



**CONFIDENTIAL CHIEF EXECUTIVE
OFFICER REVIEW COMMITTEE MEETING**

CONFIDENTIAL MATTERS

9.1 CEO Recruitment Services Tender Scope (Attachment)4

Released 20 May 2019

9.1 CEO RECRUITMENT SERVICES TENDER SCOPE

Contact Person: Mrs Rosemary Munslow

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (b) of the Local Government Act 1999, this matter is confidential because the disclosure of this information could reasonably be expected to be commercially advantageous to a recruitment agency before it is released to the market.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

9.1 CEO RECRUITMENT SERVICES TENDER SCOPE

Responsible Executive Manager : Mrs Rosemary Munslow

Report Author : Mrs Rosemary Munslow

Delegated Authority : Matters delegated to the Committee.

Attachments : 1 [Download](#) CEO Recruitment Services Tender Scope

PURPOSE

To seek endorsement of the CEO Recruitment Services Tender Scope (Service Scope) for submission to the market for a recruitment agency to assist the Committee in the CEO recruitment process.

STAFF RECOMMENDATION

That the Committee endorsed the CEO Recruitment Services Tender Scope (Attachment 1) for seeking Request for Quotes (RFQ) for recruitment services.

EXECUTIVE SUMMARY

Council have authorised the CEO Review Committee to commence the recruitment of the new CEO. To assist the Committee in managing the process the Committee are seeking the services of a recruitment agency. The attached Service Scope provides a draft document for submission to market for a RFQ from a service provider. The anticipated timeframe will report back to the Committee at the May 2019 meeting the submissions received.

1. BACKGROUND

The Chief Executive Officer Review Committee considered the personal description and work plan at the meeting of the 18 March 2019.

Council authorised the CEO Review Committee to proceed with the engagement of a recruitment agency at the Ordinary meeting of the 26 March 2019.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

3. PUBLIC CONSULTATION

There is no requirement to consult the public on this matter.

4. DISCUSSION

- 4.1 The attached CEO Recruitment Services Scope (Services Scope) document has been drafted for the Committee input and endorsement in preparation for tendering to the open market.
- 4.2 In accordance with 4.1.8 of the CEO Review Committee Charter the Committee has delegated authority to engage an appropriate consultant to manage the recruitment process for the position of Chief Executive Officer.
- 4.3 Once the Committee has endorsed the Services Scope the RFQ will be advertised on Tenders SA for a period of two weeks. Subject to endorsement, it is anticipated that the RFQ process will commence on 16 April 2019. Given the Easter period the tender period will close on 3 May 2019.
- 4.4 All RFQ submissions will be presented to the Committee at the meeting on 13 May 2019.

5. OPTIONS

Recommendation

That the Committee endorsed the CEO Recruitment Services Tender Scope (Attachment 1) for seeking Request for Quotes (RFQ) for recruitment services.

Option 2

That the Committee endorsed the CEO Recruitment Services Tender Scope (Attachment 1) for seeking Request for Quotes (RFQ) for recruitment services with the following amendments:

- _____
- _____
- _____

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The Services Scope provides prospective service providers an overview of what services Council are seeking in the assistance of recruiting for a new CEO. This scope is not exhaustive in the service level and is open for service providers to submit add value services that the Committee may consider when reviewing submissions.

6.1.2 Financial Implications

The Council have approved the commencement of the recruitment process and as such the cost associated with the recruitment will be considered at a future budget review.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

While the Services Scope provides prospective service providers an overview of what services Council are seeking in the assistance of recruiting for a new CEO, this scope is not exhaustive. Should the Committee wish to be more specific regarding all elements of the process they can do so by resolving amendments to the draft Service Scope.

6.2.2 Financial Implications

The Council have approved the commencement of the recruitment process and as such the cost associated with the recruitment will be considered at a future budget review. Depending on amendments to the Scope may give rise to an increase in the service level and subsequently the associated costs.



Annexure A

Scope of Works

for

Chief Executive Officer Recruitment

1. Scope of Work

The City of Playford is currently seeking an experienced Executive Recruitment partner to assist with a successful recruitment campaign for the role of Chief Executive Officer (CEO), working in conjunction with City of Playford's Chief Executive Officer Review Committee (Committee).

The CEO Review Committee's role is to consider all matters relating to the Chief Executive Officer's recruitment, remuneration, employment and performance and will act as the recruitment selection panel.

The role of Chief Executive Officer is to lead, manage and implement efficient and effective services to the Community, within established policy, for the operations and activities of area as agreed by the Council and consistent with the competencies, skills and knowledge of the incumbent.

2. Specific Requirements

The scope of work requires the Agency to, in conjunction with the CEO Review Committee:

- Facilitate, to conduct initial briefing/workshop meeting with the Committee and nominated contact from Playford
- Creation of recruitment timeline
- Candidate attraction strategy (advertisement plan, assist in the refinement of the position description)
- Develop Interview Questions
- Candidate Enquiry Management
- Conduct preliminary interviews and screening of applications
- Candidate assessment – present to selection panel
- Participate in 1st Round selection panel Interviews.
- Report findings and recommendation of candidates
- 2nd Round Selection Panel Interviews (Preferred Candidate(s))– 10 -15 minute presentation to Council.
- Support selection panel with Reference Checks
- Psychometric/psychological profiling
- Advise all unsuccessful candidates
- Offer Management in conjunction with Council's lawyers

3. Value Added Services

Provide details of any value added services you are able to provide Council. This may be based on additional services, innovative service delivery or specific requirements Council has not identified.

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 9.1 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 9.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 9.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (b) of the Local Government Act 1999:

- Report for Item 9.1
- Attachment(s) for Item 9.1
- Decision for Item 9.1

This order shall operate until such time that the tender document seeking recruitment services is released to the market.