

DISTRICT COUNCIL OF GRANT

ORDINARY MEETING OF COUNCIL HELD – 4 MARCH 2019

REFER ITEM NUMBER 19032.3 FILE 12.70.1/2 & 110.62.275

19032 – CONFIDENTIAL ITEMS

3. Chief Executive Officer Performance Review – HR Consultant Selection - [12.70.1/2 & 110.62.275] Item 15.3.1

1. Moved Cr Clayfield that:

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except DJ Singe (Chief Executive Officer), JF Fetherstonhaugh (Deputy Chief Executive Officer), LJ McEvoy (Director of Environmental Services), ME Tucker (Manager Organisational Development), KM Gilmore (Governance Officer) and JA O'Hehir (Executive Assistant), be excluded from attendance at the meeting for Agenda Item 15.3.1 – CEO Performance Review – HR Consultant Selection.
2. The Council is satisfied that, pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders to undertake the provision of services relating to the Chief Executive Officer's Performance Review.
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the tenderers are providing Commercial in Confidence quotations.

Seconded Cr Elliott

CARRIED

2. Moved Cr Mann that:

1. Council appoint AME Recruitment Pty Ltd to undertake the 2019 CEO Performance Review, inclusive of 360 degree survey.
2. 2018-2019 Budget be varied to \$12,000 (\$7,000 plus \$5,000) to cover this external process.

Seconded Cr Little

CARRIED

3. Moved Cr Dukalskis that Cr Elliott to contact AME Recruitment Pty Ltd to request them to increase the scope to include the Cultural Review.

Cr Clayfield

CARRIED

4. Moved Cr Clayfield that:

1. Having considered Agenda Item 15.3.1 – CEO Performance Review – HR Consultant Selection in confidence under section 90(2) and (3)(k) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to Agenda Item – CEO Performance Review – HR Consultant be retained in confidence until a consultant has been engaged and a contract signed for the provision of the services relating to the Chief Executive Officer's Performance Review and all tenderers have been notified of the outcome and that this order be reviewed every 12 months.
2. Council delegates to the Chief Executive Officer, pursuant to Section 91(9)(c) of the Local Government Act 1999, the power, at his discretion, to revoke the order made by Council under Section 91(7) and (9) of the Act at part (1) of this resolution at any time prior to the expiration of the period of the order specified therein.

Seconded Cr Little

CARRIED

15.3 CEO Performance Review – HR Consultant Selection – [12.70.1/2 & 110.62.275]

PURPOSE OF REPORT:

To exclude the public from attendance at so much of a meeting as it is necessary to receive, discuss or consider in confidence any information or matter listed, as per Section 90 of the Local Government Act 1999.

STAFF RECOMMENDATION:

1. Moved Cr _____ that:
 1. That Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public except DJ Singe (Chief Executive Officer), JF Fetherstonhaugh (Deputy Chief Executive Officer), LJ McEvoy (Director of Environmental Services), AA Schutz (Works Manager), ME Tucker (Manager Organisational Development), KM Gilmore (Governance Officer) and JA O'Hehir (Executive Assistant), be excluded from attendance at the meeting for Agenda Item 15.3.1 – CEO Performance Review – HR Consultant Selection.
 2. The Council is satisfied that, pursuant to section 90(3)(k) of the Act, the information to be received, discussed or considered in relation to this Agenda Item are tenders to undertake the provision of services relating to the Chief Executive Officer's Performance Review.
 3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the tenderers are providing Commercial in Confidence quotations.

Seconded Cr _____

15.3.1 CEO Performance Review – HR Consultant Selection	
MEETING DATE:	4 March 2019
AUTHOR:	Marianne Tucker, Manager Organisational Development
RESPONSIBLE OFFICER:	Marianne Tucker, Manager Organisational Development
PREVIOUS MEETING:	Nil
REFERENCES:	Nil
FILE NO:	12.70.1/2 & 110.62.275
ATTACHMENTS:	<ul style="list-style-type: none"> • Extract from Request for Quotation for CEO Performance Review
IN CONFIDENCE:	Yes
POLICY REFERENCE:	There are no known policy requirements related to this item.
LEGISLATIVE REFERENCE:	There are no known legislative requirements related to this item.
STRATEGIC MANAGEMENT PLAN REFERENCE:	Goal: Goal 4, Strong Leadership, Management, and Delivery of Transparent Council Services
	Outcome: Effective Council management and business systems
	Strategy:
FINANCIAL CONSIDERATIONS:	Budget: \$7,000
	Actual (YTD): \$6,800
	Budget Variation Required: Yes
CONSULTATION UNDERTAKEN:	CEO Review Panel

PURPOSE OF REPORT:

To consider proposals from Human Resource Consultants to assist Council and the CEO to undertake annual performance review.

BACKGROUND:

At the Special Meeting of the 17 December 2019 Council Meeting, the following motion was passed:

1. Chief Executive Officer Employment Contract
 Moved Cr Kuhl that Council administration supply two to three names of Human Resources companies that could undertake a Chief Executive Officer 360 degree survey, with one company to be mutually agreed to by Mr David Singe and the Performance Review Panel. This survey is to be undertaken as soon as possible.
 Seconded Cr Clayfield CARRIED

COMMENT:

Subsequent to the above motion, it was recommended to the CEO Performance Review Panel by the Manager Organisational Development that the quotation be expanded to include the Chief Executive Officer Performance Review, due in July. The benefit of this being that the same consultant undertakes the survey and the

performance review, which will provide for a streamlined and consistent process. The Panel agreed that this was appropriate.

A Request for Quotation (RfQ) was prepared, approved by CEO Performance Review Panel and emailed to select HR Consultants on 15 February 2019, with a closing date of 4pm Friday 1 March 2019.

A summary of proposals for your consideration will be distributed prior to the meeting via the Elected Members portal.

Budget

A budget review is required to cover the 2019 CEO Performance Review process as this budget line has been expended with legal expenses associated with evaluation of the process of recruitment of the CEO.

Based upon previous years, it is expected that an approximately \$5,000 in expenditure will cover the cost of this process.

STAFF RECOMMENDATION:

That:

- 1. Council administration provide two to three names of Human Resources companies that could undertake a Chief Executive Officer Performance Review with one company to be mutually agreed to by Mr David Singe and the CEO Performance Review Panel.***
- 2. Council appoint <consultant> to undertake the 2019 CEO Performance Review, inclusive of 360 degree survey.***
- 3. 2018-2019 Budget be varied to \$12,000 (\$7,000 plus \$5,000) to cover this external process.***

2. Moved Cr _____ that:
 1. *Having considered Agenda Item 15.3.1 – CEO Performance Review – HR Consultant Selection in confidence under section 90(2) and (3)(k) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the documents and minutes relevant to Agenda Item – CEO Performance Review – HR Consultant be retained in confidence until a consultant has been engaged and a contract signed for the provision of the services relating to the Chief Executive Officer’s Performance Review and all tenderers have been notified of the outcome and that this order be reviewed every 12 months.*
 2. *Council delegates to the Chief Executive Officer, pursuant to Section 91(9)(c) of the Local Government Act 1999, the power, at his discretion, to revoke the order made by Council under Section 91(7) and (9) of the Act at part (1) of this resolution at any time prior to the expiration of the period of the order specified therein.*
- Seconded Cr _____

Attachment

Extract: Request for Quotes – Independent Consultant to undertake Chief Executive Officer Performance Review

Section B – Specifications

District Council of Grant is seeking to engage a suitably qualified consulting firm to undertake the Performance Review of the Chief Executive Officer in accordance with Clause 18 of the Employment Agreement between District Council of Grant and David Singe, dated 2nd July 2018 (copy attached as Appendix A of this Specification).

The proposal should include the following information as a minimum:

- Organisation Background and Profile
- Performance Review Methodology including:
 - Pre performance review process
 - Facilitation of Panel and CEO discussions
 - Facilitation of CEO KPI Report discussions
 - Survey development and facilitation of survey completion
 - Salary comparisons
 - Reporting of outcomes
 - After performance review process
- Facilitation of discussions between Panel and CEO with aim to reach agreement on conditions of employment as per contract
- 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)

NOTE:

- Council has resolved at its meeting held on 17th December 2018 that the 360 degree survey shall be undertaken as soon as possible.