

Reference: AF18/584

MAYOR MARTIN
CR HOOD
CR MEZINEC
CR MORELLO
CR PERRYMANCC: CR AMOROSO
CR BRUINS
CR GRECO
CR JENNER

NOTICE is given that a meeting of the Chief Executive Officer (CEO) Selection and Recruitment Committee will be held in the Office of the Mayor, Civic Centre, 10 Watson Terrace, Mount Gambier, on Monday 3 December 2018 commencing at 6.15 p.m.

The Meeting Agenda is attached.



Lynette MARTIN OAM
MAYOR

27 November 2018
LD

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AGENDA OF CEO SELECTION AND RECRUITMENT COMMITTEE MEETING

Meeting to be held in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier on
Monday, 3 December 2018 at 5:30 p.m.

PRESENT Mayor Lynette Martin OAM

Cr Ben Hood
Cr Sonya Meziniec
Cr Steven Perryman
Cr Frank Morello

COUNCIL OFFICERS CEO & Mayoral Executive Support - Mrs L Dowling

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The Mayor took the chair.

1. APOLOGY(IES)

Apology(ies) received from Cr

That the apology from Cr be received.

Moved: Seconded:

2. QUESTIONS

2.1. With Notice

Nil submitted.

2.2. Without Notice

3. DEPUTATIONS

Nil

4. CEO SELECTION AND RECRUITMENT COMMITTEE REPORTS

CEO Selection and Recruitment Committee Reports commence on the following page.



4.1. CEO Selection and Recruitment Committee Presiding Member - Report No. AR18/49575

COMMITTEE	CEO Selection and Recruitment Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49575
RM8 REFERENCE	AF18/584
AUTHOR	Lynette Martin
SUMMARY	This report is presented to enable the recommendation of the Mayor as Presiding Member of the CEO Selection and Recruitment Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49575 titled '*CEO Selection and Recruitment Committee Presiding Member*' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That Mayor Martin be Presiding Member of the CEO Selection and Recruitment Committee on and from Monday 3 December 2018.

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the CEO Selection and Recruitment Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's s41 Committees is the making of a recommendation to Council on a Presiding Member.

In accordance with the provisions of s41(4) of the Local Government Act 1999 Council appoints (or makes provision for the appointment of) a Presiding Member of a s41 Committee.

Discussion

The selection of a Presiding Member is from amongst the Committee's own membership.

Considering the purpose of the CEO Selection and Recruitment Committee it is considered appropriate that the Mayor be the Presiding Member of the Committee, consistent with the CEO Performance Review Committee.

Conclusion

This report recommends that the Mayor be the Presiding Member of the CEO Selection and Recruitment Committee.

Attachments

Nil.



Lynette MARTIN
MAYOR

27 November 2018
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4.2. CEO Selection and Recruitment Committee Ordinary Meetings - Report No. AR18/49572

COMMITTEE	CEO Selection and Recruitment Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49572
RM8 REFERENCE	AF18/584
AUTHOR	Lynette Martin
SUMMARY	This Report is presented to enable the CEO Selection and Recruitment Committee to confirm the frequency of ordinary meetings.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49572 titled "CEO Selection and Recruitment Committee – Ordinary Meetings" as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the CEO Selection and Recruitment Committee hold ordinary meetings monthly commencing in December 2018 and Special Meetings as called by the Presiding Member in accordance with the Local Government Act to suit the selection and recruitment process.

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the CEO Selection and Recruitment Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's s41 Committees is the appointment of a time and place ordinary meetings of the Committee are to be held.

In accordance with the provisions of s87(1) of the Local Government Act 1999 the appointment of ordinary meeting times for Committee is by Council, or subject to a decision of Council, by the Committee.

The Council resolution of 22 November 2018 included that Committees note the lead time for Council agenda preparation in considering meeting days/times.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

For efficient administration of the CEO selection and recruitment process and to enable timely consideration and making of decisions by Council it will be necessary for the CEO Selection and Recruitment Committee to meet on days/times that align with both the Request of Quotes (RFQ) and recruitment processes and the ordinary meeting schedule of Council.

For the purposes of meeting the Local Government Act requirement to schedule ordinary meeting days/times it is proposed that the CEO Selection and Recruitment Committee hold ordinary meetings monthly commencing in December 2018 and Special Meetings as called by the Presiding Member to suit the selection and recruitment process.

Conclusion

This report recommends that the CEO Selection and Recruitment Committee hold ordinary meetings monthly commencing in December 2018 to enable the committee to focus in the meantime on the pressing matter of commencing the selection and recruitment process via Special Meetings called as required.

Attachments

Nil



Lynette MARTIN
MAYOR

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4.3. CEO Selection and Recruitment Committee Terms of Reference - Report No. AR18/49576

COMMITTEE	CEO Selection and Recruitment Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49576
RM8 REFERENCE	AF18/584
AUTHOR	Lynette Martin
SUMMARY	This Report is presented to outline the Terms of Reference of the CEO Selection and Recruitment Committee.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49576 titled 'CEO Selection and Recruitment Committee Report – Terms of Reference' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the CEO Selection and Recruitment Committee Terms of Reference be adopted as contained within CEO Selection and Recruitment Committee Report No. AR18/49576.

Moved:

Seconded:



Background

At its meeting held on 22 November 2018 Council adopted a decision making structure that included the CEO Selection and Recruitment Committee (a Committee established under s41 of the Local Government Act 1999).

Amongst the first items of business for Council's Committees is the review of Committee Terms of Reference.

Discussion

The decision making structure adopted by Council includes all s41 Committees (excepting Sub-Committees) reporting directly to Council.

The CEO Selection and Recruitment Committee being for a specific purpose and of finite duration it is not considered necessary to have a fully documented Terms of Reference, rather for the Committee and Council to endorse the scope of the Committee's purpose by reference to the terms contained within this report and the associated recommendations and resolutions.

As per Council Item 33 from the Statutory Meeting on 22 November 2018 the purpose of the Committee is to carry out tasks that include but may go beyond:

- Development of a Request for Quotes (RFQ) specification for the engagement of a suitably qualified and experienced (including Local Government experience) professional recruitment consulting company to assist the Committee and Council.
- Assessment of quotations and selection of a company.
- Managing information to and from the selected company (for example, job specifications and employment engagement documents) including candidate shortlist, selection and approval.
- Involvement with interviews.
- Providing formal and informal reports from the Committee to Council as necessary.
- Involvement with final selection and interview process and reporting outcomes to the Council for endorsement.
- Managing the overall selection and recruitment process in partnership with the selected company including timeframe and scheduling.
- Consider and provide direction to Council regarding the appointment of an external interim Chief Executive Officer.

All other procedures of the Committee are to be in accordance with the Local Government Act and Procedures at Meetings Regulations and otherwise as determined by the Committee.



Conclusion

This report recommends that the CEO Selection and Recruitment Committee Terms of Reference be as contained within this report.

Attachments

Nil

A handwritten signature in dark ink, appearing to read 'Lynette Martin', is positioned above the printed name.

Lynette MARTIN
MAYOR

27 November 2018
LD



4.4. CEO Selection and Recruitment Committee Engagement of Recruitment Company - Report No. AR18/49573

COMMITTEE	CEO Selection and Recruitment Committee
MEETING DATE:	3 December 2018
REPORT NO.	AR18/49573
RM8 REFERENCE	AF18/584
AUTHOR	Lynette Martin
SUMMARY	This Report is presented to enable the CEO Selection and Recruitment Committee to engage an experienced professional management consulting recruitment company.
COMMUNITY PLAN REFERENCE	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

- (a) That CEO Selection and Recruitment Committee Report No. AR18/49573 titled '*CEO Selection and Recruitment Committee Report – Engagement of Recruitment Company*' as presented to the CEO Selection and Recruitment Committee on 3 December 2018 be noted.
- (b) That the Request for Quotes (RFQ) document as attached be recommended to Council for endorsement and released as a public RFQ once resolved by Council.

Moved:

Seconded:



Background

An experienced professional management consulting recruitment company shall be engaged by Council to provide advice and assist with the recruitment of a replacement CEO.

Discussion

Once appointed the recruitment company will provide professional and objective advice to the Committee and Council during the entire recruitment and engagement process. The role of the company has been noted in a previous report and has been incorporated into the attached Request for Quotes (RFQ) documentation. Once recommended by the Committee and endorsed by Council at its meeting on 18 December 2018 the RFQ will be publicly released. The RFQ will close on 9 January 2019, be assessed by the Committee on Thursday 10 January 2019 for a recommendation to be considered at the Council Meeting Tuesday 15 January 2019.

It is anticipated that the selected company will meet with the Committee the week beginning 21 January 2019 to commence the recruitment process, review documentation and conditions of employment.

Conclusion

The company selected by the RFQ process will assist the Mayor, Committee and Council in the CEO replacement process and is likely to take several months from January 2019.

Attachments

[Attachment 1 \(AR18/49855\): CEO Selection and Recruitment Request for Quotes AF18/586](#)



Lynette MARTIN
MAYOR

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5. MOTION(S) - With Notice

Nil Submitted

6. MOTION(S) - Without Notice

Meeting closed at p.m.

AR18/49772



7. REPORT ATTACHMENTS





Request for Quotes AF18/586

Management Consulting and Recruiting Services

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Structure of this Request for Quotes

This Request for Quotes is comprised of four sections:

- Section A - Background and General Information
- Section B - Quote Conditions
- Section C – Specifications
- Section D – Form of Quote and Schedules

Section A – Background and General Information

1. Invitation to Quote

The City of Mount Gambier invites quotes from suitably qualified Respondents for the provision of management consulting and recruitment services to assist the Council in the selection and recruitment of a replacement Chief Executive Officer (CEO).

Section B – Quote Conditions

2. Definitions

In this RFQ:

- 2.1 **Closing Date** means the time and date specified in clause 5.2, or such later time and date as may be notified in writing to Respondents by the Council.
- 2.2 **Form of Quote** means the form contained in Section D of this RFQ.
- 2.3 **GST** means the Goods and Services Tax payable pursuant to the *A New Tax System (Goods and Services Tax) Act 1999*.
- 2.4 **Respondent** refers to any party who responds to this RFQ.
- 2.5 **RFQ** means this Request for Quotes.
- 2.6 **Quote** means a quote submitted by a Respondent pursuant to this RFQ.
- 2.7 **Schedules** means the schedules contained in Section D of this RFQ.
- 2.8 **Services** means the services sought to be purchased by the Council pursuant to this RFQ.
- 2.9 **Specifications** means the specifications specified in Section C of this RFQ.

3. Request for Quotes

- 3.1 The Council seeks Quotes from Respondents for the provision of the Services, which are further described in the Specifications.
- 3.2 Respondents must not use this RFQ (including any attached technical and other written information supplied by the Council) for any purpose other than to prepare a Quote. This includes not copying this RFQ (including any attached technical and other written information supplied by the Council) and providing a copy to any third party not involved in the preparation of a Quote.

4. Quoted Prices

- 4.1 Prices quoted are to be in a lump sum basis.
- 4.2 All prices for the Services are to be fixed. Quoted prices must **include** GST and all applicable levies, duties, taxes and charges.
- 4.3 Any charge not stated in the Quote will not be payable by the Council.

5. Lodgement of Quotes

- 5.1 The Respondent must submit:
 - 5.1.1 the original Form of Quote;
 - 5.1.2 the completed Schedules; and
 - 5.1.3 written statements and other information required.
- 5.2 **Electronic Lodgement of Quotes**
 - 5.2.1 Quotes must be lodged electronically via SA Tenders before the **Closing Time/Date 12.00 Noon, Wednesday 9 January 2019** and in accordance with the Quote lodgement procedure set out in this clause.
 - 5.2.2 Where there is any inconsistency between the lodgement procedure set out on the SA Tenders website and those set out in this RFQ, this RFQ will prevail.
 - 5.2.3 Quotes lodged by any other means or to any other email address will not be considered.
 - 5.2.4 Respondents warrant that they have taken all reasonable steps to ensure that their Quotes are free of viruses or any other matter which would cause harm to the Council's website or systems.
 - 5.2.5 Respondents acknowledge that it is their sole responsibility to ensure that sufficient time has been allowed for Quote lodgement, including time that may be required for any problem analysis and resolution prior to the Closing Date.
 - 5.2.6 If Respondents have any problem uploading their Quote, they must contact the Nominated Contact Person prior to the Closing Date. Any failure to do so will result in the Quote being a non-conforming Quote.
 - 5.2.7 A Quote is deemed to have been lodged by the Respondent when the Quote has been received by SA Tenders server.

6. Quote Closing Date

- 6.1 This RFQ closes on the Closing Date.
- 6.2 Quotes received after the Closing Date will **NOT** be considered.
- 6.3 The Council will not accept any responsibility in the event that a Quote is not received by the Closing Date.

7. Proposed Timing of Request for Quotes Process

The proposed timing for the Request for Quotes Process is as follows:

Request for Quotes	19 December 2018
Closing Date	9 January 2019
Notification to successful Respondent	16 January 2019 (<i>indicative</i>)
Commencement of Provision of Services	21 January 2019 (<i>indicative</i>)

8. Communication between the Parties

8.1 Enquiries or Requests for Information or Clarification

- 8.1.1 Any enquiries or requests for information or clarification regarding this RFQ should be made in writing and addressed to the Nominated Contact Person.

The Nominated Contact Person is Mayor Lynette Martin: mayormartin@mountgambier.sa.gov.au or alternatively telephone (08) 8721 2507

****DO NOT SEND YOUR RFQ RESPONSE TO THIS ADDRESS****

- 8.1.2 The Nominated Contact Person may (but is not obligated to) respond to enquiries or requests for information or clarification.
- 8.1.3 If the Council provides any information to a Respondent by way of clarification, then the Council reserves the right to provide that information to other Respondents.
- 8.1.4 No statement made by the Nominated Contact Person, or any other representative of the Council should be construed as modifying this RFQ or any of the RFQ Documents, unless confirmed in writing by the Nominated Contact Person.

8.2 Request for Quotes Preparation

8.2.1 Respondents to be informed

Each Respondent must, prior to submitting its RFQ, become acquainted with the nature and extent of the Services to be

undertaken, and make all necessary examinations, investigations, inspections and deductions.

8.2.2 Evidence of Registration or Licensing

Each Respondent must (if applicable) be licensed or registered to perform the Services.

8.2.3 Conflict of Interest

Respondents must inform Council of any circumstances or relationships which will constitute a conflict or potential conflict of interest if the Respondent is successful. If any conflict or potential conflict exists, the Respondent must advise how it proposes to address this.

8.2.4 Use of Sub-contractors

Where a Respondent proposes to use resources from organisations other than the Respondent itself, substantial information relating to the contractual arrangements for such resources must be detailed in the RFQ, together with information on the relevant experience of such other organisation.

8.2.5 Ombudsman Act

Respondents should be aware that the *Ombudsman Act 1972* (SA) has been amended so that the definition of “administrative act” under that Act includes an act done in the performance of functions under a contract for services with a Council. That Act also includes powers enabling the Ombudsman to investigate matters in the public interest. The Respondent must ensure compliance with all obligations arising under that Act and any other applicable legislation.

8.2.6 Freedom of Information

Respondents should be aware that the *Freedom of Information Act 1991* (SA) (FOI Act) gives members of the public rights to access documents of the Council. The FOI Act promotes openness in governance and accountability of government agencies and confers the public with a legally enforceable right to be given access to documents, including contracts entered into by the Council, except for those contracts or provisions which should be kept confidential for public interest purposes, the preservation of personal privacy or are commercial in confidence.

8.2.7 Collusion

The Respondent must not collude with any other Respondents or potential Respondents.

9. **Non-Conforming Quote**

Any Quote may be rejected if it does not conform with the requirements of the Specifications or this RFQ.

10. **Acceptance of Quote**

- 10.1 The Respondent agrees that the Quote remains open for a minimum period of 60 days after the Closing Date.
- 10.2 This RFQ, together with the Council's written acceptance of the Quote and the issue of an official Council purchase order, constitute the contract between the Council and the successful Respondent.

11. **No Legal Requirement**

The issue of this RFQ or any response to it does not commit, obligate or otherwise create a legal requirement on the Council to acquire the Services from a Respondent.

12. **Council's Rights**

The Council reserves the right to:

- 12.1 amend, vary, supplement or terminate this RFQ at any time;
- 12.2 accept or reject any Quote, including the lowest price Quote;
- 12.3 negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;
- 12.4 postpone or abandon this RFQ;
- 12.5 add or remove any Respondent;
- 12.6 accept or reject any Quotes;
- 12.7 accept all or part of any Quote;
- 12.8 negotiate or not negotiate with one or more Respondents;
- 12.9 discontinue negotiations with any Respondent; and
- 12.10 include the Respondents' names in Council reports and make them public. This may include the order of Respondents on the basis of quoted price but without the specific amount quoted.

13. Quote Evaluation

In assessing Quotes, the Council will have regard to, but not necessarily be limited to, the following criteria (not listed in any order of priority):

- 13.1 completion of the Form of Quote;
- 13.2 compliance with the Specifications;
- 13.3 capacity to develop key documents;
- 13.4 timeframe for the completion of the Services;
- 13.5 demonstrated experience in completing similar projects;
- 13.6 referees; and
- 13.7 insurance.

14. Respondent's Confidential Information

- 14.1 Subject to clauses 14.2 and 15, the Council will treat as confidential all Quotes submitted by Respondents in connection with this RFQ during the RFQ process, the evaluation period and any negotiations with preferred Respondents.
- 14.2 The Council will not be taken to have breached any obligation to keep information provided by Respondents confidential to the extent that the information:
 - 14.2.1 is disclosed by the Council to its advisers, officers, employees or subcontractors solely in order to conduct the RFQ process or to prepare and manage any resultant agreement;
 - 14.2.2 is disclosed to the Council's internal management personnel, solely to enable effective management or auditing of the RFQ process;
 - 14.2.3 is published in the agenda for an open meeting to consider and determine the outcome of the Tender process;
 - 14.2.4 is disclosed by the Council to the responsible Minister;
 - 14.2.5 is authorised or required by law to be disclosed;
 - 14.2.6 is in the public domain otherwise than due to a breach of the relevant obligations of confidentiality; or
 - 14.2.7 is disclosed after the Council has either contracted with a Respondent or terminated this RFQ process.

15. Governing Law

15.1 This RFQ is governed by the law in South Australia.

15.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

16. ICAC

Respondents acknowledge that if they enter into a contract with the Council they will be considered to be public officers for the purposes of the *Independent Commissioner Against Corruption Act, 2012* (SA) (**ICAC Act**) and will be obliged to comply with the ICAC Act and the Directions and Guidelines issued pursuant to the ICAC Act.

Section C – Specifications

The City of Mount Gambier (Council) is seeking tenders from suitably qualified and experienced Management Consulting / Recruiting firms to assist the Council in the selection and recruitment of a replacement Chief Executive Officer (CEO). The present CEO, Mr Mark McShane has been in the position for over seven years and has announced his retirement effective from mid-February 2019.

The successful tenderer will be provided additional information related to the position, Council Corporate Structure and related matters, general information about Mount Gambier and the region.

Submitted tender will be assessed on the following criteria:

- Depth of company professional experience in the recruitment and selection of Executive Staff and Chief Executive Officers. The experience of staff who will lead and be responsible for this recruitment exercise.
- Sound understanding of and experience in the recruitment of Chief Executive Officers in the Local Government Sector, enabling active candidate search. Provision of a time and action schedule for the recruitment process.
- Experience in Regional and Country Councils within South Australia and/or elsewhere in Australia.
- Capacity to develop documents related to the CEO's role including, but going beyond Job Description, Key Performance Indicators, Employment Contract and related matters.
- Fee structure including all work related to the process such as employment contract, advertising, travel to and accommodation in Mount Gambier. Guarantee replacement period.
- Any "value adds" to the selection and recruitment process.

It is anticipated that the selected company will carry out the following activities plus others as requested by the Council and/or suggested by the selected company.

1. Participate in an initial meeting in Mount Gambier with the CEO Selection and Recruitment Committee (and other Councillors as determined). The lead consultant will be involved in this meeting.
2. Review and develop the position (Job) description, draft employment contract, including employee remuneration matters, develop and gain agreement on recruitment timeframes.
3. Develop and implement advertising, advertising program and conduct candidate search.
4. Deal with all candidate enquiries and managing information flows to candidates and actively manage candidates throughout the process.
5. Prepare a long list of candidates for consideration by the Council Committee and following review and assessment, develop a short list for interview.
6. Manage the interview process and provide advice and support to Council's interview panel prior to, during and after interviews that will take place in Mount Gambier.

7. Interview follow up that includes but may go beyond candidate management, referee checking, qualification checking, discussion and negotiation with preferred candidate(s) and maintaining contact with the Mayor (and Committee as necessary).
8. Finalisation of employment contract and any related documentation including date for employment commencement.

All contact relating to this Tender must be directed to Mayor Lynette Martin: mayormartin@mountgambier.sa.gov.au or telephone (08) 8721 2507.

Section D – Form of Quote & Schedules

Schedule 1 Form of Quote

I/We _____ (Respondent) on _____ (Date)
having read, understood and fully informed myself/ourselves/itself of the contents,
requirements and obligations of this RFQ, hereby provide a Quote for the Services.

1. Name of Respondent State in full the name(s) of the Respondent(s) and trading names ABN Number	
2. Contact Person Nominate a contact person for this RFQ to deal with any questions or queries that may arise.	
3. Registered Address	
4. Postal Address	
5. Telephone	
6. Email	
7. Bank Details Name of Trading Bank: Branch: Account Name: BSB Number: Account/IBAN Number:	

8. Price Schedule

Please provide fixed lump sum pricing which includes all work related to the process such as employment contract, advertising, travel to and accommodation in Mount Gambier.

Description	Unit (if applicable)	Price (ex GST)	GST Component	Price (inc GST)

Schedule 2 Compliance with the Specifications

Please indicate if you intend to comply with the Specifications.

Schedule 3 Organisation Structure and Facilities

1. Organisation structure

Provide details of the staff and the organisation structure proposed to be used for performance of the Services. Details must include but not be limited to:

- Company structure to be used to support the Services including size and location of office, organisation structure.
- Number of staff proposed to be used and their qualifications and experience.

2. Employees

Provide details

3. Facilities

Provide details

Schedule 4 Timeframe

Please provide an activity timeframe which includes estimated date for completion of the Services and a guarantee replacement period.

Schedule 5 Experience and Referees

Provide details of your experience with similar projects including:

- Depth of company professional experience in the recruitment and selection of Executive Staff and Chief Executive Officers.
- Sound understanding of and experience in the recruitment of Chief Executive Officers in the Local Government Sector, enabling active candidate search.
- Experience in Regional and Country Councils within South Australia and/or elsewhere in Australia.
- Capacity to develop documents related to the CEO's role including, but not going beyond Job Description, Key Performance Indicators, Employment Contract and related matters.

Details of at least three references for similar work and information on the approximate date when work was completed and the approximate value of work undertaken.

Client Name:

Address:

Contact Name:

Telephone:

Email:

Date of Work:

Value of Work:

Client Name:

Address:

Contact Name:

Telephone:

Email:

Date of Work:

Value of Work:

Client Name:

Address:

Contact Name:

Telephone:

Email:

Date of Work:

Value of Work:

Schedule 6 Insurance

Provide details of insurance currently held by you that would be extended to provide cover for the Services.

Insurance type	Policy no	Extent of cover		Expiry date	Name of insurer
		Per incident \$A	In aggregate \$A		
Public and products liability (minimum \$10,000,000)					
Professional indemnity (if applicable)					
Property and facilities					
Contents					
Vehicles plant & equipment					
Workers compensation					
Directors and officers (if applicable)					
Other					

Schedule 7 Value Added Services

Provide details of any other benefits you can offer to improve the level of service or value of your RFQ.

The undersigned undertakes that if selected as the successful Respondent, I/we/it will be bound by the conditions provided.

If the Respondent is a company, the Quote must be executed as follows:

Executed by [Insert Company name] pursuant to section 127 of the <i>Corporations Act 2001</i>	
Signature of Director	Signature of Director/Company Secretary (Please delete as applicable)
Name of Director (print)	Name of Director/Company Secretary (print)
OR	
Signature of Sole Director and Sole Company Secretary	
Name of Sole Director and Sole Company Secretary (print)	
OR	
Signed for [Insert Representative's name] by an authorised representative in the presence of:	
Signature of witness	Signature of authorised representative
Name of witness (print)	Name of authorised representative (print)
	Position of authorised representative (print)

If the Respondent is an individual, the Quote must be executed as follows:

Signed by [insert name]		in the presence of:	
<div>Signature of witness</div>		<div>Respondent</div>	
<div>Name of witness (print)</div>			

If the Respondent is a partnership, the Quote must be executed as follows:
Partner 1:

Signed sealed and delivered by [insert name]		in the presence of:	
<div>Signature of witness</div>		<div>Signature of partner</div>	
<div>Name of witness (print)</div>			
<div>Address of witness (print)</div>			

Partner 2:

Signed sealed and delivered by [insert name]		in the presence of:	
<div>Signature of witness</div>		<div>Signature of partner</div>	
<div>Name of witness (print)</div>			
<div>Address of witness (print)</div>			