



Provision of Recruitment Services – Chief Executive Officer Request for Expression of Interest



Closes 5pm on Friday, 16 November 2018

PROVISION OF RECRUITMENT SERVICES – CHIEF EXECUTIVE OFFICER

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1. INTRODUCTION

1.1 Background

Strathbogie Shire Council's vision is together we are building a flourishing community – a place of natural beauty, enviable lifestyles, and opportunities for all.

Strathbogie Shire Council represents the needs of approximately 10,500 residents across 3,302 square kilometres. The Shire is located in the heart of Victoria, approximately 90 minutes north of Melbourne and comprises of the diverse and vibrant townships of Avenel, Euroa, Nagambie, Violet Town and Strathbogie.

The region has a strong agricultural economic base including wool, grain, sheep and cattle production, and is also known as Victoria's Thoroughbred Homeland with over eighteen of Australia's finest thoroughbred properties located in our municipality. Many Melbourne Cup winners have been born, bred and trained locally.

Strathbogie Shire Council also has a growing tourism sector, complemented by recent urban industrial and residential development

Strathbogie Shire Council (Council) is responsible for delivering over 80 services to ensure the current and future wellbeing of its citizens by realising liveable, productive communities supported by a healthy environment.

Council is well-placed to sustain its operations into the future, with its Budget 2018/19 forecasting income of over \$27 million and a capital works program of more than \$15 million.

Council is committed to being an employer of choice. With a focus on attracting and retaining excellent staff to ensure a high level of service delivery, the Shire has a range of programs in place to optimise professional and personal development success. With an engaged community and an economy that offers many opportunities, we want to retain all that is special about our region. To achieve this, Council has worked hard to build a workforce that is informed, effective, flexible and highly responsive to developing opportunities and challenges.

1.2 The Project

The contract of Council's current Chief Executive Officer expires on 19 November 2019.

Council seeks the services of a suitably qualified and experienced recruitment professional (Consultant) to assist with the recruitment of a Chief Executive Officer; with the successful recruitment consultant to commence by mid-November.

1.3 Definitions

In the Expression of Interest Conditions, the following terms have the meanings indicated, unless inconsistent with the context:

"Best Value Principles" means the Best Value Principles described in section 208B of the *Local Government Act 1989*;

"Closing Time for Expression of Interest" has the meaning ascribed to it by clause 3.3;

"Conforming Expression of Interest" means an Expression of Interest, which is not a Non-Conforming Expression of Interest;

"Non-Conforming Expression of Interest" means an Expression of Interest which:

- (a) does not comply with any requirement specified in the Expression of Interest Conditions; or
- (b) contains any qualification, condition or other indication that the submitter is not willing to perform the services in strict accordance with the Tender Documents; and

"Schedule" means a schedule to the Expression of Interest Conditions.

1.4 Proposed Timetable

The proposed timetable for this Expression of Interest process is outlined below:

Advertising commences	Monday 22 October 2018
Closing date and time	Friday 16 November at 5pm
Assessment of submissions	Tuesday 27 November 2018
Presentations to Council from short listed submissions	Tuesday 4 December 2018
Report at December Council meeting; recommending preferred Submitter	Tuesday 18 December 2018
Notification of successful Submitter	Wednesday 19 December 2018
Recruitment process commences with initial meeting between Council and appointed Consultant	Tuesday 29 January 2019

2. NATURE OF SERVICES TO BE PROVIDED

Services to be performed

The Consultant will be engaged to assist the Council with the recruitment of a new Chief Executive Officer. An outline of the anticipated extent of these services is provided below.

Location of services

Strathbogie Shire Council Office
109A Binney St
EUROA 3666

Extent of the Services

Working with the Council, the successful Consultant will undertake a range of tasks including but not limited to:

- Assist the Council with:
 - the framework and ambit timelines for the recruitment process;
 - key messaging and advertising program;
 - assessment / evaluation methodology
 - candidate competencies, including key selection criteria and position description fundamentals;
 - how candidates will be selected for interview and interview structure, including the respective roles through this process;

- identifying and attracting a pool of qualified candidates;
- records and acknowledgement of all applications, to be shared with Council;
- initial assessments of candidates;
- preparing a shortlist for interview, in consultation with the Council;
- collecting and interpreting detailed evidence about candidate capability and competencies;
- coordination and assistance conducting interviews;
- detailed pre-employment checks, including medical and Police checks, with Council to undertake final reference checking
- negotiating key elements of the employment contract, including an appropriate remuneration package, and assist with contract negotiations, including key performance indicators to achieve a mutually agreed outcome; and
- maintaining accurate and detailed records throughout, for retention by Strathbogie Shire Council.

Submitters are asked to note that all meetings of the Consultant with the Council are to be conducted in person, with the majority occurring at Strathbogie Shire Council Office, 109A Binney Street, Euroa, or at another location at the discretion of Council. Meetings will generally be held on Tuesdays.

Submitters are also asked to note and be prepared to commit to the dates foreshadowed at clause 1.4 above, including the presentation date of 4 December 2018.

Submitter to make enquiries

Submitters may request clarification of the Expression of Interest document/process at any time until four business days before the closing date.

Submitters are advised and expected to ascertain for themselves the actual extent and nature of the services. Council will not entertain any claim arising from a failure to do so.

Council expects each submitter to understand the requirements of the applicable legislation pertaining to the recruitment of a Chief Executive Officer.

Enquiries

All enquiries regarding the expression of Interest process must be directed to Chris Dube, Manager Organisational Performance on 03 5795 0066.

3. EXPRESSION OF INTEREST

3.1 Form of Expression of Interest

As a minimum, expressions of interest must include the information set out in Schedule 1.

3.2 Place to lodge Expression of Interest

An Expression of Interest may be submitted in person, by mail or by email. Submissions delivered by facsimile or verbally will not be considered.

Expressions of interest submitted by mail or in person must be delivered in a sealed envelope marked “Confidential Expression of Interest – Recruitment of CEO” and addressed to:

**Manager Organisational Performance
Strathbogie Shire Council
PO Box 177 (or 109A Binney Street Euroa if being hand delivered)
Euroa Vic 3666**

on or before the Close of Expression of Interest period.

Expressions of interest submitted by email should be sent to: info@strathbogie.vic.gov.au with the words, *Confidential Expression of Interest – Recruitment of CEO* in the subject line of the email.

Council accepts no responsibility for mailed or delivered submissions not reaching the addressee by the Close of Expression of Interest period.

3.3 Time for lodging Expressions of Interest

The time and date by which Expressions of Interest must be received by Council is **5.00pm on Friday 16 November 2018.**

3.4 Late Expressions of Interest

Expressions of Interest received after the Close of Expression of Interest period will not be considered and no correspondence will be entered into in respect of these.

3.5 Council not bound to accept Expression of Interest

Council is not bound to accept any Expression of Interest.

3.6 Non-conforming Expression of Interest

Council reserves the right to accept or reject any non-conforming expression of interest.

4. EVALUATION OF EXPRESSION OF INTERESTS

4.1 Expression of Interest Evaluation

Expressions of Interest will be assessed in accordance with the evaluation criteria set out in **Attachment A**.

Best Value Principles will apply and in addition to assessment against the evaluation criteria, the Council will have regard for any other factors it considers relevant.

Submitters are required to supply all information specified in **Schedule 1**. Submitters that do not provide all information sought may have their Expression of Interest rejected.

In accordance with clause 3.6 the Council may, at its sole discretion, consider an Expression of Interest that is non-conforming if the submission satisfies the needs of Council and does not involve a breach of Council policy or legislative requirements.

An Expression of Interest that fails to meet an evaluation criterion may be considered if the Submitter can satisfy the Council that the Submitter will achieve the required evaluation criterion standard within a mutually agreed time frame.

4.2 Post Expression of Interest Submissions

Council may require a submitter to personally discuss or provide additional information concerning its Expression of Interest before any submission is accepted.

If a Submitter fails to provide the additional information, or attend personally to discuss its Expression of Interest, by the date and time stipulated by Council, its Expression of Interest may not be further considered.

4.3 Rectification of Errors and Omissions

Council reserves the right to:

- check an Expression of Interest for errors and omissions;
- by agreement with a Submitter, otherwise amend the expression of Interest to remedy the effect of any errors or omissions.

4.4 Competitive Neutrality

The Council will comply with its obligations under the Victorian Competitive Neutrality Policy.

4.5 Acceptance of Expression of Interest

The successful Submitter will be notified in writing of the acceptance of their Expression of Interest. Notification of the acceptance of an Expression of Interest will create an agreement between the parties based on the successful submission.

5. PROBITY OF EXPRESSION OF INTEREST PROCESS

5.1 Canvassing

Submitters must not approach, or request any other person to approach -

5.1.1 any member of Council's staff other than Manager Organisational Performance, Chris Dube;

5.1.2 any Strathbogie Shire Councillor;

to solicit support for their Expression of Interest or otherwise seek to influence the outcome of the Expression of Interest process.

The Expression of Interest of any Submitter that engages in conduct prohibited under this clause will not be considered by the Council.

ATTACHMENT A – EVALUATION CRITERIA

In determining best value for money, Expressions of Interest will be assessed against the following evaluation criteria. Sufficient information must be provided (as outlined in Schedule 1) to facilitate the evaluation of these criteria.

1. Compliance and Qualitative Criteria

The compliance and qualitative criteria for this expression of interest are not necessarily listed in any order of importance and may or may not be weighted. In addition, the Council may use material provided in response to one evaluation criterion to evaluate another criterion.

Expression of Interest Compliance

Includes consideration of the Submitter's ability to comply with the requirements of this Expression of Interest document and consideration of the acceptability or otherwise of any non-conformance of the Submitter's offer in accordance with clause 3.6.

Statutory Compliance

Ability of the Submitter to comply with all relevant legislative and other workplace requirements, including but not limited to Equal Opportunity Employment and Information Privacy.

Demonstrated Experience, Management and Capacity

Submitters must be able to demonstrate:

- experience and achievements in providing the Services; and
- ability to meet stated requirements in terms of quality, timeliness and personal attendance at meetings.

Other Information

Submitters may provide any additional information considered relevant to the evaluation of their Expression of Interest.

2. Evaluation Criteria

Expressions of Interest will be assessed in accordance with the evaluation criteria listed below (in order of importance). Submitters are required to address each of these categories.

CRITERIA	SUBMITTER MUST SUPPLY	WEIGHT*
An understanding of the organisation, Local Government and the CEO role	Evidence of: <ul style="list-style-type: none"> • Knowledge of the Local Government sector and understanding of how CEOs in similar roles/organisations operate; • Awareness of current events impacting on the organisation and the wider Local Government sector; and • Significant experience in successful recruitment at CEO level for similar organisations. 	20
Methodology and indicative timeline	A detail of the approach and process to be followed to ensure a successful candidate is recruited to the CEO position. Key milestones and indicative timeframes inherent in that process are also required.	20
Expertise in evaluating CEO capabilities	Explanation of the methodology to be applied and the research basis for the approach to be taken in the assessment of candidate capabilities and fit. Explanation of how and when reference checking of potentially suitable Submitters will be undertaken, including the ideal relationship of the referees to the candidate.	20
Ability to attract candidates	A list of strategies to be used to attract high level, desirable candidates.	15
Cost of providing the service (incl. GST)	Details of payment schedule including any post-recruitment services and the arrangements that will apply to 'out of pocket' expenses (meals, travel, accommodation, etc.)	15
Candidate Management	Information about how candidates will be managed throughout the recruitment and selection process.	5
Commitment to outcome	Explanation of what arrangements will apply if for any reason the appointed candidate does not remain in the CEO role for a period of at least 12 months.	5

SCHEDULE 1 – EXPRESSION OF INTEREST

As a minimum, confidential Expressions of Interest must address the following: -

1. Name and contact details of organisation, firm or company submitting and designated contact person.
 2. Profile of organisation, firm or company submitting.
 3. Profile of consultant/s to be assigned to the project and the role each of them will play.
 4. Information / evidence addressing each of the evaluation criteria identified in Attachment A.
 5. Ability and commitment to comply with key dates identified in clause 1.4: Proposed Timetable.
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