



Expression of Interest

Provision of Consultancy Services - Chief Executive Officer Employment and Remuneration Committee

Request for Expression of Interest

Closes 12:00 noon on Monday 23 September 2019

PROVISION OF SERVICES – CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW FRAMEWORK

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1. INTRODUCTION

1.1 Project Scope

East Gippsland Shire Council is seeking submissions from experienced consultants to assist Council's CEO Employment and Remuneration Committee (the Committee) to undertake the following tasks in a way that aligns with sector best practice, the provisions of the Committee and the requirements of the CEO's employment contract.

The project scope consists of two parts, as follows:-

Part A

Assist the Committee to undertake:

1. the review of the CEO's performance for the period 19 November 2018 to 30 June 2019 against performance criteria that has already been agreed on;
2. a review of the CEO's remuneration, and the formulation of a recommendation for formal Council consideration in respect of any proposed change in remuneration for the following year;
3. the preparation of a performance review framework;
4. the preparation of the Chief Executive Officer's annual performance criteria that will be used to measure performance up to 30 June 2020; and
5. the review of the CEO's performance and remuneration for the year ending 30 June 2020.

Part A will commence on 15 October 2019 and conclude on completion of point 5 above. The project timetable can be found at 1.3.

Part B

In addition to assisting the Committee undertake the tasks set out in Part A above, provide advice and guidance to the Committee on any matter falling within its charter for up to 12 months from the date of appointment.

At Council's discretion, the tenure of the project may be extended for the duration of the current CEO's contract.

1.2 Background

Clause 12 of the CEO's Contract of Employment states:

Performance Review

The Officer's performance must be reviewed annually by a committee of Council appointed for that purpose. The Council committee must comprise at least the Mayor and two other councillors.

Nature of Performance Review

The Performance Review must measure the Officer's achievement of the Performance Criteria.

Clause 7 of the CEO's Contract of Employment specifies that:

The Council must review the Remuneration Package annually within one month following the Performance Review having regard to:

- the Officer's achievement of the Performance Criteria;
- the extent of any increase over the preceding 12 months in the Consumer Price Index (All Groups, Melbourne) as issued by the Australian Statistician;
- market rates for comparable positions; and
- the acquisition and satisfactory utilisation of new or enhanced skills by the Officer if beneficial to or required by the Council.

Any increase to the Remuneration Package is inclusive of, and may be set off against, any wage increase awarded to staff under any Industrial Instrument.

The Chief Executive Officer (CEO) commenced employment with East Gippsland Shire Council on 19 November 2018. The CEO's performance to date has been reviewed quarterly against General Performance Criteria set out in his employment contract.

Council has established an advisory committee, the CEO Employment and Remuneration Committee, to help Council fulfil its obligations in respect of recruitment of the CEO, determining the CEO's performance criteria, assessing the CEO's performance against that criteria, and reviewing the CEO's remuneration arrangements. The Committee is able obtain independent professional advice to help it discharge its obligations in respect of any matter dealt with in this Policy.

1.3 Proposed Timetable

The proposed timetable for this project is outlined below:

<i>Expression of Interest advertised</i>	<i>11 September 2019</i>
<i>Closing date and time</i>	<i>23 September 2019 at 12 noon</i>
<i>Shortlist</i>	<i>24 – 27 September 2019</i>
<i>Notification of successful Consultant</i>	<i>1 October 2019</i>
Initial meeting between Committee and appointed Consultant <ul style="list-style-type: none"> • Discuss CEO's annual performance review for the period November 2018 – 30 June 2019 • Discuss remuneration review process • Discuss performance framework and sample performance review measures for 2019/20 	15 October 8.30am - 10.30am
<i>Annual Performance Review 2018/19 undertaken (i.e. CEO prepares self-assessment report; Councillor feedback on CEO performance collected and collated (offsite/online). Consultant</i>	<i>16 October – 5 November 2019</i>

<i>prepares draft report.</i>	
Draft report circulated to Committee	12 November 2019
<p>Second meeting between Committee and Consultant to:</p> <ul style="list-style-type: none"> • Discuss draft report and make any necessary changes • Confirm performance framework • Confirm the CEO's annual performance criteria for 2019/20 • Confirm the CEO's professional development plan for 2019/20 	19 November 9.00am – 11.30am
Meeting with Consultant and Councillor Group and CEO to present report on the CEO's performance for 2018/19, a recommendation on remuneration for the following year, and the annual performance criteria for 2019/20.	19 November 2019 (afternoon)
Meeting with Consultant and Councillor Group and CEO to present performance framework (and any element from previous meeting not resolved)	Tuesday in December 2019
<p>Third meeting between Committee and Consultant and CEO to:</p> <ul style="list-style-type: none"> • If incorporated in the performance framework, discuss process for quarterly review of CEO's performance, including to 31/03/2020 • Confirm annual performance review and remuneration review process for 2019/20 • Confirm the CEO's annual performance criteria for 2020/21 • Confirm the CEO's professional development plan for 2020/21 	Tuesday in April 2020

With additional meetings to be held with the Committee as required to complete the project.

2. NATURE OF SERVICES TO BE PROVIDED

2.1 Services to be performed

East Gippsland Shire Council is keen to receive submissions from experienced consultants wishing to assist the Committee to undertake the following tasks in a way that aligns with sector best practice, the provisions of Council's CEO Employment and Remuneration Committee and the requirements of the CEO's employment contract

Refer 1.1 for Project Scope.

2.2 Location of services

Submitters are asked to note that all meetings with the Committee for Part A of the project are to be conducted in person. The location of the meetings will be Council's Corporate Centre, 273 Main Street, Bairnsdale. Meetings will be held on Tuesdays as per the timetable at 1.3.

2.3 Deliverables

Working with the Committee, which comprises the Mayor, the immediate past Mayor and two other Councillors, the successful Consultant will:

Part A:

1. Facilitate the preparation of a performance review framework, which will observe the following principles:
 - the CEO is aware of the performance review process to be undertaken;
 - the CEO has an opportunity to submit a self-assessment performance report and to present that report to both the Committee and the full Councillor group;
 - all Councillors are invited to provide feedback to the Committee in respect of the CEO's performance as measured against the performance criteria approved by Council;
 - the CEO is provided with timely feedback on the outcomes of the Committee's review of his/her performance.
2. Facilitate the annual review of the CEO's performance against the performance criteria. As a minimum this will include:
 - discussion with the Committee on the collated feedback in respect of the CEO's performance;
 - facilitating a meeting between the CEO and the Committee to discuss the findings of the CEO's performance review;
 - a written report; and
 - presentation of the report to the whole Councillor group (nine Councillors).
3. Facilitate a review of the CEO's remuneration, and the formulation of a recommendation for formal Council consideration in respect of any proposed change in remuneration for the following year. As a minimum this will include:
 - negotiation between the Committee and the CEO in respect of any recommended changes to the CEO's remuneration; and
 - a report that includes the analysis undertaken with respect of the CEO's remuneration arrangements and recommending whether any changes should be made and if so, the nature and quantum of those changes, and
 - presentation of the report to the whole Councillor group (nine Councillors).
4. Facilitate the preparation of the Chief Executive Officer's annual performance criteria that will be used to measure the CEO's performance up to June 2021. As a minimum this will include:
 - discussion/negotiation between the CEO and the Committee on performance criteria that will be used to measure the CEO's performance
 - discussion/negotiation between the CEO and the Committee on determining a personal and professional development plan

Part B:

5. In addition to assisting the Committee to undertake the tasks set out above, provide advice and guidance to the Committee on any matter falling within its charter for at least up to 12 months, with the option for Council to extend this further for the life of the current CEO's contract.

3. EXPRESSION OF INTEREST

If your company is interested in assisting Council with this project you are invited to submit an expression of interest / proposal **by 12 noon on 23 September** to:

Rebecca Aston
Manager People, Performance and Culture
to email: rebecca@egipps.vic.gov.au.

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

1. Brief profile of company and the name of the consultant who will undertake the project;
2. Capability to undertake the project
 - Understanding of project requirements and outcomes to be delivered;
 - Previous experience in delivering the same or similar projects; and
3. Commitment to attending Bairnsdale in person on the dates stipulated in the timetable at 1.3 and available to provide advice and guidance to the Committee for up to 12 months with the option for Council to extend this for the duration of the current CEO's contract
4. Total cost, including anticipated travel and expenses (e.g. meals, accommodation).

Enquiries

All enquiries regarding the Expression of Interest process must be directed to Rebecca Aston on 03 5153 9517.

4. EVALUATION CRITERIA

Capacity

- Availability, qualifications and experience of key personnel.

Capability

- Understanding of project requirements and outcomes to be delivered;
- Suitability of methodology to meet project objectives and fulfill project scope; and
- Ability to meet project timelines.

Financial

- Quoted price.

5. PROBITY OF EXPRESSION OF INTEREST PROCESS

Canvassing

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

5.1.1 any member of Council's staff other than Rebecca Aston, Manager People, Performance and Culture; or

5.1.2 any East Gippsland Shire Councillor;

to discuss or 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 Committee.