



**CONFIDENTIAL CHIEF EXECUTIVE
OFFICER REVIEW COMMITTEE MEETING**

CONFIDENTIAL MATTERS

9.1 Recruitment Agency Services Tender Evaluation4

Released 19 June 2019

9.1 RECRUITMENT AGENCY SERVICES TENDER EVALUATION

Contact Person: Mrs Rosemary Munslow

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (d) of the Local Government Act 1999, this matter is confidential because tender submissions contain commercial information that is provided on a confidential basis.

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 RECRUITMENT AGENCY SERVICES TENDER EVALUATION

Responsible Executive Manager : Mrs Rosemary Munslow

Report Author : Mrs Rosemary Munslow

Delegated Authority : Matters delegated to the Committee.

PURPOSE

For the Committee to receive a presentation from each of the three shortlisted Recruitment Agencies and then determine the preferred service provider to assist with the recruitment of the CEO.

STAFF RECOMMENDATION

That after evaluating the submissions received for Recruitment Agency services the Committee engage _____ to assist in the recruitment of the Chief Executive Officer.

EXECUTIVE SUMMARY

After the open market tender for a recruitment agency to assist Council in the recruitment of a CEO, the Council received twelve submissions. The Committee considered the submissions at the meeting of the 13 May and shortlisted three for presentations to the Committee at this meeting of the 27 May 2019.

1. BACKGROUND

On the 6 December 2018 the position of Chief Executive Officer became vacant as a result of the termination of the then CEO, Mal Hemmerling's employment agreement.

Council established the CEO Review Committee in February 2019 with the first meeting of the Committee on the 18 March 2019 which resulted in Council endorsing the commencement of the recruitment process at the Council meeting of 26 March 2019.

On the 8 April 2019 the Committee endorsed a tender scope to go out to the open market for services to assist the Council in recruiting a new CEO.

The Committee considered the submissions at the meeting of 13 May 2019.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

The efficient and effective process of recruiting a new CEO ensures that the Strategic Plan can continue to be delivered.

3. PUBLIC CONSULTATION

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

4. DISCUSSION

- 4.1** The Request for Quote went out to the open market and was advertised on Tenders SA on the 16 April 2019 with a closing date of 3 May 2019.
- 4.2** The Committee evaluated the submission at the meeting of 13 May and resolved that three submissions be shortlisted for further consideration.
- 4.3** The three shortlisted Recruitment Agencies have been requested to present to the Committee at the meeting of the 27 May 2019. The presentations will be 15 minutes in duration as well as 15 minutes for questions from the Committee.

5. OPTIONS

Recommendation

That after evaluating the submissions received for Recruitment Agency services the Committee engage _____ to assist in the recruitment of the Chief Executive Officer.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The Committee will be assessing the three shortlisted submissions at the meeting and will determine a preferred service provider.

6.1.2 Financial Implications

Funding of the recruitment process will come from the current budget.

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 reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Minutes for Item 9.1

This order shall operate until the contract has been signed by the successful Recruitment Agency, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.