/14 r. 7.]

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

[Clause 22 inserted: SL 2021/14 r. 7.]

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

[Clause 23 inserted: SL 2021/14 r. 7.]

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

[Clause 24 inserted: SL 2021/14 r. 7.]



Adopted Standards for CEO Recruitment, Performance and Termination

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Bridgetown-Greenbushes Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the

Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in

addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.



**CEO PERFORMANCE REVIEW COMMITTEE
(2023-2024)**

INSTRUMENT OF APPOINTMENT & DELEGATION

1. Introduction

The Council of the Shire of Bridgetown-Greenbushes (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8, 5.9(2)(a) and 5.16 of the *Local Government Act 1995*, such committee to be known as the CEO Performance Review Committee (hereinafter called the "Committee").

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Shire of Bridgetown-Greenbushes and this Instrument.

2. Name

The name of the Committee shall be the *CEO Performance Review Committee*.

3. Objectives

As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.

4. Membership

Committee membership will consist of;

- three (3) elected members
- one (1) independent person.

5. Presiding Member

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Bridgetown-Greenbushes Standing Orders.

6. Meetings

Meetings of the Committee shall be held as required or determined by the Committee Members.

6.1 Notice of meetings shall be given to members at least 1 week prior to each meeting.

6.2 The Presiding Member shall ensure that minutes of agreed outcomes of all meetings are kept and shall, not later than 10 days after each meeting, provide Council with a copy of such minutes.

6.3 All members of the Committee shall have one vote and shall vote.

7. Quorum

Quorum for a meeting shall be 2.

8. Delegated Powers

The CEO Performance Review Committee has no delegated authority beyond the objectives outlined in clause 3 of this Instrument.

As a minimum, the Committee will report to Council twice each year.

9. Termination of Committee

Termination of the Committee shall be at the direction of Council.

10. Amendment to the Instrument of Appointment and Delegation

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee. Alterations shall not contravene the contract of employment.

11. Committee Decisions

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

SELECTION CRITERIA

INDEPENDENT PERSON TO BE A MEMBER OF CEO RECRUITMENT COMMITTEE

- 2+ week nomination period, commencing Friday 10 February 2023, closing 5.00pm Monday 27 February 2023.
- Nomination Form to be completed by applicants, addressing the following (no more than a single paragraph on each response):
 - Background – skills and knowledge (describe how your background, skills and knowledge can assist the Committee)
 - Why you would like to be a member of the Committee?
 - Would you have any conflicts of interest if you became a member of the Committee?
- Note that the position of independent member is an unpaid position



SCOPE

HUMAN RESOURCE CONSULTANT TO ASSIST SHIRE OF BRIDGETOWN-GREENBUSHES IN CEO RECRUITMENT PROCESS

With the contract for the current CEO coming to an end in December 2023 the Shire of Bridgetown-Greenbushes will be required under legislation to run a recruitment process seeking to receive suitably qualified and interested applications for this position.

Council has determined the need for a human resources consultant to assist its CEO Recruitment Committee in the recruitment and selection processes. Accordingly Council seeks quotes from specialised consultants to assist with the recruitment process.

It is envisaged that the consultant will commence the process immediately and will provide advice to Council's CEO Recruitment Committee in this undertaking. Please see list below of tasks the consultant will be required to perform:

- development of selection criteria
- development of assessment methods in relation to the selection criteria
- draft and circulation of the advertisement
- executive search
- preliminary assessment with précis for each of the applications
- assist the selection committee to short list potential candidates
- drafting of potential interview questions
- coordinating interviews
- preparing the selection summary assessment and recommendation report to Council.
- arranging for an integrity check and/or police clearance
- assisting the council in preparing the employment contract.

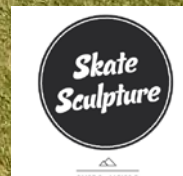
Your quotation must include either a fixed price or an hourly rate with estimation of hours as well as an outline of your preferred outline of the process.

Council will receive quotations of interest by 12 noon on Monday 27th February 2023.

Please send your proposal to Cr Jenny Mountford, Shire President at crmountford@bridgetown.wa.gov.au

Should you have any questions concerning this request please address them to the Shire's HR Officer Natalie Kais on 97610 800 or nkais@bridgetown.wa.gov.au

GREENBUSHES YOUTH PRECINCT CONCEPT DESIGN REPORT 2022

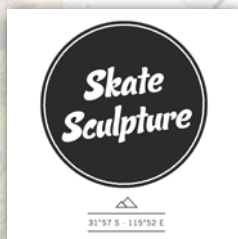


PROJECT NAME: GREENBUSHES YOUTH PRECINCT CONCEPT DESIGN
PROJECT NO: GRB303

PREPARED FOR:



PREPARED BY:



REVISIONS TABLE:

REVISION	DATE	ISSUE OR AMENDMENT	BY	REVIEWED
A	15.12.2022	ISSUED FOR CLIENT REVIEW	MAT DE KONING	TIM YUEN

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PROJECT INTRODUCTION

In 2021, the Shire of Bridgetown-Greenbushes engaged West Australian based skatepark firm Skate Sculpture to facilitate a series of community engagement sessions. A subsequent report, based on the results of the community engagement, was compiled by Skate Sculpture to present to Council as a tool to help inform their decisions regarding the future Greenbushes Youth Precinct.

Through community advocacy and conversations between staff and Council, the project evolved from looking at the cost of replacing the existing Greenbushes half pipe, to reviewing the entire existing skatepark and surrounding area with the intention of creating a modern Youth Precinct that reflects the wishes of the Greenbushes community.

In 2022, the Shire of Bridgetown Greenbushes contracted Skate Sculpture to create a concept design with accompanying cost estimation for the Greenbushes Youth Precinct. In response to feedback from the 2021 community consultation, the design was to include a skatepark, pump track, basketball court, shade shelter and connecting footpaths with soft landscaping.



SITE ANALYSIS



Founded in 1889, the town of Greenbushes is located 250km south of Perth with a population of 362 according to the 2016 census. Greenbushes' two major industries are mining and timber milling with tourism and art galleries also a strong component of Greenbushes' industry.

The proposed site for the future youth precinct is located between Blackwood road and Jephson street and is currently home to the Greenbushes Town Hall, a war memorial, car park, existing skatepark, open green space, a gazebo with BBQ and a children's playground covered with shade sails. The park is less than 50m from the Greenbushes Primary school, which will see the facility well activated before and after school, 155m from the community garden, and 415m from the Greenbushes Discovery Centre where tourists will be encouraged to visit the youth precinct. There are various food stores and cafes along Blackwood Road, making it easily accessible for precinct users to walk, skate or ride for refreshments.


The proposed site is already a hot spot for community gatherings, and with its proximity to the school and local businesses, plus the large area of open space available for development, this is the ideal location for the future Greenbushes Youth Precinct.

Existing Skatepark: The existing skatepark sits 10m from the Town Hall and consists of six skate objects: A ledge, fun box, bank, flat rail, quarter pipe and steel halfpipe. The halfpipe has been fenced off, deemed a safety hazard due to excessive rust and large holes. A quarterpipe, made from a steel frame with a concrete face and a plastic toe, is also dangerous due to the excessively high lip at the toe of the ramp, which could halt skateboard wheels and dislodge the rider. The remaining four objects have outdated design and construction characteristics that limit the functionality and overall appeal of the facility. As a result, the existing skatepark is underutilised and holds little future value. It is recommended that the existing skatepark be demolished and removed to make way for a new and improved facility.

GEOTECHNICAL INVESTIGATION

In August 2022, Perth Geotechnics carried out a geotechnical investigation of the proposed site. The geotechnical investigation consisted of a desktop study, site investigation, site classification, drainage recommendation, earthworks recommendation, bearing capacity, geotechnical design parameters, site subsoil class assignment and earthquake hazard factor.

Key findings include:

- The site is covered by concrete, asphalt, grasses and a few rocks on the surface.
 - Groundwater table was not observed at any of the boreholes up to the investigation depth of 1.7m below ground level. There is no record of groundwater depth found from the Dept. of water map.
 - The site is covered by concrete, asphalt, grasses and few rocks on surface
 - The site can be classified to 'S' site classification, by conducting following earthwork remediation measures at (Sec. 6.4.3). The characteristic of surface movement is consider $0 < Y_s \leq 15\text{mm}$ in accordance with the definitions provided in Australian Standard AS2870 -2011. The soil suction change of 2.5 m is considered in this case.
 - Suitable materials for structural fill shall be a clean sand fill. The fill material at compaction should comprise sand that is free from oversized material (i.e. material $> 75\text{ mm}$ in any dimension), contains less than 5% fines (material passing 0.075 mm sieve), free from foreign material, organic material or other deleterious material. It should also be free from industrial waste, solid waste, or construction and demolition debris.
- 
- The loose to medium dense states of the in-situ soils suggest that the materials should be excavatable with standard earthmoving equipment (e.g. 10 to 20 tonne excavator). Temporary excavation up to 1 m depth can be conducted with a maximum dry slope angle of 2H:1V.
 - Onsite disposal of stormwater via soakwell is not appropriate for this site. We recommend to disposal of stormwater or roof runoff to offsite of the skate park or to the council drainage. The drainage system has to fulfil the requirements of Shire of Bridgetown-Greenbushes.

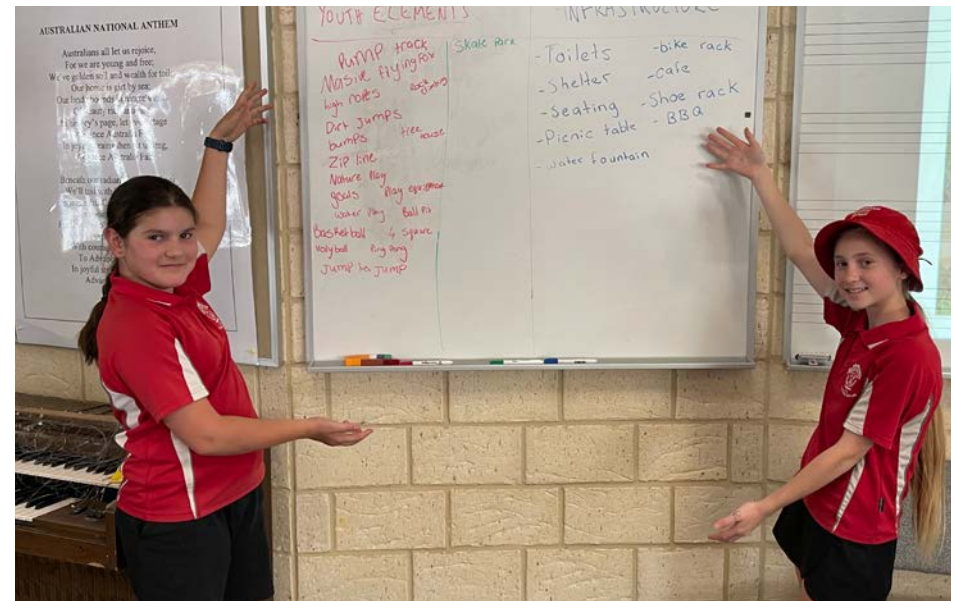
COMMUNITY CONSULTATION ONE

On the 26th of November 2021, Skate Sculpture staff Tim Yuen and Mat de Koning in collaboration with Shire of Bridgetown-Greenbushes Manager of Community Development Megan Richards, visited Greenbushes to conduct a site analysis and facilitate two community engagement sessions to inform future planning for the Greenbushes Youth Precinct. The day commenced with a workshop at Greenbushes Primary School attended by students from year's three to six.

After giving an overview of the project and informing participants how their involvement will help shape the future facility, students took part in a brainstorming activity where they called out the various attributes that make up a youth precinct. This included skate objects, youth elements and supporting infrastructure and were scribed in front of the class by two students.

The group then looked at the design of the Bridgetown Youth Precinct (pictured bottom right). Currently under construction and designed by Skate Sculpture and Common Ground. Once completed, the facility will include a small pump track, skate bowl, various street skating elements, shade structure with seating, basketball court and stage two parkour course, all complementing the existing Bridgetown Skatepark.

This review informed the participating students of the spatial parameters required when designing a youth precinct, and highlighted the attractions on offer in the neighbouring town of Bridgetown. (Continued on next page).



The Student were then encouraged to create their own designs of the Youth Precinct including their favourite elements on a 2D black and white aerial view of the proposed site. A catalogue of skate and non-skate based images were provided for inspiration and guidance. Once completed the students could present their designs to the other students and the Skate Sculpture design team.

The brief required students to include their top 2 youth elements, top 3 skate elements and top three infrastructure items. After deciding on their preferred elements and brainstorming potential spatial arrangements, each group applied their ideas to their design. This resulted in several youth precinct designs created by the students of Greenbushes Primary School.

Participants were then given a survey where they could register relevant statistics, nominate their personal design preferences, and express their closing thoughts to help shape the design of the Greenbushes Youth Precinct.

The engagement process was repeated after school at Thomson Park, adjacent to the proposed site. This session allowed Skate Sculpture to engage with a larger sector of the Greenbushes community including parents, business owners, Councillors, local residents and high school students who had returned from Bridgetown High School.

The event was supported by Grow Greenbushes and included a BBQ and free icy poles for all in attendance. The event was also covered by the local newspaper. In total, 48 people participated in the survey and design activities resulting in the following findings; See info-graphics



2021 CONSULTATION RESULTS

WE SPOKE TO

48 PARTICIPANTS



WHAT IS YOUR GENDER?

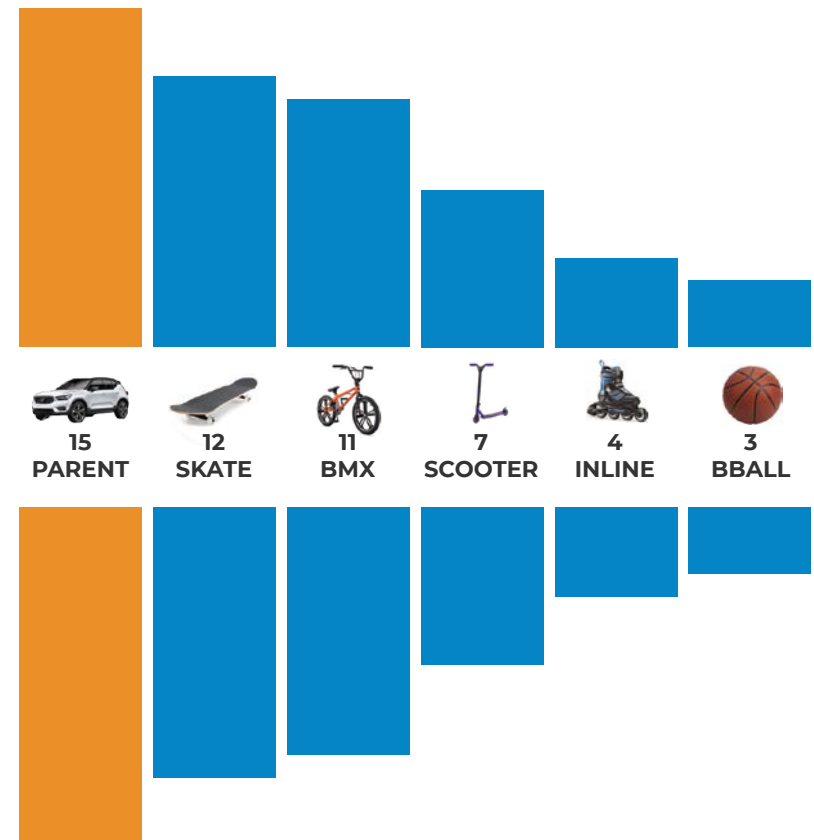
i19
MALE

i29
FEMALE

WHAT AGE GROUP ARE YOU IN?



HOW DO YOU ROLL?



MOST POPULAR YOUTH ELEMENTS

EACH PARTICIPANT ALLOTTED 6 POINTS

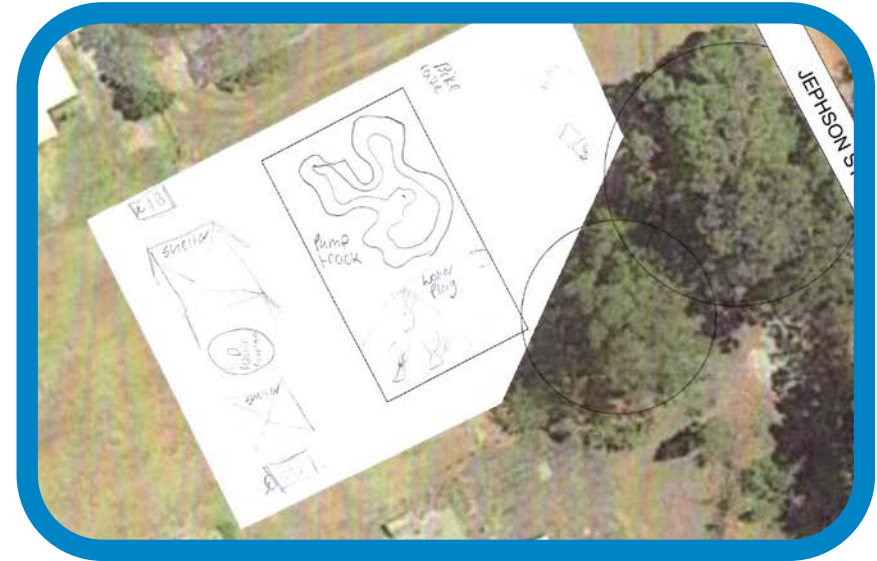
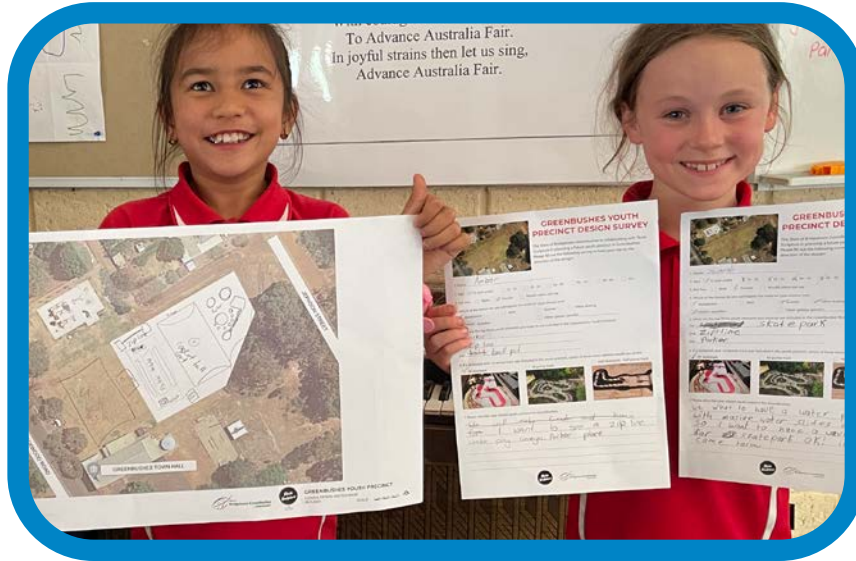


WHAT WOULD YOU PREFER?

EACH PARTICIPANT ALLOTTED 1 POINT



CONSULTATION RESULTS - COMMUNITY DESIGNS



CONSULTATION RESULTS - COMMUNITY COMMENTS



Please describe your dream youth precinct for Greenbushes:

- 👉 Somewhere for the children and their family to go. Plus bring more people to our community. - Susie
- 👉 Multiple aspects of skate, bike, basketball, jungle gym. - Brent
- 👉 Keep our kids happy, healthy and safe. - Granny Yohgu
- 👉 Greenscape, not too much fake shade & concrete everywhere. Access for all abilities. - Jazlyn
- 👉 A youth precinct made for a wide variety of ages & abilities. Considering younger children wanting to join in safely - Jillian
- 👉 I would really like to have a pump track that has big humps and bumps, plus water play. - Shenae
- 👉 I would like to see nature and trees incorporated into the park - Maddox
- 👉 Natural play area surrounded by pump track, upgraded skatepark with basketball court, water, sprinklers & SHADE - Tracie
- 👉 A place for young and old to hang out and get plenty of exercise - Vincent
- 👉 Lots of space for free skating, shade, seating for birthday parties with power supply, drink fountains, an area for younger siblings to learn to skate, a mural. - Jade
- 👉 Something for all ages, play ground and water-play, a track for all kind of wheels including wheel chairs. - Kelly
- 👉 Multi activity / trail hub. Greenbushes has a genuine opportunity to lay foundations, for a future hub with existing Bibulmun and Munda Biddi trails near by and MTB presence. These types of Hubs have lead to big economic benefits in other towns like Greenbushes. - Ryan
- 👉 I would like a hard obstacle course or parkour with rope to swing from to a platform. I would like it to be like a ninja warrior with gymnastics bar and platforms to jump from to other things. - Tessa

SUMMARY OF CONSULTATION ONE RESULTS

The design survey was undertaken by 60% female participants, 40% male, with the majority aged 12 and under. There was a fairly even number of participants in all other age categories, demonstrating a broad representation of Greenbushes community members.

Skateboarding was the most popular activity amongst participants closely followed by BMX riders, then scooter, in-line and basketball. 15% of participants were parents.

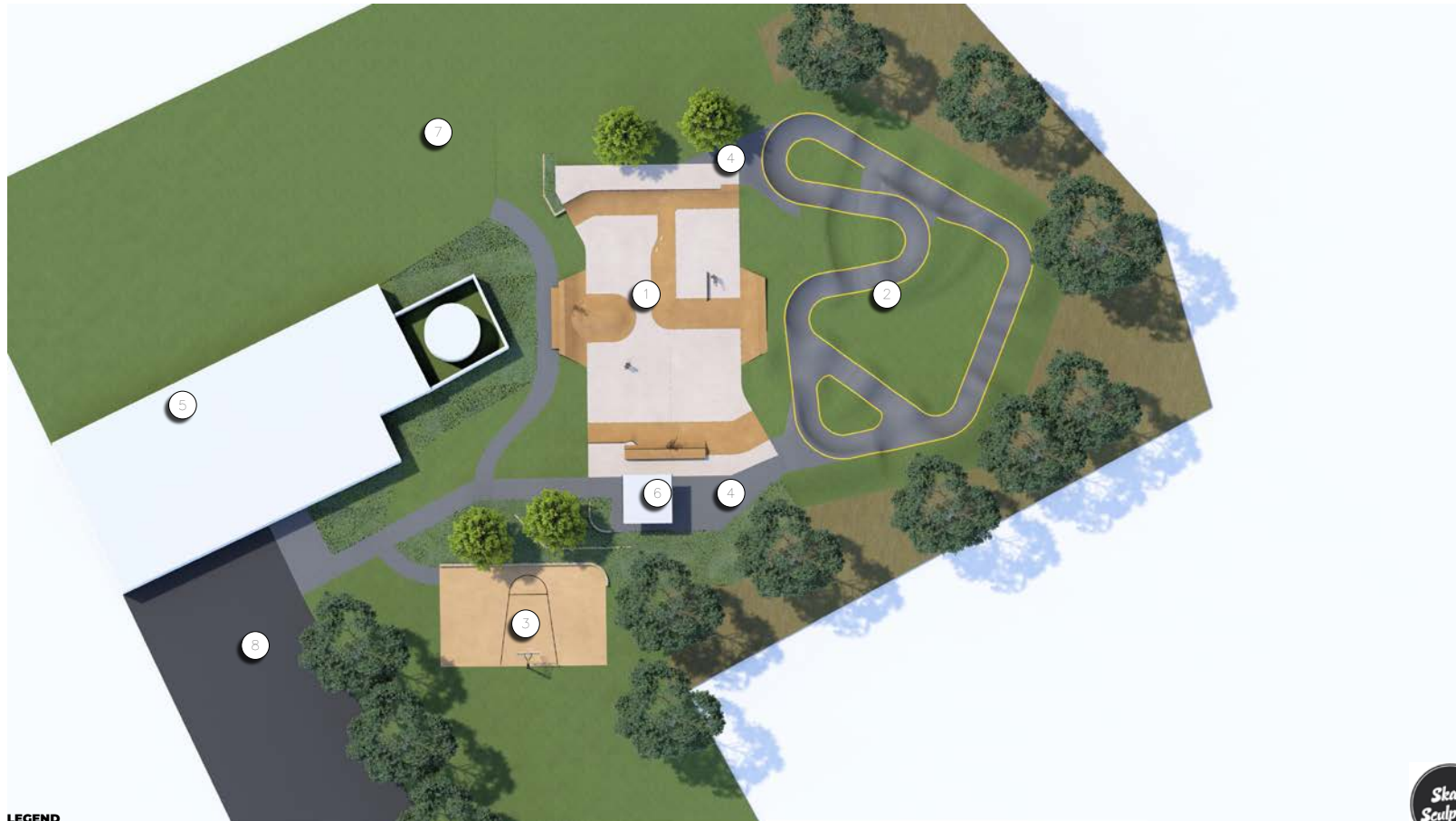
Based on a points system where participants were asked to rank their top three youth elements for Greenbushes, a skatepark was the clear winner at 80 points, closely followed by a pump track at 64 points. Basketball came in at 40 points. In 4th spot was parkour at 23 points, followed by water play at 14 points, and a jump track at 7 points.

When asked 'If a skatepark and / or pump track was included in the youth precinct, which of these three options would you prefer?' 50% of people nominated half skatepark / half pump track. 29% of people selected 'all pump track' with only 17% requesting 'all skatepark'. This result places more emphasis on the importance of a pump track, which is contradictory to the results of the previous question, and highlights the underlying demand for a pump track within the precinct.

The closing comments section demonstrated a desire for incorporating nature and providing ample shade for parents and riders alike. Some community members noted the need to cater for people of all ages and wanted the facility to attract more people to Greenbushes while providing a safe environment for young people. Many expressed a positive outlook on the social and physical opportunities this precinct will provide the people of Greenbushes.



FIRST DRAFT CONCEPT DESIGN LEGEND



LEGEND

- 1 SKATEPARK
- 2 PUMP TRACK
- 3 BASKETBALL COURT
- 4 SHARED HANGOUT LOCATION
- 5 TOWN HALL
- 6 SHELTER LOCATION
- 7 EXISTING GREEN SPACE
- 8 CAR PARK



▲
NORTH

GREENBUSHES YOUTH PRECINCT
CONCEPT MASTER PLAN

FIRST DRAFT CONCEPT DESIGN DESCRIPTION



Sitting at 380m², the Greenbushes Skatepark concept design paints a vision for a transition dominant flow park with a series of banks and quarter-pipes at the north, south, east and west ends to maximise lines and flow. At the north end of the skatepark, a 1400mm high transition wall with corner bend connects to a 600mm high island, creating a smaller 800mm high quarter-pipe for beginners learning how to drop-in. The coping then connects to a roll-in, allowing experienced riders to bypass the mini quarter pipe for increased speed.

The 600mm high island accommodates a 90-degree hip and out rail for street riders, plus a sideways transition wall, allowing transfers up and down the island. To the west of the island is an 850mm high slappy bank connected to a pump-bump for riders to maintain speed throughout the park.

The south end features a 1500mm high quarter pipe with mellow radius, connected to a 1050mm high quarter pipe on the west, and a 1050mm high street bank with corner blend on the east. This section provides transfer attractions, long coping for lengthy grinds and a street bank which serves as an ideal starting point to access to the island.

The skatepark is designed to complement the Bridgetown Skatepark by adding to the diversity of terrain on offer within the Shire of Bridgetown Greenbushes. The design caters to skate, scooter and bmx, presenting a selection of objects that will allow beginners to develop their skills while maintaining the interest of the more advanced riders.



The south-east skatepark platform serves as a starting point for the pump track, which offers a series of bumps and berms for riders to maintain momentum, challenge their ability to manoeuvre with speed and increase their physical endurance to ride longer and faster. The design is intended as an asphalt surface, accommodating skateboards, scooters, roller skates and bikes. The design can be ridden both clockwise and anticlockwise, with a joining section that allows riders to transfer mid run to change direction if the coast is clear.

At the southern end of the precinct is a quarter court basketball court with basketball and netball rings plus line markings on the court surface. The basketball court is connected by a path leading up to a 4X6m cantilever shade structure with a picnic table and chairs. This will be the central gathering spot for youth precinct users, providing a viewpoint to all three key components of the precinct.

The concept design maintains all existing trees, only requiring light soft landscaping surrounding the pump track and skatepark. The concrete uses a matching oxide on the skatepark and basketball court to visually connect the two attractions.

COMMUNITY CONSULTATION



On Thursday the 10th of November from 3pm-5pm, Skate Sculpture showcased the Greenbushes Youth Precinct concept design at the Greenbushes Community Hall. Torrential rains may have scared off some attendees, leaving a core group of highly invested community members with representation from local skaters, BMX riders, parents, residents, business owners, a councillor and several children under the age of ten.

Upon reviewing the concept design on site to gain a better sense of scale and placement, community members gave the following feedback;

- *Make a much bigger pump track, add a track for small kids and a skills bike track.*
- *Bigger jumps on the pump track*
- *Better Undercover Gazebo 5X5? So rain won't come in. Need lighting for evenings. Skills mountain bike bush track, native based natural materials would be amazing also.*
- *The seating area to tie into other park. The pump track to incorporate more with the natural environment and to have skills park using & saucing local supplies, using the natural contours.*
- *A 5 foot mini ramp undercover so it can be used all year round as there is nowhere else in the South West we can skate over winter. Lights please - pool coping.*
- *The open air gazebo probably needs to be more enclosed for the rain / wind as lots of people use this for kids parties.*
- *Add more nature to the bike path*
- *Sheltered seating is a must as it gets so windy and rainy. A small flat figure 8 for children 3+ near the seating area would be amazing.*
- *We need it because everything is dated.*





Existing Shelter



Polly Pave Jump Track



Asphalt Pump Track

The proposed shade shelter was considered too small by most in attendance, citing the need to accommodate larger numbers of spectators plus the ability to host parties and gatherings. An increase in size and additional picnic set was broadly requested.

Some parents expressed concern that the north facing cantilevered shelter will not protect spectators from the chilling winter winds and heavy rains. Some suggested having three walls similar to the existing shelter. However, this will limit visibility to sections of the youth precinct including the basketball court and parts of the pump track. The community has requested that shade shelter options including relocation and transparent walls be explored.

BMX riders noted the pump track had many similarities to the Bridgetown pump track, including the use of asphalt and a lack of jumps. Some parents enquired about the option of building with polly pave to give the facility a more earthy feel. Pros and cons of both asphalt and poly pave were discussed at the consultation including:

- Asphalt is a harder surface, accommodating a broader group of wheeled devices including skate, scooter, roller skates and BMX. Poly Pave is a softer surface mainly catering to BMX riders. For skateboarders to utilise poly pave, they generally need larger wheels to those used on a concrete skatepark.
- Asphalt is more expensive but requires less maintenance over a 20-year cycle.
- Polly Pave is a preferred option for creating large challenging jumps as it is more malleable to shape, more cost effective for the additional area required, and more forgiving on dislodged riders reducing injury.
- Polly pave has a more earthy feel and aesthetic.
- Polly pave will create a larger point of difference to the Bridgetown Pump Track.

The overarching pump track feedback requested 'a point of difference to the Bridgetown pump track' and 'the addition of challenging jumps while still ensuring the track can be completed by entry level riders'. Further investigation and consultation are required to reach a verdict on what material should be specified for the Greenbushes Pump / Jump Track.



Street ledges at Bridgetown Skatepark



Revised Design with Ochre Inspired Oxide



Space for mountain bike skills course

Parents of young children suggested a separate figure 8 path to give their kids somewhere to ride, away from the bigger kids. The lack of available space and budget plus the contours surrounding the shade shelter limit options of including a figure 8 track fit for young children. This is to be further reviewed in the detailed design.

The concrete oxide was briefly discussed with the idea of a more earthy tone such as Ochre suggested as a suitable match for Greenbushes.

A lack of simple street features in the skatepark was noted by skateboarders, with suggestions of adding a slappy curb, flat rail, or flat ledge. There are several ledges and rails already on offer in Bridgetown. The ability to flow throughout the Greenbushes skatepark is the concept design's appeal. Based on the available space and budget, the flow would be drastically limited with the addition of a flat ledge or rail. The community requested further review to try to locate a street item somewhere in the youth precinct.

Many made note that a mountain bike skills course is widely requested in Greenbushes, particularly amongst people working at the mine. The south-east corner of the lot provides an ideal space for a course of this nature, with a series of DIY (do it yourself) bike jumps already built throughout the space. A mountain bike skills course is beyond the scope of this concept design, however Greenbushes community members are further investigating options to make the course as a community driven project. Many objects typically found in skills courses can be sourced and built by community members. More information on mountain bike skill courses are available in the Appendix.

COMMUNITY FEEDBACK SUMMARY

The community feedback was collated and presented to the Shire of Bridgetown Greenbushes for consideration. Skate Sculpture then implemented select changes to the updated concept design including an increase of size to the shade shelter, additional picnic table and chairs and use of a more earthy ochre inspired colour. Other upgrade options were noted including the addition of jumps in the pump track.

Construction costs to adhere to community requests were then recalculated, increasing the total budget beyond the original \$450,000. As a result, Skate Sculpture were invited to present the concept design, community feedback and updated cost estimation to Shire of Bridgetown Greenbushes staff and councillors, followed by a question-and-answer session.

The presentation resulted in the Shire of Bridgetown Greenbushes nominating to seek additional funding to increase the size, scope and overall appeal of the Greenbushes Youth Precinct. The proposed upgrade would require a total budget of \$600,000.

To meet requirements of funding commitments, the shire is now considering the option of a two-stage construction approach.

Stage One would include the detailed design of the entire youth precinct, plus construction of the skatepark, basketball court, shade shelter, paths and landscaping. Construction would be scheduled for completion before the end of June 2022. Stage One has an estimated budget of \$440,000 ex GST.

Timeline:

January/February: RFQ released & Awarded

March: Detailed design complete

April: Construction to commence.

June: Stage One construction complete.

Stage Two would include the construction of the pump track / jump track. Stage Two has an estimated budget of \$160,000 ex GST.

Design Brief

Upon clarification of the final stage one budget, the design brief is expected to include:

Pump Track to have a minimum of two jumps with options for entry level riders to bypass the jumps and still complete the entire circuit. Material still to be determined.

Skatepark and basketball court to be built with an ochre inspired oxide.

Shade structure to shelter two sets of tables and chairs with consideration to reducing wind and rain. Potential relocation of shade shelter to be investigated.

Skatepark to reflect the concept design with any requests for changes requiring written justification and cost implications.

Option of a separate path for beginners to be considered.

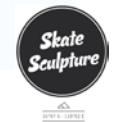


REVISED CONCEPT DESIGN



LEGEND

- 1 SKATEPARK
- 2 PUMP TRACK
- 3 BASKETBALL COURT
- 4 SHARED HANGOUT LOCATION
- 5 TOWN HALL
- 6 SHELTER LOCATION
- 7 EXISTING GREEN SPACE
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▲
NORTH

GREENBUSHES YOUTH PRECINCT
CONCEPT MASTER PLAN

