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REPORT FOR:	Operations Committee		
MEETING DATE:	8 July 2013		
REPORT FROM:	Human Resource Manager		
REPORT TITLE:	Recruitment of Chief Executive Officer (City Manager) Position		
FILE NAME:	F13/447	RECORD NO:	AR13/15224

STRATEGIC PLAN SUB GOAL/S

6.1 A professional effective, efficient and customer focussed organisation responsive to the needs of the community.

1. **PURPOSE**

To appoint a Consultant to manage the recruitment of a new CEO (City Manager).

2. **RECOMMENDATION**

Operations Committee recommends Council:

1. Appoints Hender Consulting to manage the recruitment of a new CEO (City Manager).
2. Arranges to meet with Hender Consulting at a Special Council Meeting in September to discuss and resolve the process, the composition of the Selection Panel and the salary package to be offered.

3. **BACKGROUND**

On 24 November 2013 the contract of employment between Council's current CEO (Mr. Greg Perkin) will expire.

On 1 May 2013 expressions of interest (via The Advertiser) for the services of an independent consultant to assist Council in the recruitment process was made.

4. **DISCUSSION**

4.1 Following the close of expressions of interest three tenders were received as follows:

- McArthur Management Services
- Hender Consulting
- M.J Recruit

A copy of expressions of interest have been included in Elected Members envelopes for perusal.

4.2 The fee for the consultancy range as follows Hender \$12,000, McArthur \$14,000 and MJ Recruit equivalent to the annual commencing salary package of the new CEO. There will be advertising and other costs associated with this exercise.

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MJ Recruit is clearly not affordable and it is therefore appropriate to only compare Hender Consulting and McArthur Management Services both of whom are reputable and experienced consulting firms.

4.3 Submission Analysis:

Hender Consulting

- a) Assignment fee \$12,000
- b) Advertising – determined in accordance with market rates –
 - Local Government Directory \$1,050
 - The Advertiser \$5,000 – \$7,000
 - Website \$530
- c) Consultant, candidate travel and expenses at market rate (depending on numbers to be interviewed)

McArthur Management Services

- a) Assignment fee \$14,000
- b) Advertising – determined in accordance with market rates –
 - Local Government Directory \$1,050
 - The Advertiser \$5,000 – \$7,000
 - Website \$660
- c) Consultant, candidate travel and expenses at market rate (depending on numbers to be interviewed)

It is recommended that the City Manager should be involved in assisting Council and the consultant with the recruitment process and that in view of the critical relationship between the Mayor and City Manager that the new Mayor should be involved in the final selection process. Accordingly given the current City Manager is on leave for most of August and the new Mayor not elected 'till September 9 that the recruitment process start in September on return from leave of the City Manager.

5. CONFIDENTIALITY PROVISIONS

The Council is satisfied that, pursuant to Section 90(3)(k) of the Act, the information to be received, discussed or considered in this Agenda Item are tenders to engage the services of a consultant to manage the recruitment of a new CEO (City Manager).

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 information to be disclosed and discussed has the potential to impact adversely on each of the tenderers as competitive commercial information will be disclosed.

Pursuant to Section 91(7)

That having considered this agenda item (Recruitment of Chief Executive Officer's position) 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 report, tender details, discussions & minutes **be retained in confidence for a period of 1 month or until the tender process has been finalised.**

6. RISK MANAGEMENT

6.1: Financial/Budget

A budget of \$25,000 has been included in the draft budget for 2013/14.

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6.2: Legal

Council is obliged under Section 98(3) of the Local Government Act to undertake a public recruitment process for a CEO. The Council is also required under Section 98(4) of the Local Government Act to appoint a Selection Panel to assess applications for the position of Chief Executive Officer.

6.3: Environment

Not applicable.

6.4: Community

6.4.1 General
Not applicable.

6.4.2 OPAL Program
Not applicable.

ANTHONY MCCOY
20/06/2013