

Reference: AF18/584

MAYOR MARTIN  
CR HOOD  
CR MEZINEC  
CR MORELLO  
CR PERRYMAN  
CC: CR AMOROSO  
CR BRUINS  
CR GRECO  
CR JENNER

NOTICE is given that I have called a Special Meeting of the Chief Executive Officer (CEO) Selection and Recruitment Committee to be held in the Office of the Mayor, Civic Centre, 10 Watson Terrace, Mount Gambier, on the following date and time:

Friday 14 December 2018 – Office of the Mayor, Civic Centre (commencing at 7.30 a.m.)

For the purpose of:

1. Consideration and recommendation of a preferred recruitment agency for the CEO selection and recruitment process.

The Meeting Agenda is attached.



**Lynette MARTIN OAM**  
MAYOR

11 December 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  
Friday, 14 December 2018 at 7:30 a.m.

**PRESENT** Mayor Lynette Martin OAM (Presiding Member)

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

**COUNCIL OFFICERS** Procurement Officer - Mrs L Hinton

**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.**

### **1. APOLOGY(IES)**

Apology(ies) received from Cr

That the apology from Cr be received.

Moved: Seconded:

### **2. CEO SELECTION AND RECRUITMENT COMMITTEE REPORTS**

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



### 3. CONFIDENTIAL ITEMS

#### 3.1. Consideration for Exclusion of the Public

##### Item No. 3.2

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – B Hood, S Mezinac, F Morello, S Perryman and Council Officers – L Hinton) be excluded from the meeting in order for the Agenda Item Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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 the Agenda Item is information associated with:

(k) tender for the provision of services.

The tenders being considered contain pricing information and other competitive service information, the release of which would prejudice the position of the provider(s) and Council in negotiation and use of the services.

Item No.	Subject Matter	S90(3) Grounds
3.2	Request for Quote – CEO Selection and Recruitment – AR18/51627 File Ref: AF18/584	(k)

Moved:

Seconded:



**3.2. CEO Request for Quote – CEO Selection and Recruitment - Report No. AR18/51627**

<b>COMMITTEE</b>	CEO Selection and Recruitment Committee
<b>MEETING DATE:</b>	14 December 2018
<b>REPORT NO.</b>	AR18/51627
<b>RM8 REFERENCE</b>	AF18/584
<b>AUTHOR</b>	Lynette Martin
<b>SUMMARY</b>	This report is presented to enable the Committee to consider and recommend a preferred recruitment agency for the CEO selection and recruitment process.
<b>COMMUNITY PLAN REFERENCE</b>	Goal 2: Our Location

<b>REPORT RECOMMENDATION</b>
<p>(a) Council Report No. AR18/51627 titled '<i>Request for Quote – CEO Selection and Recruitment</i>' as presented to the CEO Selection and Recruitment Committee be noted.</p> <p>(b) That _____ be engaged to work with Council on the selection and recruitment of the replacement CEO with a contract value of \$ _____, subject to execution of a service agreement.</p>

Moved:

Seconded:



## Background

The first meeting of the CEO Selection and Recruitment Committee was held on 3 December 2018. Recommendations from the Committee were resolved at the Special Council Meeting of 4 December 2019 including item 2.5:

- “(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.”*

## Discussion

The Request for Quote was released on 5 December 2018 with a one week period for responses. Council’s Procurement Officer Lisa Hinton consolidated the responses received and together with an assessment matrix, they were provided to Committee Members for consideration. Committee Members returned their completed assessment matrix to Lisa Hinton in preparation for this Committee meeting.

The Committee may wish to suspend meeting procedures to enable comprehensive discussion on the quotes received.

The recommendation from the Committee is to be included in the agenda for the Council Meeting of 18 December 2018 and once resolved the Committee will commence the recruitment process in partnership with the selected company.

## Attachments

Completed Request for Tender / Assessment Matrix to be tabled at the meeting.



**Lynette MARTIN**  
MAYOR

11 December 2018  
LD



### 3.3. Consideration for Keeping Items Confidential

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 1 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

Item No.	Subject Matter	S90(3) Grounds	Element To Be Kept Confidential	Duration
3.2	Request for Quote – CEO Selection and Recruitment	(k)	All details including tabled attachments.	Until a replacement CEO has commenced employment.
			Resolution a & b to be released on execution of a service agreement.	

Moved:

Seconded:

Meeting closed at p.m.

AR18/51911



## **MINUTES OF CEO SELECTION AND RECRUITMENT COMMITTEE SPECIAL MEETING**

Meeting held in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier on Friday, 14 December 2018 at 7:30 a.m.

**PRESENT** Mayor Lynette Martin OAM (Presiding Member)

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

**COUNCIL MEMBERS AS OBSERVERS** Cr Paul Jenner

**COUNCIL OFFICERS** Procurement Officer - Mrs L Hinton

**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.**

**1. APOLOGY(IES)**

Nil

**2. CEO SELECTION AND RECRUITMENT COMMITTEE REPORTS**

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





### 3. CONFIDENTIAL ITEMS

#### 3.1. Consideration for Exclusion of the Public

##### Item No. 3.2

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – B Hood, S Mezinec, F Morello, S Perryman, Cr Jenner and Council Officers – L Hinton) be excluded from the meeting in order for the Agenda Item Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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 the Agenda Item is information associated with:

(k) tender for the provision of services.

The tenders being considered contain pricing information and other competitive service information, the release of which would prejudice the position of the provider(s) and Council in negotiation and use of the services.

Item No.	Subject Matter	S90(3) Grounds
3.2	Request for Quote – CEO Selection and Recruitment – AR18/51627 File Ref: AF18/584	(k)

Moved: Cr Perryman

Seconded: Cr Mezinec

Carried



**3.2. CEO Request for Quote – CEO Selection and Recruitment - Report No. AR18/51627**

<b>COMMITTEE RECOMMENDATION</b>	
(a)	Council Report No. AR18/51627 titled ' <i>Request for Quote – CEO Selection and Recruitment</i> ' as presented to the CEO Selection and Recruitment Committee be noted.
(b)	That McArthur be engaged to work with Council on the selection and recruitment of the replacement CEO with a contract value of \$18,000 subject to execution of a service agreement.

Moved: Cr Mezinac

Seconded: Cr Hood

Carried

**3.3. Consideration for Keeping Items Confidential**

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 1 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

Item No.	Subject Matter	S90(3) Grounds	Element To Be Kept Confidential	Duration
3.2	Request for Quote – CEO Selection and Recruitment	(k)	All details including tabled attachments.	Until a replacement CEO has commenced employment.
			Resolution a & b to be released on execution of a service agreement.	

Moved: Cr Perryman

Seconded: Cr Morello

Carried



**4. MOTION WITHOUT NOTICE**

**4.1 HUMAN RESOURCE MANAGEMENT - Appointment of Interim Chief Executive Officer AF18/584**

<b>COMMITTEE RECOMMENDATION</b>	
(a)	The information from Mr Graeme Maxwell outlining his terms and conditions to act as Interim CEO be noted.
(b)	Committee agreed on the appointment of Mr Graeme Maxwell to fill the role of Interim CEO to commence Monday 18 February 2019 and through to Friday 17 May 2019.

Moved: Cr Hood

Seconded: Cr Morello

Carried

Meeting closed at 8.25 a.m.

AR18/52403

CONFIRMED THIS DAY OF 2018

.....  
PRESIDING MEMBER



## **AGENDA OF ORDINARY COUNCIL MEETING**

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 18 December 2018 at 6.00 p.m.

**PRESENT** Mayor Lynette Martin OAM

Cr Ben Hood  
Cr Steven Perryman  
Cr Sonya Meziniec  
Cr Kate Amoroso  
Cr Max Bruins  
Cr Christian Greco  
Cr Frank Morello  
Cr Paul Jenner

<b>COUNCIL OFFICERS</b>	Chief Executive Officer	-	Mr M McShane
	General Manager Community Wellbeing	-	Ms B Cernovskis
	General Manager Council Business Services	-	Mrs P Lee
	General Manager City Growth	-	Dr J Nagy
	General Manager City Infrastructure	-	Mr N Serle
	Manager Executive Administration	-	Mr M McCarthy
	Manager Development Services	-	Mrs T Tzioutziouklaris
	Media and Communications Coordinator	-	Ms S McLean
	Executive Administration Officer	-	Mrs F McGregor

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### **1. APOLOGY(IES)**

Apology(ies) received from Cr

That the apology from Cr be received.

Moved:

Seconded:

### **2. LEAVE OF ABSENCE**

Nil

### **3. CONFIRMATION OF COUNCIL MINUTES**

Ordinary Meeting held on 16 October 2018

Statutory Meeting held on 22 November 2018

Special Meeting held on 4 December 2018



## 17.4. Consideration for Exclusion of the Public

### Item No. 17.5

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – K Amoroso, M Bruins, C Greco, P Jenner, S Mezinac, F Morello, S Perryman and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, M McCarthy, S McLean and F McGregor) be excluded from the meeting in order for the Agenda Item Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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 the Agenda Item is information associated with:

(k) tender for the provision of services.

The tenders being considered contain pricing information and other competitive service information, the release of which would prejudice the position of the provider(s) and Council in negotiation and use of the services.

Item No.	Subject Matter	S90(3) Grounds
17.5	Request for Quote – CEO Selection and Recruitment – AR18/51627 File Ref: AF18/584	(k)

Moved:

Seconded:



**17.5. CEO Request for Quote – CEO Selection and Recruitment - Report No. AR18/51627**

<b>COMMITTEE RECOMMENDATION</b>	
(a)	Council Report No. AR18/51627 titled ' <i>Request for Quote – CEO Selection and Recruitment</i> ' as presented to the CEO Selection and Recruitment Committee be noted.
(b)	That McArthur be engaged to work with Council on the selection and recruitment of the replacement CEO with a contract value of \$18,000 subject to execution of a service agreement.

Moved:

Seconded:

**17.6. Consideration for Keeping Items Confidential**

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 1 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

Item No.	Subject Matter	S90(3) Grounds	Element To Be Kept Confidential	Duration
17.5	Request for Quote – CEO Selection and Recruitment	(k)	All details including tabled attachments.	Until a replacement CEO has commenced employment.
			Resolution a & b to be released on execution of a service agreement.	

Moved:

Seconded:

Meeting closed at                      p.m.

AR18/50809



## **MINUTES OF ORDINARY COUNCIL MEETING**

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 18 December 2018 at 6.00 p.m.

**PRESENT** Mayor Lynette Martin OAM

Cr Ben Hood  
Cr Steven Perryman  
Cr Sonya Mezinac  
Cr Kate Amoroso  
Cr Max Bruins  
Cr Christian Greco  
Cr Frank Morello  
Cr Paul Jenner

<b>COUNCIL OFFICERS</b>	Chief Executive Officer	-	Mr M McShane
	General Manager Community Wellbeing	-	Ms B Cernovskis
	General Manager Council Business Services	-	Mrs P Lee
	General Manager City Growth	-	Dr J Nagy
	General Manager City Infrastructure	-	Mr N Serle
	Manager Executive Administration	-	Mr M McCarthy
	Media and Communications Coordinator	-	Ms S McLean
	Media and Communications Officer	-	Mrs A Watson
	Executive Administration Officer	-	Mrs F McGregor

**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.**

Mayor Martin acknowledged the violent death of a local woman last Friday in our community allegedly by her domestic partner.

This highlights the issue of domestic violence not only nationally, but also locally as a priority within our community as identified in our Regional Health Plan.

Whilst this is a national conversation, this tragedy draws attention to the need for our community to work together to ensure that ongoing support is provided to those in need.

### **1. APOLOGY(IES)**

Nil



#### 17.4. Consideration for Exclusion of the Public

##### Item No. 17.5

The following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90(2) of the Local Government Act 1999, and an order be made that the public (with the exception of Mayor L Martin, Councillors – K Amoroso, M Bruins, C Greco, P Jenner, S Meziniec, F Morello, S Perryman and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, M McCarthy, S McLean and F McGregor) be excluded from the meeting in order for the Agenda Item 17.5 Request for Quote – CEO Selection and Recruitment to be considered in confidence.

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 the Agenda Item is information associated with:

(k) tender for the provision of services.

The tenders being considered contain pricing information and other competitive service information, the release of which would prejudice the position of the provider(s) and Council in negotiation and use of the services.

Item No.	Subject Matter	S90(3) Grounds
17.5	Request for Quote – CEO Selection and Recruitment – AR18/51627 File Ref: AF18/584	(k)

Moved: Cr Greco

Seconded: Cr Meziniec

Carried





**17.5. CEO Request for Quote - CEO Selection and Recruitment - Report No. AR18/51627**

- |  |
|--|
| <p>(a) Council Report No. AR18/51627 titled '<i>Request for Quote – CEO Selection and Recruitment</i>' as presented to the CEO Selection and Recruitment Committee be noted.</p> <p>(b) That McArthur be engaged to work with Council on the selection and recruitment of the replacement CEO with a contract value of \$16,000 subject to execution of a service agreement.</p> |
|--|

Moved: Cr Perryman

Seconded: Cr Morello

Carried

**17.6. Consideration for Keeping Items Confidential**

That an order be made pursuant to Section 91(7) and recorded in the publicly released version of the minutes in accordance with Section 91(9) of the Local Government Act, 1999 that the document in relation to Item 1 which has been considered by the Council on a confidential basis pursuant to Section 90(3) be kept confidential.

Item No.	Subject Matter	S90(3) Grounds	Element To Be Kept Confidential	Duration
17.5	Request for Quote – CEO Selection and Recruitment	(k)	All details including tabled attachments.	Until a replacement CEO has commenced employment.
			Resolution a & b to be released on execution of a service agreement.	

Moved: Cr Perryman

Seconded: Cr Morello

Carried

Meeting closed at 7.37 p.m.

AR18/52616

