

18 March 2025

File Ref: IRC-7983

7(2)(a)

Tēnā koe 7(2)(a)

Thank you for your email dated 20 February 2025 to Te Kaunihera o Pōneke | Wellington City Council (the Council) requesting the following information:

1. *The recruitment process costs to recruit WCC's new chief operating officer Matt Proser*
2. *A breakdown of the what the costs involved*
3. *The start and finish time of the recruitment process*
4. *What recruitment company it was paid to*
5. *Why the company was selected*

Your request has been considered under the Local Government Official Information and Meetings Act 1987 (LGOIMA). Please find my response below.

Question 1 & 2 – The recruitment process costs to recruit WCC's new chief operating officer Matt Proser and a breakdown of the what the costs involved.

The total recruitment cost, which includes both recruitment fees and dispersed costs, totals \$114,305.28 (excl. GST). Please find below a breakdown of these costs:

Recruitment Fees:	
Recruitment Fees for CE Appointment	\$62,500
Psychometric assessment fee	\$7,500
Interview Panel Facilitation	\$2,850
Independent Liaison	\$20,000
Recruitment Fees total:	\$92,850

Dispersed Costs:	
Office Service Charge 3.5%	\$2,549.76
Airfares	\$10,159.51
Advertising	\$2,895
Psychometric Assessment Materials	\$1,800
Interview Room Hire	\$2,073.91
Accommodation	\$668.52
Probity Checks	\$855

Travel Expenses	\$453.58
Dispersed Costs total:	\$21,455.28

Please note, with respect to airfares this was booked through Sheffield services. I can confirm it was Premium Economy, and Mr. Prosser travelled alone

Question 3 – *The start and finish time of the recruitment process*

The recruitment process commenced on 20 August with the Council, and interviews were conducted on 27 November 2024. The final Council Extraordinary [meeting](#) to sign off on the preferred candidate was held on 3 December 2024, followed by the letter of offer being sent on 4 December 2024.

Questions 4 & 5 – *What recruitment company it was paid to and why the company was selected*

The recruitment company used was [Sheffield](#) Services (Wellington office), chosen in response to a request for proposals based on the following criteria:

- Values alignment, professional memberships, standards, and the broader ethics and practices of the organisation.
- Capability and capacity to deliver on the search, including the company's track record of CE recruitment in local government for large metropolitan councils.
- Proposed approach to the search, encompassing testing, screening, due diligence as well as pricing.

If you require further information, please contact official.information@wcc.govt.nz.

Nāku noa, nā



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