



# City of Ipswich

**IPSWICH  
CITY  
COUNCIL**

**AGENDA**

*of the*

**COUNCIL SPECIAL MEETING**

**Held in the Council Chambers  
8th floor – 1 Nicholas Street  
IPSWICH QLD 4305**

**On Tuesday, 2 November 2021  
At 8.30 am**

The purpose of the meeting is to consider:

1. Appointment of Chief Executive Officer

During the meeting, an overview of the CEO recruitment process will be provided for all councillors. Mr Ryan Webster from specialist recruitment firm Davidson will be present for the session.

During the meeting a closed session will be required where the preferred candidates will provide a short presentation to Council, followed by an interview by all Councillors.

**BUSINESS**

- 1. OPENING OF MEETING:
- 2. WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY:
- 3. OPENING PRAYER:
- 4. APOLOGIES AND LEAVE OF ABSENCE:
- 5. DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA:
- 6. OFFICERS' REPORTS:
  - 6.1 Appointment of Chief Executive Officer ..... 5

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ITEM: 6.1

SUBJECT: APPOINTMENT OF CHIEF EXECUTIVE OFFICER

AUTHOR: MAYOR, TERESA HARDING

DATE: 29 OCTOBER 2021

### **EXECUTIVE SUMMARY**

This report recommends for Council's consideration, an appointment to the position of Chief Executive Officer of Ipswich City Council and the terms and conditions associated with that appointment.

### **RECOMMENDATION/S**

#### **That Council:**

- A. Receive and note the report titled "Ipswich City Council Chief Executive Officer Recruitment and Selection Report".**
- B. Approve the appointment of the preferred candidate as the Chief Executive Officer of Ipswich City Council under section 194 (1) of the *Local Government Act 2009*.**
- C. Delegate authority to the Mayor to finalise and execute on behalf of Council, the proposed contract of employment associated with the appointment referred to in (B) above; and**
- D. Authorise the Mayor to make public, the name, qualifications and experience of the appointee to the position of Chief Executive Officer of Ipswich City Council, once the contract of employment has been executed by all parties.**

### **RELATED PARTIES**

The related parties, being the shortlisted candidates, are detailed in the attachment to this report.

### **IFUTURE THEME**

A Trusted and Leading Organisation

### **PURPOSE OF REPORT/BACKGROUND**

Ipswich City Council agreed via Mayoral Minute on 25 March 2021 on the process to recruit and appoint a new Chief Executive Officer (CEO) following the resignation of then CEO, Mr David Farmer.

The Council nominated a selection panel to manage the recruitment agency selection and the recruitment process. The panel comprised Mayor Teresa Harding and Councillors Marnie Doyle, Jacob Madsen and Andrew Fechner.

The Council issued Request for Quotations to a number of Executive Recruitment Agencies on 5 May 2021 with responses required by 12 May 2021. All responses were assessed, and three agencies were selected to present to the panel on 26 May 2021.

The preferred agency was Davidson Executive & Boards (Davidson) and they were appointed on 15 June 2021.

The panel subsequently added an independent panel member for the recruitment process, namely the Hon. Rachel Nolan, Executive Director of the McKell Institute Queensland, former Queensland Government Cabinet Minister and former State Member for Ipswich.

The full panel met with Davidson on 9 July 2021 to scope the role requirements in a workshop based on the Position Description and agreed on the key competencies, skills, experience and attributes required for the CEO role.

The output from this workshop was then utilised to develop a success profile that was made available to potential candidates.

The opportunity was advertised on SEEK, LinkedIn and the Davidson website on 15 July 2021 with applications closing 10 August 2021 with a targeted search being undertaken during that period by Davidson.

Eighty-four applications were received which were reviewed by Davidson for further discussion and assessment. Davidson conducted one on one interviews, detailed psychometric assessment and video interviews with 23 candidates and presented details of 14 candidates in a shortlist.

The panel members met with Davidson consultants on 27 August 2021 to review the shortlist and determine which candidates would be interviewed. Seven candidates were selected for interview.

The panel members declared their conflicts of interest and advised these were relationships of a professional nature only and that these conflicts can be adequately managed by declaring the relevant interest along with the other checks and balances that go along with recruiting at this level.

The panel members reviewed and discussed all the information provided by Davidson on each of these candidates and selected seven for a detailed interview with the panel.

The interviews were held at 1 Nicholas Street on 6 September 2021 and 9 September 2021. The panel members attended all the interviews with a Davidson consultant and a scribe in attendance.

A Selection Report was prepared covering each candidate interviewed, with the panel members agreeing that three candidates would be requested to present to the full Council for consideration and the final decision.

Further information is contained in the confidential report attached, titled Ipswich City Council Chief Executive Officer Recruitment and Selection Report.

### LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:  
*Local Government Act 2009*

### RISK MANAGEMENT IMPLICATIONS

There are no apparent risks associated with the recommendations in this report. The preferred candidates have been selected through a thorough recruitment process which included a formal application, interviews, psychometric testing, referee reports, qualifications, employment and integrity checks.

### HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council approve the appointment of the preferred candidate as the Chief Executive Officer of Ipswich City Council.
(b) What human rights are affected?	No human rights are affected by this decision.
(c) How are the human rights limited?	Not applicable
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable
(e) Conclusion	The decision is consistent with human rights.

### FINANCIAL/RESOURCE IMPLICATIONS

The recruitment contract with Davidson was awarded at \$32,000 including GST. A further \$10,000 was requisitioned to cover additional expenses such as travel, accommodation and probity checks. These costs were met from the current year budget for the Office of the Chief Executive Officer.

The total annual remuneration package proposed for the role is in the range of \$450,000 - \$550,000, dependent on the level of expertise and experience of the successful applicant. The value of the total remuneration package is generally in line with comparable local government remuneration packages in South East Queensland. The funding for the remuneration of the Chief Executive Officer is included in the budget for the Office of the Chief Executive Officer.

### **COMMUNITY AND OTHER CONSULTATION**

Given the confidential nature of the recruitment process, no community consultation has been undertaken.

### **CONCLUSION**

Following a detailed and thorough recruitment and selection process, the CEO Recruitment Panel has requested three candidates present to full Council for the final endorsement of a preferred candidate for the role of Chief Executive Officer of Ipswich City Council.

TERESA HARDING  
MAYOR

*“Together, we proudly enhance the quality of life for our community”*