

DISTRICT COUNCIL OF GRANT

SPECIAL MEETING OF COUNCIL HELD – TUESDAY 13 MARCH 2018

REFER ITEM NUMBER 18035.1 FILE 12.70.1/2

18035 – CHIEF EXECUTIVE OFFICER

1. Recruitment Process of Chief Executive Officer - [12.70.1/2] Item 5.1.1
Council were provided with an update of the process for engaging the services of a Human Resources Consultant to assist Council with the Chief Executive Officer recruitment process.

Trevor Smart, current Chief Executive Officer, highlighted Section 102(a) of the *Local Government Act 1999* regarding Council appointing the Deputy to act in the office of Chief Executive Officer in their absence.

Mayor Sage sought legal advice by telephone to Norman Waterhouse Lawyers and was advised the following:

1. Section 102 of the *Local Government Act 1999* applies to leave or temporary absence of the Chief Executive Officer.
2. Section 98 of the *Local Government Act 1999* relates to the resignation of the Chief Executive Officer and their replacement. The appointment of a temporary Chief Executive Officer or their full replacement in this case, is by the Full Council.

Moved Cr Collins that Council note the report.
Seconded Cr Clayfield

CARRIED

5. REPORTS FROM OFFICERS

5.1 Chief Executive Officer

5.1.1 Recruitment Process of Chief Executive Officer	
MEETING DATE:	Tuesday 13 March 2018
AUTHOR:	Judy O’Hehir, Executive Support Officer
RESPONSIBLE OFFICER:	Trevor Smart, Chief Executive Officer
PREVIOUS MEETING:	Monday 26 February 2018
REFERENCES:	Nil
FILE NO:	12.70.1/2
ATTACHMENTS:	<ul style="list-style-type: none"> • Advice from Norman Waterhouse 26/2/18
IN CONFIDENCE:	No
POLICY REFERENCE:	There are no known policy requirements related to this item.
LEGISLATIVE REFERENCE:	Section 98, Local Government Act 1999
STRATEGIC MANAGEMENT PLAN REFERENCE:	Goal 4: Strong Leadership, Management, and Delivery of Transparent Council Services
	Outcome:
	Strategy:
FINANCIAL CONSIDERATIONS:	Budget: Nil
	Actual (YTD): Legal Advice
	Budget Variation Required: Yes
CONSULTATION UNDERTAKEN:	Nil

PURPOSE OF REPORT:

To advise/update Council of the process for engaging the services of a Human Resources Consultant to assist Council with the CEO recruitment process.

BACKGROUND:

On 22 February 2018 Mr Trevor Smart, CEO, advised Mayor Sage and the Elected Members of his resignation.

At a Special Meeting of Council on Monday 26 February 2018 Council resolved:

Moved Cr Kuhl that Council seek proposals from suitable recruitment agencies for the recruitment of Chief Executive Officer for District Council of Grant, with Mayor Sage to be primary contact person.

Seconded Cr Clayfield

CARRIED

COMMENT:

The following organisations have been invited to submit a proposal to assist Council with its Chief Executive Officer Recruitment process with all enquiries to be directed to Mayor Sage:

1. Hender Consulting
2. McArthur Management
3. AME Recruitment
4. Morton Philips
5. Stillwell Management Consultants
6. Axia People
7. Latitude Recruitment

Submissions are required to include the following information:

- Organisation Background and Profile
- Recruitment Process & Methodology
- Relevant recent experience
 - Including a minimum of three client references for similar work
- Organisation personnel to be involved
- Details of any known conflicts of interest
- Detailed Fee Proposal
- Evidence of insurance cover as follows:
 - Public Liability (minimum \$10,000,000)
 - Professional Indemnity (minimum \$1,000,000)

Closing date for submissions is Friday 16 March 2018. At time of writing this report, no proposals had been received.

STAFF RECOMMENDATION:

That Council note the report.