

CEO Recruitment

Originating Officer	Manager People and Culture - Steph Roberts
Corporate Manager	Manager People and Culture - Steph Roberts
General Manager	Chief Executive Officer - Adrian Skull
Report Reference	GC210209F02

Confidential**Confidential Motion**

That pursuant to Section 90(2) and (3)(a) of the Local Government Act, 1999 Council orders that all persons present, with the exception of Chief Executive Officer, Manager People and Culture, be excluded from the meeting as Council receives and considers information relating to the recruitment of the Chief Executive Officer, upon the basis that Council is satisfied that the requirement for the meeting to be conducted in a place open to the public has been outweighed by the need to keep consideration of the matter confidential, given the information relates to the recruitment of the Chief Executive Officer.

REPORT OBJECTIVE

To endorse the approach to take to recruit a new Chief Executive Officer.

EXECUTIVE SUMMARY

Following the resignation of Adrian Skull, Chief Executive Officer, the Review and Selection Committee are required to recommend to Council the process for recruiting the replacement CEO.

RECOMMENDATION

That Council endorse:

1. The appointment of McArthur as the preferred recruitment agency to undertake the CEO recruitment, Executive Search option with the addition of reference checking at a cost of \$12,000.
2. The CEO recruitment process and timeline
3. The advertising budget to include a national paper, Seek, Financial Review, LinkedIn, Local Government jobs directory.
4. For the initial employment contract term to be 3 years (negotiable)
5. The appointment of the following to be on the initial recruitment panel
 - 5.1. Mayor Hanna
 - 5.2. Councillor Gard
 - 5.3. Councillor Duncan
 - 5.4. Adrian Skull
6. In accordance with Section 91(7) and (9) of the Local Government Act 1999, orders that the attachments to this report having been considered in confidence under Section 90 (2) and (3)(a) and (d)(i) and (ii) of the Act, except when required to effect or comply with Council's resolution(s) regarding this matter, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting. This confidentiality order will be reviewed at the General Council Meeting in December 2021.

DISCUSSION

To assist the Review and Selection committee in making a recommendation to Council, four quotations were obtained from recruitment .to undertake the CEO recruitment.

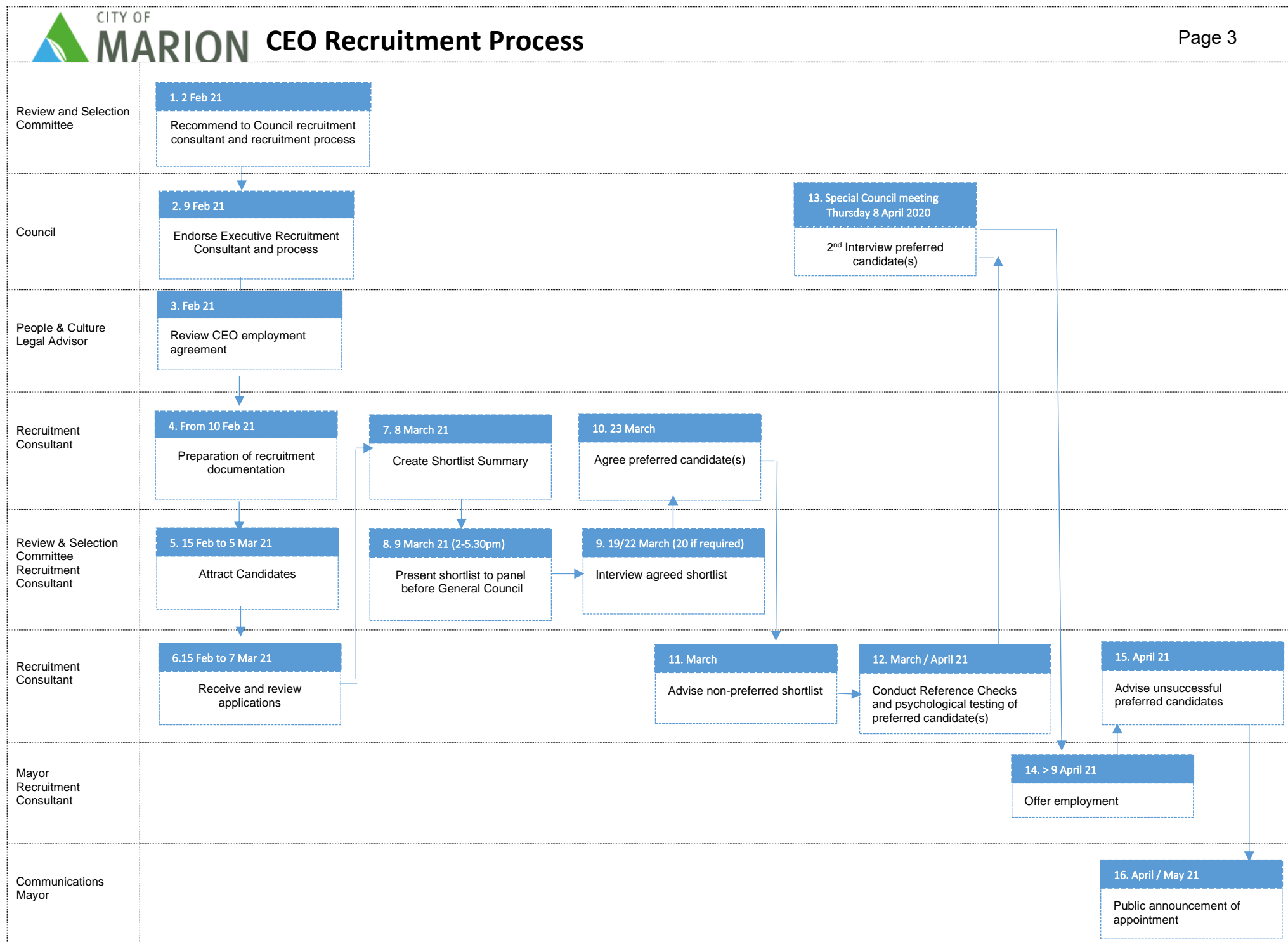
A recruitment timeline has been prepared and is presented to Council for endorsement (Attachment 1).

As part of the recruitment process, the Review and Selection Committee is recommending to Council proposed recruitment panel members for the initial interview.

Pending Council endorsement, the successful recruitment provider will be briefed Wednesday 10 February 2021, to enable the recruitment of the replacement CEO to begin, in line with the recruitment timeline.

Attachment

#	Attachment	Type
1	Attachment CEO Recruitment Timeline and Process Feb 21 FINAL DRAFT	PDF File



CEO Recruitment Procedure			
Step	Action	Involving	Notes
1	Recommend to Council recruitment agency and recruitment process	Review and Selection Committee	Proposals to be sought from at least three recruitment consultants
2	Endorse Executive Recruitment Consultant	Council	
3	Review CEO employment agreement	Council / Legal Advisor	Council with legal advisor to review employment agreement matters such as: <ul style="list-style-type: none"> - Length of appointment - Key accountabilities - Remuneration arrangements - Review of performance process - Termination arrangements - Agreement extension - Leave
4	Preparation of recruitment documentation	Council / Recruitment Consultant	To include: <ul style="list-style-type: none"> - Overview of City of Marion and Strategic Directions - Key accountabilities - Key Selection Criteria (skills, knowledge, experience) - Personal Attributes (Character, values, reputation, motivation, aspirations) - Organisational Structure - Other relevant information (location, travel requirements, work hours etc.)
Attract and assess candidates			
5	Attract Candidates	Review & Selection Committee Recruitment Consultant	
6	Receive and review applications	Recruitment Consultant	
7	Create Shortlist	Recruitment Consultant	In line with Key Criteria <ul style="list-style-type: none"> - Confirm Qualifications - Referee Checking - Review published statements - Formal background checks (police, criminal)
8	Review Shortlist	Review and Selection Committee / Recruitment Consultant	Confirm shortlist candidates for first formal interview
9	Interview agreed shortlist	Review & Selection Committee Recruitment Consultant	Assess and rank shortlist candidates for review and confirmation by Council
10	Agree preferred candidate(s)	Review and Selection / Recruitment Consultant	Council to review and agree preferred candidate list and formulate a process for second interview with Council (scenario testing, presentation etc.)
11	Advise non-preferred shortlist	Recruitment Consultant	Notify unsuccessful candidates
Select and appoint			
12	Conduct Reference Checks and	Recruitment Consultant	

	psychological testing of preferred candidate(s)		
13	2 nd Interview preferred candidate(s)	Council	Candidate to give a presentation, as determined by the panel / recruitment agency
14	Offer employment	Mayor People and Culture / Recruitment Consultant	Mayor with support of P&C/legal advisor to present offer of employment and if required negotiate: <ul style="list-style-type: none"> - Terms of employment agreement - Start date - Motor vehicle etc.
15	Advise unsuccessful preferred candidates	Recruitment Consultant	
Communication and on boarding			
16	Public announcement of appointment	Communications Mayor	On boarding to include public announcement of appointment and formal induction by Mayor and other relevant managers and staff such as: <ul style="list-style-type: none"> - Seeking feedback from recruitment experience - Performance expectations - Governance - Political landscape - Finance - Workforce profile and culture - Communications - Meet and greet etc.