



Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

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4 March 2022

Dear Councillors

Re: Meeting Notice for Special Council Meeting to be held on 7 March 2022

Notice is hereby given that the Special Council Meeting of the Longreach Regional Council will be held in the Council Boardroom, 96a Eagle Street, Longreach on Monday 7 March 2022 commencing at 10:30am.

Your attendance at this meeting is requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mitchell Murphy', with a large, sweeping flourish at the end.

Mitchell Murphy
Chief Executive Officer

Enc

LONGREACH REGIONAL COUNCIL SPECIAL MEETING AGENDA

Monday 7 March 2022

Civic Centre, 96a Eagle Street, Longreach

- 1. Opening of Meeting including Acknowledgement of Traditional Owners**
- 2. Participation in Meetings by Audio Link or Visual Audio Link**
- 3. Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors and Senior Council Officers**
- 4. Chief Executive Officer's Report**
 - 4.1 Appointment of Recruitment Firm for Chief Executive Officer Replacement3
- 3. Closure of Meeting**

**LONGREACH REGIONAL COUNCIL
SPECIAL MEETING AGENDA**

1. OPENING OF MEETING INCLUDING ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

“We acknowledge the Traditional Owners of the land on which we meet today, and we acknowledge elders past, present and emerging.”

LOCAL GOVERNMENT ACT 2009 – PRINCIPLES

Local government is required to adhere to the following high level principles contained in *section 4 of the Local Government Act*:

The *local government principles* are:

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

DECISIONS, BASED ON RECOMMENDATIONS, PROVIDE FOR THE FOLLOWING COUNCIL ACTIONS:

Recognise There is an issue and Council recognises that but usually can't do much about it. Financial cost (no cost).

Advocate Council will take up the issue on behalf of the community and usually get someone else to do something about it (some cost/minimal cost).

Partner Council partners with another organisation/agency to jointly do something about the issue (half cost).

Deliver Council is the deliverer of the program/solution, usually funds it etc. This is normally a standard Council responsibility in service delivery (full cost).

Council's risk management processes are based around the following principles:

Risk Identification: Identify and prioritise reasonably foreseeable risks associated with activities, using the agreed risk methodology.

Risk Evaluation: Evaluate those risks using the agreed Council criteria.

Risk Treatment / Mitigation: Develop mitigation plans for risk areas where the residual risk is greater than our tolerable risk levels.

Risk Monitoring and Reporting: Report risk management activities and risk specific information in accordance with the risk protocols.

The Risk Matrix below is used to assess the likelihood and consequence of any risk to Council, to then identify any necessary treatment actions. This matrix will also be used to assess any risk identified in Council's reports:

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Casastrophic 5
Almost Certain 5	Medium 5	High 10	High 15	Extreme 20	Extreme 25
Likely 4	Medium 4	Medium 8	High 12	High 16	Extreme 20
Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15
Unlikely 2	Low 2	Low 4	Medium 6	Medium 8	High 10
Rare 1	Low 1	Low 2	Medium 3	Medium 4	Medium 5

**LONGREACH REGIONAL COUNCIL
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OUR VISION, MISSION AND VALUES

Vision:

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living. Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Mission:

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Values:

Our values govern the actions of Council and how it serves the communities of Ilfracombe, Isisford, Longreach and Yaraka. Our eight core values are:

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

2. PARTICIPATION IN MEETINGS BY AUDIO LINK OR VISUAL AUDIO LINK

1. DECLARATION OF ANY PRESCRIBED / DECLARABLE CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

3.1 Declaration of Prescribed Conflicts of Interest on any Item of Business

Pursuant to section 150EG, 150EH, 150EI, 150EJ, 150EK, 150EL and 150EM of the *Local Government Act 2009*, a Councillor who has a prescribed conflict of interest in a matter must notify Council of the potential benefit or loss, and if applicable, provide the name of the related person and their relationship with them. They may not participate in a decision relating to the matter and must leave the meeting.

3.2 Declaration of a Declarable Conflict of Interest on any Item of Business

Pursuant to section 150EN, 150EO, 150EP, 150EQ, 150ER, 150ES and 150ET of the *Local Government Act 2009*, a Councillor who has a declarable conflict of interest in a matter must notify Council of the nature of the interest, if applicable, name of the related person, the relationship to them, and the nature of the interest, and/or the value and date of any gift received.

The Councillor may voluntarily leave the meeting and not participate in a decision relating to the matter or;

Other Councillors may vote on this matter and decide if;

- (a) the Councillor must leave the meeting and not participate in a decision relating to the matter;
or
- (b) the Councillor may remain in the meeting and participate in a decision relating to the matter.

4. CHIEF EXECUTIVE OFFICER'S REPORT
4.1 - Appointment of Recruitment Firm for Chief Executive Officer Replacement

2. CHIEF EXECUTIVE OFFICER'S REPORT

4.1 Appointment of Recruitment Firm for Chief Executive Officer Replacement

File Ref:

Consideration of the appointment of a recruiting firm to undertake the recruitment of a Chief Executive Officer.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulations 2012

Policy Considerations

01-01 Procurement Policy 2021-2022

04-05 Code of Conduct for Employees Policy

Corporate and Operational Plan Considerations

GOVERNANCE: HUMAN RESOURCES			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
2.1.9	Continue to advocate the Workplace of Choice Policy and commit to provide a workplace that attracts superior employees.	A range of workplace initiatives based on Workplace of Choice Policy and Management Directives.	Workplace Initiatives: <input type="checkbox"/> Big Day In <input type="checkbox"/> Immunisation Program <input type="checkbox"/> Employee Excellence Awards <input type="checkbox"/> Recognition of Service Awards 80% retention rate by June 2022

CORPORATE: PROCUREMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2	Responsible management of Stores / Procurement operations.	Procurement activity undertaken in line with legislative requirements to achieve best value for money for the community. Monthly stores stocktakes undertaken to effectively manage inventory.	95% of procurement activities audited are compliant with Council's policy and management directives. Annual Stores inventory write-off less than \$15,000.

Budget Considerations

Impact to the budget will be dependant on the recruiting firm selected, however, existing budget allocation will be used for the engagement.

Previous Council Resolutions related to this Matter

(Res-2015-07-161)

Moved Cr Bowden seconded Cr Smith

1. *That pursuant to section 195 of the Local Government Act 2009, Clint Weber is appointed as the Acting Chief Executive Officer from 7 August 2015 until the position is filled; and*
2. *The Mayor, Deputy Mayor and the Acting Chief Executive Officer be included on a panel to recruit the Chief Executive Officer.*

4. CHIEF EXECUTIVE OFFICER'S REPORT

4.1 - Appointment of Recruitment Firm for Chief Executive Officer Replacement

Officer Comment

Responsible Officer/s: *Kimberley Dillon, Executive Officer Governance & Special Projects
Simon Kuttner, Executive Officer Public Affairs*

Background:

The Chief Executive Officer, Mitchell Murphy resigned from his position on 21 February 2022 with his last day being 18 March 2022.

A request-for-quote process was undertaken by the Human Resources Team in which specialist recruitment agencies were invited to provide a proposal to lead the recruitment for a Chief Executive Officer.

Issue:

Council was provided with seven proposals from firms across Australia to undertake the recruitment of a Chief Executive Officer.

In accordance with Council's procurement policy, an evaluation was undertaken by the Human Resources Team based on price, methodology, and experience; it has been attached to this report.

Councillors are asked to consider the recommendation below and authorise the appointment of a recruitment agency.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Unlikely
Consequence: Moderate
Rating: Medium (6/25)

Risk has been calculated based on proceeding as recommended.

Environmental Management Factors:

Nil

Other Comments:

Nil

Appendices

1. CEO Recruitment_ Evaluation v0.1_Redacted.pdf

Recommendation:

That Blackadder Associates be engaged to provide recruiting services for the appointment of a Chief Executive Officer.

Recruitment Agency - Chief Executive Officer

Procurement method was via Email
Invitations Sent: 7



Supplier	Local Supplier	Price of total Contract ex GST	Price with non-local weighting**	Evaluation Matrix - Score Weightings out of 5 *			Total	Comments - include relevant details to support scoring
				Price	Methodology	Experience		
	Y/N	ng One year cost		15%	40%	45%		
Blackadder Associates	N	[REDACTED]	n/a	3	4	4	35.50%	[REDACTED]
Leading Roles	N	[REDACTED]	n/a	1	4	3	31.00%	[REDACTED]
LO-GO Recruitment	N	[REDACTED]	n/a	5	4	3	37.00%	[REDACTED]
McArthur	N	[REDACTED]	n/a	2	4	4	37.00%	[REDACTED]
Peak	N	[REDACTED]	n/a	2	4	4	37.00%	[REDACTED]
Recruitment	N	[REDACTED]	n/a	0	4	2	25.00%	[REDACTED]
Trooboo	N	[REDACTED]	n/a	0	4	2	25.00%	[REDACTED]

*Suggested only. Additional criteria and different weightings can be applied by the evaluation panel.
**Add 30% to non-local quotes before comparing pricing.

I declare that I have no conflict of interest in relation to this procurement evaluation.
Recommendation is to accept the quotation from Blackadder Associates for [REDACTED] ex GST for the Recruitment Services of a Chief Executive Officer.

Panel Member 1: Grace Jones Date

Signed by: [REDACTED] 4/01/2022

Panel Member 1: Holly Blyth Date

Signed by: [REDACTED] 4/01/2022

Panel Member 2: Kimberley Dillon Date

Signed by: [REDACTED] 4/01/2022

Approved by: Grace Jones Date

Signed by: [REDACTED] 4/01/2022

Evaluation Structure			
Criteria	Explanation	Score	
Price	Lowest Bidder scores a 5. Each bidder then receives a score relevant to the disparity to the lowest bidder.	5	Lowest price overall
		4	0-20% higher
		3	21-40% higher
		2	41-60% higher
		1	61-80% higher
		0	>80% higher
Methodology	How well the quote will meet council's need & a defined process outlined.	5	Demonstrated a detailed understanding of the scope & recruitment process explained in detail with no additional follow up required.
		4	Demonstrated understanding of the scope & recruitment process explained in detail.
		3	Basic scope and understanding, follow up required to ascertain further details on the methodology.
		2	Unsatisfactory understanding of the scope & recruitment process poorly explained.
		1	Nil understanding of scope, minimal to nil explanation of process.
		0	
Experience	Level of experience working with local governments in recruiting senior positions	5	Strong experience & success rate in the placements of CEO's or equivalent in local governments across QLD/Australia.
		4	Experience & success rate in the placements of CEO's or equivalent in local governments across QLD/Australia.
		3	Experience in recruitment in local government, however, not extensive experience with placements of CEO's.
		2	Experience in recruitment, however, minimal success rate in the placements of CEO's or equivalent in local governments across QLD/Australia.
		1	Limited demonstration of experience, errors in quote.
		0	

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3. CLOSURE OF MEETING