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Mr Dave Nayda
Acting Chief Executive Officer
Shire of Nungarin
Railway Avenue
(PO Box 8)
NUNGARIN WA 6490

By email: ceo@nungarin.wa.gov.au

Dear Dave

RE: REQUEST FOR QUOTE – CEO RECRUITMENT

Thank you for the opportunity to present our quotation as to our fees to undertake the following scope of works to assist the Council with the recruitment and selection of a new CEO for the Shire of Nungarin.

Scope of Works:

- Confirming with the Selection Panel the Job Description, and Selection Criteria, which clearly outlines the qualifications, selection criteria and responsibilities of the position,
- Drafting the job advertisement and coordinating advertising for the position,
- Developing a comprehensive Information Package comprising documentation relevant to the vacant position which is to be made available to all applicants on request,
- Conducting an executive search,
- Performing preliminary assessments and background checks,
- Assisting the Selection Panel to develop interview questions and prepare for interviews,
- Guiding the Selection Panel in interview process and selection process,
- Conducting referee checks.
- Verifying qualifications,
- Arranging Pre-employment Medicals & Police Clearance for the Preferred Candidate,
- Assisting in the negotiations on the Remuneration Package
- Preparing a contract of employment (complete with agreed performance criteria) for the successful candidate,
- Providing feedback to unsuccessful applicants.

We understand that there may be a requirement to undertake a trip to Nungarin while providing these services to Council, albeit that remote access videoconferencing may be used where suitable.

Experience & Qualifications

- **Demonstrated knowledge of CEO employment provisions as defined in the Local Government Act 1995 (WA), Regulations and Shire CEO Standards,**

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* as they relate to the employment of local government CEO and the CEO Standards for Recruitment, Performance Review and Termination (CEO Standards) are our working documents to which we refer constantly during the recruitment of local government CEOs.

It is our practice never to rely on memory as to the specifics of these pieces of legislation and so before we act, we make it a policy to review the relevant sections of the Act and the regulations on each occasion, so as to avoid breaching these provisions.

PART 5 – Administration, Division 4 – Local Government Employees, Sections 5.26 through 5.50 of the Act is our *Bible* in this part of our business, as is the new Standards relating to the recruitment and dismissal of CEOs.

Similarly, we repeatedly refer to the *Local Government (Administration) Regulations 1996* PART 4 – Local Government Employees, Regulations 18A through to 19A, when engaged in the processes of recruitment and selection of local government CEOs.

CEO Standards for Recruitment, Performance Review and Termination (CEO Standards) were introduced in Western Australia in February 2021.

We have been involved in the recruitment of several local government CEOs since these standards were introduced and so we are familiar with their provisions and the requirements they place on Councils and Recruitment Consultants in this process.

- **Demonstrated knowledge of the Salaries and Allowances Act 1975, as applied to WA local government,**

We have been engaged in the recruitment and selection of local government CEOs since before the *Salaries and Allowances Act 1975* (the Act) was introduced. To remain involved in the recruitment and selection of local government CEOs, we have had to become fully conversant with the provisions of that Act and the operation of the successive determinations of the Salaries and Allowances Tribunal in respect to the remuneration of local government CEO and Councillors, made pursuant to that Act.

Each time we have been involved in the recruitment and selection of CEOs we have made it a practice to review the provisions of the *Salaries and Allowances Act 1975* and the current SAT determinations so as to ensure that our clients comply with the provisions of the Act and the SAT Determinations.

We maintain current knowledge of the SAT determinations as they relate to CEOs salaries and conditions of employment, in particular as those provisions relate to remote local governments.

- ***Demonstrated sound understanding of contractual provisions and salary trends,***

In the 32 years we have been engaged in providing CEO Recruitment and Selection services to local governments, we have been involved as the Leading Recruitment Consultant in the successful recruitment and selection of at least 33 CEOs, and in some cases we have been repeatedly engaged by clients in three successive appointments of their CEO.

This has provided us with extensive exposure to the development and drafting of contractual provisions for local government CEOs and given us a sound understanding of CEO salary trends in local government.

We have conducted the salary negotiations with prospective CEOs on behalf of our many local government clients over the years and are expert in assisting local governments to manage the performance reviews of their CEOs and annual salary negotiations. This places us at the coalface of local government CEO salary negotiations and ensures we are abreast of current trends in CEO salaries and terms and conditions of employment.

- ***Evidence of having successfully recruited competent CEO's to local governments.***

We assisted the Shire of Halls Creek (a Band 3 Shire) as the Recruitment Consultant to successfully recruit two successive CEOs, when Warren Olsen was appointed CEO and then when Rodger Kerr-Newell replaced Warren as CEO.

We are currently in the process of assisting the Shire of Laverton in the recruitment and selection of a new CEO to replace Peter Naylor following Peter's retirement.

We are also currently the Recruitment Consultant assisting the Shire of Moora (a Band 3 Shire) to recruit a new CEO. In addition, we are currently engaged in recruitment of new CEOs for the Shires of Leonora, and Narembeen.

In 2022, we successfully assisted the Shire of Ravensthorpe (a Band 3 Shire) to recruit a new CEO to replace Gavin Pollock.

- ***Evidence of knowledge and experience in addressing the special circumstances of remote and regional local governments.***

We have been engaged in providing Industrial Relations and Human Resources Strategic Management and Recruitment Services to remote and regional local governments for 32 years. Our specialty is assisting the management teams in our client Councils to manage the daily challenges they confront relating to and arising from their remote locations.

Over the years we have provided these services to the following list of regional and remote local governments:

Shire of Wyndham-East Kimberley – IR & HR Services
 Shire of Halls Creek – IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Broome - IR & HR Services
 Shire of Derby West Kimberley - IR & HR Services
 Town of Port Hedland - IR & HR Services
 Shire of Shark Bay - IR & HR Services
 Shire of East Pilbara - IR & HR Services
 Shire of Upper Gascoyne - IR & HR Services
 Shire of Wiluna - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Leonora - IR & HR Services, CEO & DCEO Recruitments
 Shire of Laverton - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Carnarvon - IR & HR Services
 Shire of Murchison IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Mount Magnet - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Cue - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Yalgoo - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Sandstone - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Menzies - IR & HR Services, CEO Recruitment and Relief CEO
 Shire of Ravensthorpe - IR & HR Services, CEO Recruitment
 Shire of Jerramungup - IR & HR Services
 Shire of Gnowangerup - IR & HR Services
 Shire of Mingenew - IR & HR Services, CEO Recruitments
 Shire of Three Springs - IR & HR Services
 Shire of Carnamah - IR & HR Services, CEO Recruitments & Performance Reviews
 Shire of Coorow - IR & HR Services
 Shire of Morawa - IR & HR Services
 Shire of Perenjori - IR & HR Services
 Shire of Dandaragan -- IR & HR Services
 Shire of Mount Marshall - IR & HR Services, CEO Recruitment
 Shire of Mukinbudin - IR & HR Services
 Shire of Nungarin - IR & HR Services, CEO Recruitment
 Shire of Trayning - IR & HR Services, CEO Recruitment
 Shire of Wyalkatchem - IR & HR Services, CEO Recruitment
 Shire of Dowerin - IR & HR Services
 Shire of Goomalling - IR & HR Services, CEO Recruitment & Performance Reviews
 Shire of Victoria Plains - IR & HR Services
 Shire of Moora - IR & HR Services, CEO & DCEO Recruitments & Performance Reviews
 Shire of Gingin - IR & HR Services

Shire of Boyup Brook - IR & HR Services, CEO Recruitment
Shire of Bridgetown-Greenbushes - IR & HR Services, CEO Performance Reviews
Shire of Nannup IR & HR Services, CEO Recruitment
Shire of Bruce Rock - IR & HR Services
Shire of Dumbleyung - IR & HR Services, CEO Recruitment
Shire of Harvey - IR & HR Services
Shire of Kojonup - IR & HR Services
Shire of Lake Grace - IR & HR Services
Shire of Murray - IR & HR Services
Shire of Waroona - IR & HR Services
Shire of Narembeen - IR & HR Services and CEO Recruitments
Shire of Wagin - IR & HR Services, CEO Recruitments & Performance Reviews
Shire of Wandering - IR & HR Services, CEO Recruitment & Performance Reviews
Shire of West Arthur - IR & HR Services, CEO Recruitment
Shire of Woodanilling - IR & HR Services, CEO Recruitments & Performance Reviews
Shire of Katanning - IR & HR Services
Shire of Broomehill-Tambellup - IR & HR Services, CEO Recruitment
Shire of Plantagenet - IR & HR Services
Shire of Beverley - IR & HR Services
Shire of Boddington - IR & HR Services
Shire of Corrigin - IR & HR Services
Shire of Dalwallinu - IR & HR Services
Shire of Denmark - IR & HR Services
Shire of Kellerberrin - IR & HR Services
Shire of Kondinin - IR & HR Services
Shire of Kulin - IR & HR Services
Shire of Pingelly - IR & HR Services
Shire of Wickepin - IR & HR Services
Shire of Williams - IR & HR Services

Key Personnel

As a sole trader, this project will be delivered by the Principal of Fitz Gerald Strategies, Mr Michael (Mike) FitzGerald, so you will not have to deal with junior officers and clerical assistants, as the whole project will be personally delivered by Mr FitzGerald.

Experience in similar processes

Please see our comments and list of remote local governments that we have provided similar services to over many years in the last dot pointed paragraph above.

Recruitment Methodology

We will recommend that this position be advertised in the West Australian in the Local Government Appointments section of the paper at least once on a Saturday and preferably twice, one week apart. We recommend that the position remains open to applicants for at least 4 weeks. We will also recommend several local

government-oriented websites for advertising to be placed with, at an average cost of \$350.00 each site.

We will conduct intensive head-hunting of prospective applicants and well known top performers in the sector, encouraging them to apply for the position. As part of this process, we will email the advertisement and application information package to all Western Australian local government CEOs.

We will receive and process applications at desktop in our office. Then all applications will be forwarded to the Selection Panel Members with our shortlisting assessment form and a blank shortlisting assessment form for the panel members to use in their assessment of the applications.

We will then collate all shortlisting assessments for the Panel to review and draw up a final shortlist of applicants for interview.

We will draft interview questions and interview scoring sheets in consultation with the Panel Members and coordinate interviews, to be held in person in where possible or if the panel approves, by video link.

We will have reference checked the shortlisted applicants prior to interview and will provide Panel members with a referee report before final shortlisting and interviews take place.

Once the Panel has determined the applicant of first preference, we will coordinate negotiations with that applicant and ensure that the pre-employment medical check is completed, and the police check is provided.

We will follow the negotiation process with the Panel Members right through to the point of commencement of the new CEO.

We will remain contactable at all times, 24/7, to respond to queries from Panel Members as and when they might arise.

Time Frame to deliver the recruitment process

We envisage commencing advertising within immediately on receipt of the Council's instructions that we are to be engaged to assist with the project. We envisage that the position will remain open to applicants for a period not exceeding 4 weeks. Shortlisting and reference checking of shortlisted applicants will be completed at our desktop within 2 working days, depending upon the time taken by Panel Members to complete their assessments and shortlisting process.

We envisage interviews will be scheduled within 5 working days of the completion of shortlisting applicants and that the preferred applicant will be agreed upon at the conclusion of interviews unless the Panel Members wish to take more time to deliberate on the preferred applicant. We estimate that the whole process should be completed within a six-week time frame.

Cost to deliver recruitment process

We are prepared to undertake this project with the Selection Panel based on a fixed price fee of **\$7,500.00, including GST.**

What is included?

This fixed price fee includes the performance of each of the 13 items specified above in the *Scope of Works* list and any other functions that become necessary for the successful completion of the process. It also includes the cost of travel to and from Nungarin and meals and accommodation whilst on site.

What is not included?

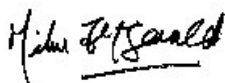
Whilst we are responsible for drafting advertising materials, the cost of advertising is not included in this fee. All advertising expenses are to be met by the Shire of Nungarin.

We are a Registered Employment Agent under the *Employment Agents Act 1976*, **License Number EA 2423**, which was renewed for three years effective from 13 January 2023, Copy attached.

We have attached a copy of the certificate of currency of our Professional Indemnity Insurance Cover and our Public Liability Policy.

Thank you again for the opportunity to present our quote in this matter. We look forward to Council's instructions.

Yours sincerely



Mike FitzGerald

PRINCIPAL

14 July 2023