

18.1 GRENVILLE HUB PROJECT

Contact Person: Mr Thornton Harfield

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (d) of the Local Government Act 1999, this matter is confidential because it contains information relating to the project budget that could potentially confer an unfair advantage to a third party during the tender process.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

18.1 GRENVILLE HUB PROJECT

Responsible Executive Manager : Mr Thornton Harfield

Report Author : Mr Rino Pace

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments :

- 1. CBD locality Plan
- 2. Perspective, Site & Floor Plans

PURPOSE

To seek approval and commit an additional \$2.82M in capital to the Grenville Hub Project as part of the 2019/20 Annual Business Plan and Budget Process.

STAFF RECOMMENDATION

Council approve this report and proceed to public tender for construction of the Grenville Hub.

COMMITTEE RESOLUTION

3464

Council approve this report and proceed to public tender for construction of the Grenville Hub.

EXECUTIVE SUMMARY

Council has funds budgeted for the 2018-19 financial year to allocate to the Grenville Hub project. Quantity surveying estimates indicate that additional funds will be required to deliver the new facility. The project now needs to proceed to tender in order to further verify the actual costs, as informed by market responses.

The design for the Grenville Hub building has undergone value management to reduce the costs while still meeting the requirements of users.

Some features of the building which would positively improve sustainability, energy efficiency and overall building operating costs have been removed to reduce the construction cost. These items should be revisited prior to awarding the tender to ensure that Council does not incur unreasonable building operating costs (e.g. energy costs) over the expected life of the asset.

1. BACKGROUND

Council is finalising Stage 1 of the Northern Central Business District (CBD). A major component of the CBD is the existing Grenville Hub which has been operating since 1983 and caters for our older community by providing them with a range of activities and services. As part of creating a multi-storey high density Northern CBD, Council is constructing a new two-storey facility on a new lot, in the heart of the CBD.

This new facility (known as the Grenville hub) provides a range of services that promote lifelong learning, physical activity, healthy living, social connections and participation in a range of services. One of Grenville's aims is to continue to support the ageing community to remain independent for as long as possible, ensuring our residents are living life to the fullest.

In 2018/19 Council allocated \$5.189M towards the new Grenville Hub. The original budget was based on the facility being incorporated as part of an integrated mixed use building and community centre. This model would have allowed many of the expensive building services to have been shared and as such, the original budget estimate would have been more realistic.

However due to the relocation of the Grenville Hub onto a smaller, stand alone and irregular shaped allotment, the design of the facility now requires a two storey solution with all building services being fully contained in the stand alone facility (i.e no shared services). This is the key reason for the cost of the building increasing.

This original budget included \$1.8M from the Asset Management Plan to recognise the renewal component of the project. Since that time, thorough consultation with Grenville patrons, the Grenville Advisory Group (GAG) and key stakeholders has been undertaken, allowing detailed designs to be completed. The Grenville patrons have been advised that the final building will include key items from the concept plans such as larger stage, hall, dining, commercial kitchen and two lifts appropriate for catering for DDA mobility devices.

The current design incorporates all of these requirements for Grenville Hub to function in its current capacity and the building is designed to allow for future growth or re-purposing should funding for Grenville activities become unavailable in the future.

A Quantity Surveyor (QS) cost estimate has recently been received, indicating that the total construction cost is expected to be higher than originally anticipated. Accordingly, to deliver the project to its current scope an additional budget allocation will be required. Based on estimates, the additional allocation required will be in the order of \$2.82M, taking the total project budget to \$8.009M. However through the tender process, further value management and cost saving initiatives will be pursued to reduce this cost.

2. RELEVANCE TO STRATEGIC PLAN

4: Smart CBD Program

Outcome 4.4 Increased social connections

3. PUBLIC CONSULTATION

There is no requirement to consult with the community in this instance. Extensive consultation and stakeholder engagement has occurred to date as part of the design phase with Grenville patrons through a range of workshops, information forums and Grenville Advisory Group (GAG) established with key personal providing valuable input into the detailed design phase.

4. DISCUSSION

- 4.1 As highlighted above, the original budget allocation of \$5.189M (\$1.8M from the Asset Management Plan for the renewal component) was based on the following project description that was allocated in the 2019/19 Annual Business Plan and Budget Process:

“This project will construct a new Grenville Centre. Comprised of an integrated mixed use building and community centre. The design will incorporate current and future requirements as well as service improvements (ie Grenville located in the same area, albeit as a floor or floors within multi-storey mixed use development which shall contain retail and residential.”

Through an Expressions of Interest process, the hotel developer (initially allocated to Lot 1 – the site of the new Grenville Hub) requested a significantly larger allotment and larger building footprint. This created a significant upside for Council in which the development increased from a \$15M, 104 room multi-level hotel to a \$40M, four and half star, 204 room, 7 storey hotel.

- | | | |
|--------------------------|---|-------------------|
| • Capital Value of \$15M | = | \$212K rates/year |
| • Capital Value of \$40M | = | \$564K rates/year |

This, coupled with a long term lease will reap an additional \$352,000 in rates revenue for Council annually.

In addition to this, there are tangible and intangible benefits as a result of the increased hotel development:

Tangible

- Increased rates.
- Increased employment of hotel being larger (165 staff from day of opening).
- Council will have a standalone building of significant asset value that can be repurposed and or sold.

Intangible

- International exposure for Playford through the Hotel operator.
- Additional employment opportunities through hotel subsidiary services (cleaning, catering, travel etc).
- Increased bookings and usage for major functions in Council Civic hall/facilities and Windsor Car Park.

4.2 The Grenville Hub has been catering for our older community since 1983 and provides for a range of services that:

- Promote life long learning, physical activity;
- Encourages healthy living;
- Provides social and community connections;
- Provides a range of services through Grenville operations and Home Assist services;
- Supports the ageing community to remain independent; and
- Provides respite programs.

In addition to these services, the centre will continue to provide ongoing dining services through the 120 seat dining room and functions in the hall, stage for musicals, concerts and various functions. The centre currently:

- Averages 10,000 attendees/month (120,000/year).
- Has 1,500 paid up members.
- Has 2,000 people participating in activities every month (includes 12 different activities/day, 5 days per week (includes evening and weekends).
- Serves 2,100 'dine in' meals/month (in addition to 770 take home meals/month and 3,100 serves of morning/afternoon teas/month).
- Generates income from customer's \$350,000/year from user charges.

These services will continue to be provided in the new Grenville Hub delivering on the outcome and benefits to our community both now and into the future.

4.3 As can be seen from Attachment 1, Locality Plan, the new Grenville Hub site is irregular in shape and considerably smaller (4,000 sqm regular shaped lot – site of new hotel, compared to this site of an irregular shaped lot of 800 sqm). As a result, the design is challenging and complex in order to accommodate our services and requirements in addition to incorporating growth.

The design, has undergone significant stakeholder engagement through needs analysis workshops, information briefings, GAG feedback (ongoing throughout the design phase), Project Team (specialist staff) and Project Steering Committee (Executive) to accommodate Council's requirements. This is used to design the facility through our design team that includes architects, engineers (civil, structural, services and traffic) and interior designers, kitchen and stage designers. The result of this is shown in Attachment 2 – Perspective, Site and Floor Plans.

The plans include all reception, Grenville and Home Assist offices for staff and volunteers, Op Shop, games, art & craft rooms, meeting, technology and therapy rooms. Therapy room is designed with external access which creates opportunities to lease out to a third party (private operator). The second level, accessed via internal stairs (and external stairs which is an extension of Prince George Plaza and can be utilised as stage seating for functions in the Plaza in addition to two (26 person public lifts) and one service lift that provides access to commercial kitchen, café, dining and stage and hall facilities.

The facility will contain Wi-Fi facilities, secure access, stage and sound lighting, acoustic measures taking into account solar access. The roof design will also have capacity for 100 solar panels with an output of 25kW that could be accommodated at a future date. This coupled with a Building Management System that controls mechanical and electrical facilities that will reduce ongoing operating costs and minimise environmental impacts. Council's security system and CCTV is also included to provide the appropriate security for Council's assets.

5. OPTIONS

Recommendation

Council approve this report and proceed to public tender for construction of the Grenville Hub.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Funding of the additional capital will deliver on the outcomes and requirements of the Grenville Hub to continue to deliver on existing services and cater for additional growth of our growing community. The facility has been designed based on needs analysis workshops, information sessions, detailed input by the GAG, project team and steering committee along with technical and architectural inputs from the architects, service, structural and mechanical engineers to provide a functional and flexible facility well into the future.

The standalone nature of the facility will allow Council options, should Grenville funding change in the future, to repurpose the building or sell the asset. As you will appreciate, taking into account the position, location of such a facility adjacent Prince George Plaza and the significant other private investments made by a new four and half star international hotel, a new medical facility and plans for other multi-level, mixed use facilities within the CBD locality, this site and building will be sought after and a significant asset for Council.

Grenville patrons have endured a shift to a temporary facility in Council's function centre and 'The Precinct' in Coventry Road for home assist services which has caused angst amongst our patrons however this has been minimised by the prospect of moving into a brand new purpose built facility meeting current standards and requirements for now and into the future. Any deviation from this will cause significant reputational and political risks if this is unable to be achieved.

The facility is such that it will be of civic quality (ie as per existing Civic Centre, Stretton Centre as examples) which is fitting for building in the core of the CBD adjacent Prince George Plaza. This coupled with a four and half star hotel and medical centre will provide a significant community for future generations within the precinct.

The implication of the recommendation will be to commit to the project sufficiently to proceed to the tendering stage with confidence, with the current building design.

6.1.2 Financial Implications

Council have already funded a capital cost of \$5.189M and \$458k operating cost in the 2018/19 Annual Business Plan and Budget process. This additional capital of \$2.82M and \$319k operating will be funded via the 2019/20 Annual Business Plan and Budget process taking the total project budget to \$8.009M.

The benefit to Council of this is that the original vision was to build a \$15M, 104 bed hotel on lot 1, however the expression of interest provided an opportunity for a developer to propose to build a \$40M, 204 bed, four and half star hotel on former Grenville Centre site, creating an additional \$352K in commercial rates revenue every single year.

The additional rates revenue from the hotel development achieved will offset the additional capital costs in building the Grenville hub in approximately 8-10 years.

Given that the new building asset would have an expected useful life of 30-40 years, there is ample time for council to recoup funds whilst providing important community services. Importantly the facility will be in Council ownership which provides opportunity for repurposing for future sale.

Should approval be given for additional funds, this will proceed to an open tender for construction which will provide true market costs to construct such a facility. This will commence in April for a six week period. An evaluation and negotiations will occur with a contractor mid to late May with commencement of some works in June. This will create least course of impacts in terms of timing and commencement as detailed designs and documentation are complete. Construction is likely to take approximately 12 months subject to weather.

6.2 Alternative option

Should Council determine to not proceed with allocation of the required funds, there will be significant political and reputational risks involved as the Grenville patrons have been advised through various mediums that that will be handed over a new purpose built facility that will be 40% larger containing larger stage, dining for 120 people, hall for 170 people, space to cater for existing services run from Grenville including Home Assist, all serviced by internal stairs and two x 26 person lifts that are able to access gophers, wheelchairs which cater for our ageing population.

Taking into account the current market, based on the Quantity Surveying costs, Council will not be able to achieve the desired design outcomes within the existing project budget. In other words, a significant reduction in floor area will need to be achieved (over 1/3rd of the size – 500 sqm) which is nearly the size of the ground floor. This will not allow the facility to operate as intended and will eliminate Grenville's capacity to generate revenue through its commercial kitchen via dining, take home meals, morning and afternoons teas and functions using the hall and stage facility.

Any redesign will incur significant design cost. This will also involve a significant delay in commencement which has flow on effects from a reputation, political and financial basis as Grenville will need to continue to operate out of a temporary facility and fragmented operations (Home Assist currently at the Precinct) and will further delay the Function Centre returning to its intent of running facilities and functions, thus further extending Council's ability to generate revenue from these operations.

6.2.2 Financial Implications

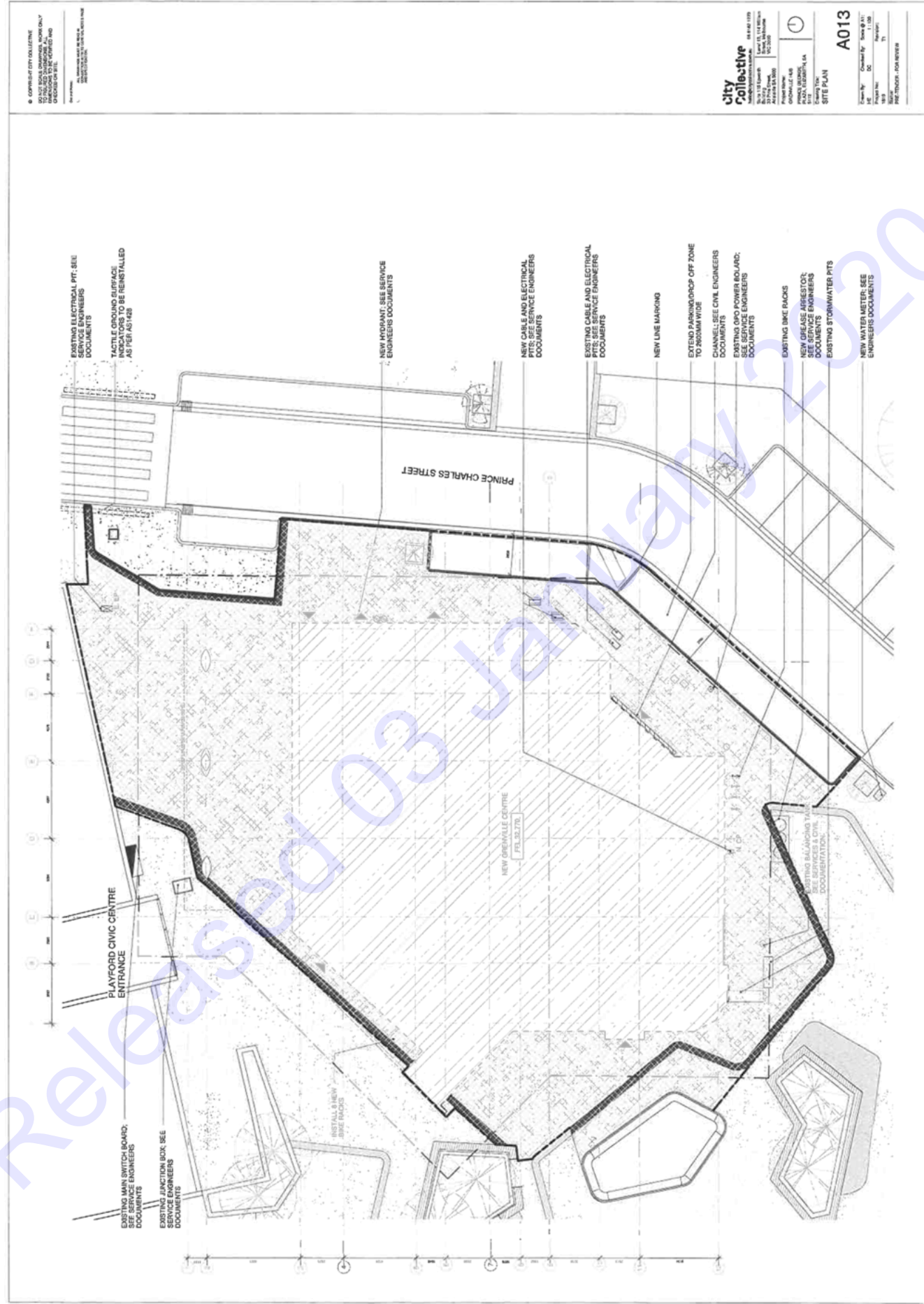
The financial implications of this option will reduce the capacity for the new Grenville Hub to run its services and functions from the facility and generate the necessary revenue to reduce Council's operating costs. Revenue is also lost as this will entail delays and thus further extends the Civic Centre's ability to generate revenue for Council.

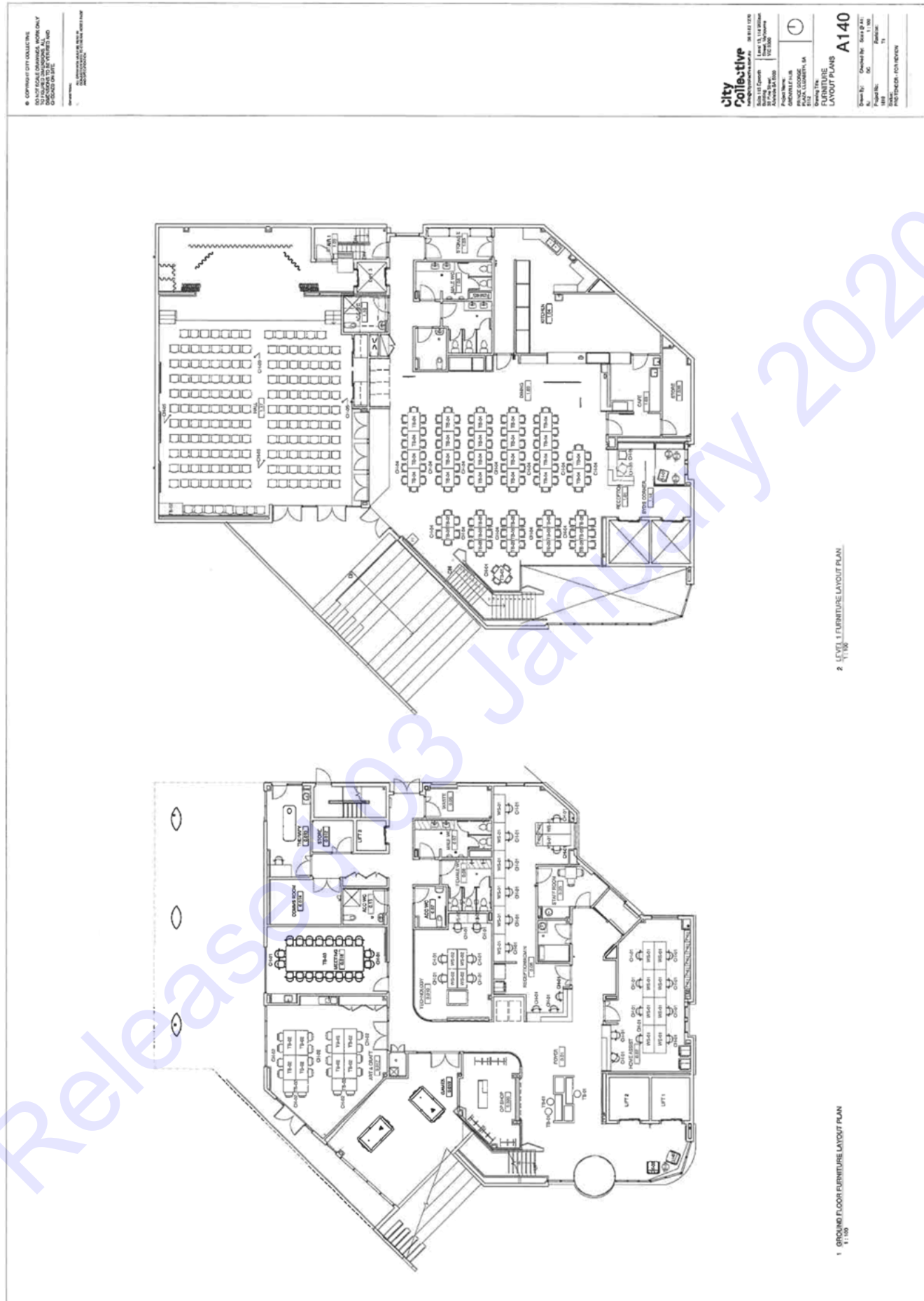
NORTHERN CBD ALLOTMENT MAP

"LAYOUT FOR ILLUSTRATION PURPOSES ONLY"









C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 18.1 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 18.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Council/Committee orders that the following aspects of Item 18.1 be kept confidential in accordance with Council's/Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Report for Item 18.1
- Attachment(s) for Item 18.1

This order shall operate until the construction contract is awarded and made public, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.

COMMITTEE RESOLUTION**3465**

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Council/Committee orders that the following aspects of Item 9.1 be kept confidential in accordance with Council's/Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Report for Item 9.1
- Attachment(s) for Item 9.1

This order shall operate until the construction contract is awarded and made public, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.

STAFF REPORTS

Confidential Matters

18.2 ELECTION OF GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC) REPRESENTATIVES

Contact Person: Mr Greg Pattinson

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because it contains the personal affairs of nominees to the positions on the Greater Adelaide Regional Organisation of Councils.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

18.2 ELECTION OF GREATER ADELAIDE REGIONAL ORGANISATION OF COUNCILS (GAROC) REPRESENTATIVES

Responsible Executive Manager : Mr Greg Pattinson

Report Author : Ms Susie Reichstein

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments : 1 [Election of GAROC Representatives - Letter from LGA](#)

PURPOSE

For Council to endorse two preferred candidates in order to exercise the City of Playford's right to vote in the election of Greater Adelaide Regional Organisation of Councils (GAROC) representatives.

STAFF RECOMMENDATION

1. Council endorse the following nominees as the City of Playford's preferred candidates for the two positions on the Greater Adelaide Regional Organisation of Councils:

- _____
- _____

2. The Mayor, as Council's delegate, be authorised to complete the ballot paper for return to the Returning Officer.

EXECUTIVE SUMMARY

The Local Government Association (LGA) is seeking to elect two representatives on the Greater Adelaide Regional Organisation of Councils (GAROC) as a result of two vacancies created following the 2018 Local Government Elections. Each member (council) is to determine by resolution the two candidates it wishes to elect to fill the vacancies.

LGA Chief Executive Officer, Mr Matt Pinnegar will act as the Returning Officer for the election.

1. BACKGROUND

On 25 September 2018 Council endorsed eight nominees as City of Playford's preferred candidates for the eight positions on GAROC (Resolution No. 3286). Two positions on GAROC are now available as a result of casual vacancies following the 2018 Local Government Elections. A call for nominations was sought by LGA Chief Executive Officer, Matt Pinnegar, on 9 January 2019 and resulted in the receipt of ten nominations for the two positions.

Council, via the Chief Executive Officer, has received notification that an election for the two positions on GAROC is to occur in accordance with Clause 4.4.5 of the GAROC Terms of Reference.

The candidates as listed on the ballot paper are:

- Cr Jordan Dodd (City of Unley)
- Mayor Michael Coxon (City of West Torrens)
- Deputy Mayor Tim Pfeiffer (City of Marion)
- Mayor Angela Evans (City of Charles Sturt)
- Mayor Jill Whittaker (Campbelltown City Council)
- Cr Grant Piggott (City of Burnside)
- Mayor Heather Holmes-Ross (City of Mitcham)
- Cr Don Palmer (City of Unley)
- Mayor Erin Thompson (City of Onkaparinga)
- Mayor Amanda Wilson (City of Holdfast Bay)

Further information on the candidates is available in Attachment 1.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.2 Improved service delivery

While not directly linked to the Strategic Plan, close working ties with the LGA and GAROC assists Council in providing improved services for the community.

3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

4. DISCUSSION

4.1 Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the casting vote of the Council must be conducted as follows:

4.1.1 Each member [council] shall determine by resolution the two candidates it wishes to elect (Clause 4.4.5(c));

4.1.2 The chair of the meeting for that Member [council] shall mark the ballot paper with an "X" next to the two (2) candidates that the member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the member's [council] name on the inside of the flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 4.4.5(d));

4.2 The LGA have confirmed that pursuant to clause 4.4.5 and the instructions of the GAROC Returning Officer, a Council resolution is required to determine candidates and the decision cannot be delegated by Council.

4.3 The counting of votes will take place at the Adelaide Entertainment Centre on Friday 12 April 2019. The time of the count is to be confirmed and candidates will be advised should they, or their nominated scrutineer, wish to be present.

4.4 The term of the two successful candidates will commence immediately and remain in office until the conclusion of the 2020 LGA Annual General Meeting.

5. OPTIONS

Recommendation

1. Council endorse the following nominees as the City of Playford's preferred candidates for the two positions on the Greater Adelaide Regional Organisation of Councils:

- _____
- _____

2. The Mayor, as Council's delegate, be authorised to complete the ballot paper for return to the Returning Officer.

Option 2

Council does not endorse two candidates for positions on the Greater Adelaide Regional Organisation of Councils.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Council contributes to the election and increases the chances of Council's preferred candidates being elected.

6.1.2 Financial Implications

There are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Council will not have the opportunity to cast a vote which may result in Council's desired outcome not being obtained.

6.2.2 Financial Implications

There are no financial or resource implications.

Released 03 January 2020



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In reply please quote our reference: ECM 671529 LT:JK

26 February 2019

Mr Sam Green
Acting Chief Executive Officer
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Dear Mr Green

Election of GAROC Representatives (2 casual vacancies)

On 9 January 2019, I wrote to member councils calling for nominations for two (2) positions on the Greater Adelaide Regional Organisation of Councils (GAROC) which have occurred as a result of casual vacancies following the 2018 local government elections. I wish to advise that at the close of nominations (5.00pm on Friday 22 February 2019) I received ten (10) nominations for the two (2) positions on GAROC for the following candidates:

- Cr Jordan Dodd (City of Unley)
- Mayor Michael Coxon (City of West Torrens)
- Deputy Mayor Tim Pfeiffer (City of Marion)
- Mayor Angela Evans (City of Charles Sturt)
- Mayor Jill Whittaker (Campbelltown City Council)
- Cr Grant Piggott (City of Burnside)
- Mayor Heather Holmes-Ross (City of Mitcham)
- Cr Don Palmer (City of Unley)
- Mayor Erin Thompson (City of Onkaparinga)
- Mayor Amanda Wilson (City of Holdfast Bay)

As a result of receiving more than the required number of nominations, I hereby advise that an election for the two (2) positions on GAROC will take place.

I have attached a copy of each candidate's profile together with a ballot paper for your completion in accordance with the instructions below.

Voting Instructions

Pursuant to clause 4.4.5 of the GAROC Terms of Reference, the casting of the vote by your council must be conducted as follows:

- each Member [council] shall determine by resolution the two (2) candidates it wishes to elect (Clause 4.4.5(c));
- the chair of the meeting for that member [council] shall mark the ballot paper with an "X" next to the two (2) candidates that the member [council] wishes elected and seal the ballot paper in the envelope marked "Ballot Paper" inside the envelope marked "Returning Officer". Before sealing the second envelope the Delegate must indicate the member's [council] name



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- on the inside flap of the envelope. The envelope may then be sealed and delivered to the Returning Officer (Clause 4.4.5(d));
- on receipt of the envelopes the Chief Executive must (Clause 4.4.5(e)):
 - open the outer envelope addressed to the "Returning Officer" and record the name of the member [council], which appears on the inside flap of the envelope, on the roll of member's [council] eligible to vote; and
 - place the envelope marked "Ballot Paper" unopened into the ballot box.
 - the Chief Executive shall nominate the date, time and place for the counting of votes and shall invite each candidate and a person nominated as the candidate's scrutineer to be present (Clause 4.4.5(f));
 - at the counting of the votes the Chief Executive shall produce unopened envelopes marked "Ballot Paper" and if satisfied that all votes are valid, count the number of votes received by each candidate (Clause 4.4.5(g));
 - the two (2) candidates with the most votes shall be deemed elected and will commence their term immediately and remain in office until the conclusion of the 2020 AGM;
 - in the case of candidates receiving the same number of votes, the Chief Executive shall draw lots at the counting of the votes and the lot drawn will be the candidate(s) elected (Clause 4.4.5(i)).

The counting of the votes will take place on Friday 12 April 2019 at the Adelaide Entertainment Centre, 98 Port Road Hindmarsh. The time of the count will be confirmed and candidates will be advised should they, or their nominated scrutineer, wish to be present.

I require the ballot paper to be returned to me by **5:00pm Thursday 11 April 2019**.

If you have any queries, please contact me or the Deputy Returning Officer, Lisa Teburea, on 8224 2068.

Yours sincerely

Matt Pinnegar
Returning Officer / Chief Executive Officer

Telephone: (08) 8224 2039

Email: matt.pinnegar@lga.sa.gov.au

Attach: Candidate profiles; ballot paper with envelope and reply envelope addressed to Returning Officer



Local Government Association
of South Australia

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This form is to be sent to the LGA Returning Officer

Close of nominations 5:00pm Friday 24 August 2018

Candidate Information Sheet GAROC

(word limit is strictly 1,000 words)

Name:	Councillor Jordan Dodd
Council:	City of Unley
Local Government Experience & Knowledge	<ul style="list-style-type: none"> Although this is my first term as an Elected Member, I have extensive experience working within the local government sector as a governance officer, as well as a background in legal spheres and small business. As I sit on both sides of the fence as both an Elected Member and staff member, I have a unique and valuable perspective as to the workings of Council, the needs of the community, and effective management. I have an innate understanding of the legislative frameworks and requirements of local government, having a legal background and currently tasked with legislative interpretation and policy management as a governance officer. Presiding Member - City Strategy and Development Policy Committee 2019-2021
Local Government Policy Views & Interests	<ul style="list-style-type: none"> Both major parties within the State Government are determined to make extensive and broad sweeping local government reforms. It is important that members of GAROC not only understand how to interpret the implications of proposed legislation, but know how to navigate a political landscape to achieve the best outcomes for Councils and our constituents. GAROC and the LGA need to take a strong role as part of this reform, to ensure that the sector is heard, and our experience is valued in the negotiation process. This is an opportunity for the sector to work hand in hand with the other two tiers of government to achieve the best outcomes for our communities. Community input is important, to ensure that constituents don't feel shut out or forgotten during the reform process. At the end of the day, the local government sector exists to provide services and programs for the local community. Council's voices need to be heard in AGM's and OGM's without a "filtering" of items of business via the LGA.
Other information	<ul style="list-style-type: none"> Bachelor of Laws (University of Queensland) 2014 Masters of Applied Finance (University of Adelaide) Current Student representative to Union College Board (University of Queensland)



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This form is to be sent to the LGA Returning Officer

Close of nominations 5:00pm Friday 22 February 2019

Candidate Information Sheet GAROC

(word limit is strictly 1,000 words)

Name:	MAYOR Michael Coxon
Council:	City of West Torrens
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • 2018 – Elected Mayor of the City of West Torrens • 8 years – Councillor of the City of West Torrens • 2 years – Chairperson Urban Services Committee • 2 years – Chairperson Corporate and Regulatory Committee
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • Supports LGA as our peak representative body • Supports GAROC and their role in addressing PDI (Planning, Development and Infrastructure Act 2016) impacts - internal /external • Supports a joint local government approach to address cost-shifting from the other tiers of government • Supports recognition of Local Government in the Australian Constitution • Interested in developing initiatives to address future waste services and China Sword impact • Interested in a developing a joint Metropolitan Economic Development Strategy • Interested in Traffic Management - Planning and scheduling • Interested in North South Corridor (South Road) Impacts • Interested in Smart Cities • Interested in public LED lighting
Other information	<ul style="list-style-type: none"> • Bachelor of Arts Degree (Adelaide University) • Graduate Diploma of Business (University of South Australia) • 28 years – Executive Leadership Roles in Property and Finance Industry • 10 years - Board Member West Beach Trust (SA Government) • 7 years – Board Member Camden Community Centre (Community Group) • 7 years – School Council Member – Plympton International College (Education) • 7 years – Board Member Inner West Business Enterprise Centre (Small Business Service)

This form must accompany the Nomination Form

RESUME

Michael Coxon

165 Sir Donald Bradman Drive Hilton 5033 |
0402 212 002 | mayorcoxon@wtcc.sa.gov.au

KEY ACHIEVEMENTS

I am a senior executive with over 28 years' experience in the property and financial services sectors with strong property management, leasing, selling, negotiation, communication, and interpersonal skills.

My responsibilities have included 'hands on' property sales, management, and leasing across commercial and residential sectors, together with determination and management of annual operational budgets together with full P&L and cost centre accountability.

My skill set also includes experience in all facets of strategic planning and execution, elevated level sales management together with developing and implementing highly successful marketing and promotional campaigns with a strong customer service focus and an ability to foster productive cross-functional relationships.

In addition, in the community, I am the Mayor of the City of West Torrens and have also served as a Local Councillor (8 years) and have served as a Board Member for the Camden Community Centre (7 years), School Board Member for Plympton International College (7 years) and, the Inner West Business Enterprise Centre (7 years) plus a Government appointed Board Member to the West Beach Trust (10 years).

EXPERIENCE

CEO - Owner - Land Agent | Century 21 Urban | Dec 13 – Nov 18

- Management of 4 Salespeople, 2 Property Managers, 2 Admin Staff.
- Grew net profit in the Business to 20%.
- Provide 'state of the market' Marketing & Business Development Tools.
- Develop and implement a Sales and Marketing Strategy.
- Provide property management and sales training to the staff.
- Marketing, Selling, Leasing of Residential Properties.

SA State Manager | Century 21 Australia | Jun 09 – Dec 13

- Management of 22 Franchised Offices across South Australia.
- Provide leadership to the franchise group.
- Grew franchise network by 6 franchises in SA.
- Develop and implement a Business Development Strategy.
- Provide management and sales training to franchisees and their staff.

SA State Manager | PCCU | May 06 – May 09

- Management of 3 BDMs, 30 HLAs and 8 HL Sales Support Staff.
- Grew the balance of the home loan book by 27% (after run-off).
- Dramatically improved compliance rating of lending staff to above 95%.
- Significantly increased fee income to 'above benchmark' (over 85%).
- Member of Lending Policy and Procedure Committee.

Sales Manager | McGrath Real Estate | Apr 03 – Apr 06

- Management of 5 Managers, 28 Sales Consultants, 3 Lenders.
- Grew number of offices from 2 to 5.
- Improved sales by 42% in the 3 years.

Area Manager (Sydney) | Commonwealth Bank | Sep 00 – Apr 03

- Management of 3 Divisional Managers and 19 Branch Managers.
- All P&L were managed within acceptable limits.
- Improved 'Mystery Shopping Program survey results from 87 to 96.

Manager Retail (Sydney) | Commonwealth Bank | Aug 99 – Aug 00

- Management of 6 Mobile Lenders, 9 Lenders, 6 Admin Officers.
- Grew the balance of the home loan book to 132% from 98%.
- Grew home loan funding to 120.6% from 88%.
- Improved the internal "Gallop" survey results to 4.14 from 3.2 (out of 5).

Mobile Banker (Adelaide) | Commonwealth Bank | Nov 98 – Aug 99

CEO / Owner - Land Agent | Coxon Real Estate | Mar 95 – Oct 98

Sales Manager | Taylor Neumann Real Estate | Apr 92 – Mar 95

Real Estate Salesperson | Myles Pearce Real Estate | May 90 – Apr 92

EDUCATION

Small Business Management Training Course | Lock LSH | 1994

Business Planning, Insurance, Market Research and Marketing,
Financial Planning, Pricing/Costing, Taxation, and Record Keeping

Graduate Diploma of Business in Property | UniSA | 1994

Accounting, Marketing, Property Law, Commercial Property
Management, Real Estate Investment, Building and Land Development
Systems, Business Management, Real Estate Case Studies, Statistics,
Financial Analysis for Real Estate, Valuation, Conveyancing.

Certificate in Real Estate Practice | TAFE | 1990

Bachelor of Arts Degree | University of Adelaide | 1983 - 1989

COMMUNITY EXPERIENCE

Mayor | City of West Torrens | 2018 - current

Board Member | Adelaide Shores | 2007 - 2017

Local Council Member | City of West Torrens | 2006 – 2014

Board Member | Camden Community Centre | 2006 - 2013

Board Member | IWBECC | 2006 – 2013

School Board Member | Plympton International College | 2005 - 2012

Candidate Information Sheet

GAROC

Name:	Deputy Mayor Tim Pfeifer
Council:	City of Marion
Local Government Experience & Knowledge	<p>I believe that I have the skills, knowledge, experience and passion to make a difference to the lives of the people of Greater Adelaide as a member of GAROC.</p> <p>As a Councillor of the last eight years, with two periods as Deputy Mayor and representation on numerous committees (as outlined below), I have successfully collaborated with our Council to deliver many projects for our community. I am outcome-focussed and have been closely involved in the planning and delivery of the: Edwardstown Oval Redevelopment, City Services Depot, Hallett Cove Library & Community Centre, Oaklands Wetlands, Mike Turtur Bikeway (Marion sections), and many local playground upgrades. During this time, I have also worked closely with Council to significantly reduce rate rises, find business efficiencies and ensure ongoing financial strength (as evident in our balance sheet and long term financial plan).</p> <p>My approach to Council decision making is to always have an open mind and to only make decisions based on fact and what is in the best interest of our whole community. I have a deep respect for all of my fellow elected members and am proud of our collective achievements when we work together as a team. I am politically independent but have sound relationships across the whole political spectrum.</p> <p>Through my professional life I have worked in senior strategy roles across a range of industries, including: banking, utilities, local government (City of Adelaide), construction and the State public service (as outlined below). In addition to my specialist strategy skills, I also have strong and proven generalist corporate experience in planning, finance, governance, policy, communications, customer experience, stakeholder management, risk management, project delivery, change and performance management – skills which are vital to ensuring success on your behalf at the GAROC table.</p> <p>I am a passionate South Australian. If elected to GAROC, I will be a strong voice for the whole of Greater Adelaide, with a particular focus on Southern and Western Adelaide (regions that are not currently represented on GAROC).</p> <p>I was pleased to accept the unanimous nomination of the City of Marion, and would love the opportunity to collaboratively serve the interests of your community.</p> <p>If you have questions about my candidacy or would just like to get to know me a bit better, I strongly encourage you to contact me (tim.pfeiffer@marion.sa.gov.au / 0401 776 523).</p>

Local Government Policy Views & Interests	<p>My Local Government policy views & interests can be summarised through a triple bottom line approach:</p> <p>Environment:</p> <ul style="list-style-type: none">➤ Refining streetscapes and open spaces in all communities➤ Improving stormwater re-use & energy efficiency➤ Delivering plans and infrastructure for climate change adaptation and resilience <p>Community:</p> <ul style="list-style-type: none">➤ Planning reform and ensuring that communities maintain a strong voice➤ Community development that is focused on fostering openness and Inclusivity➤ Developing high quality public facilities for the use of strong community groups <p>Economy:</p> <ul style="list-style-type: none">➤ Local government reform to improve the efficiency and effectiveness of service delivery➤ Advocacy for large scale infrastructure upgrades to improve State competitiveness➤ Collaboration across Council boundaries to improve regional economic outcomes																					
Other Information	<p>During my time on Council, I have been elected to the following positions:</p> <ul style="list-style-type: none">➤ Deputy Mayor (2014 & Present)➤ Chair, Strategic Directions Committee (2011 & 2012)➤ Audit Committee (sole Councillor on the committee) (2011, 2012 & 2015)➤ Infrastructure & Strategy Committee (2014 to 2018)➤ Chief Executive Officer Review Committee (2014)➤ Review & Selection Committee (Present)➤ Council liaison to the following Boards: Suneden Special School (2010 - 2014), Edwardstown Soldiers Memorial Recreation Ground (2010 - Present), City of Marion Band (2015 - Present) <p>During my professional career, I have held the following positions:</p> <table><tr><td>➤ Stratosphere Consulting Group</td><td>Managing Director & Principal Consultant</td><td>2018-Present</td></tr><tr><td>➤ People's Choice Credit Union</td><td>Senior Manager Strategy & Planning</td><td>2015 - 2018</td></tr><tr><td>➤ SA Water</td><td>Manager Strategy, Planning & Performance</td><td>2010 - 2015</td></tr><tr><td>➤ Clear Decisions</td><td>Strategy Consultant</td><td>2012 - 2015</td></tr><tr><td>➤ City of Adelaide</td><td>Senior Policy Officer</td><td>2008 - 2010</td></tr><tr><td>➤ Depart for Water, Land & Biodiv Cons</td><td>Senior Ministerial Liaison Officer</td><td>2007 - 2008</td></tr><tr><td>➤ Depart for Water, Land & Biodiv Cons</td><td>Salinity Policy Officer</td><td>2005 - 2007</td></tr></table> <p>In terms of higher education, I hold a Bachelor in Environmental Management (Honours) from Flinders University.</p>	➤ Stratosphere Consulting Group	Managing Director & Principal Consultant	2018-Present	➤ People's Choice Credit Union	Senior Manager Strategy & Planning	2015 - 2018	➤ SA Water	Manager Strategy, Planning & Performance	2010 - 2015	➤ Clear Decisions	Strategy Consultant	2012 - 2015	➤ City of Adelaide	Senior Policy Officer	2008 - 2010	➤ Depart for Water, Land & Biodiv Cons	Senior Ministerial Liaison Officer	2007 - 2008	➤ Depart for Water, Land & Biodiv Cons	Salinity Policy Officer	2005 - 2007
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➤ People's Choice Credit Union	Senior Manager Strategy & Planning	2015 - 2018																				
➤ SA Water	Manager Strategy, Planning & Performance	2010 - 2015																				
➤ Clear Decisions	Strategy Consultant	2012 - 2015																				
➤ City of Adelaide	Senior Policy Officer	2008 - 2010																				
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**Local Government Association
of South Australia**

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Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	Mayor Angela Evans
Council:	City of Charles Sturt
Local Government Experience & Knowledge	<p>Mayor of the City of Charles Sturt (from 2014 Elections) Deputy Mayor of the City of Charles Sturt (2010/11, 2013/14) 8 years as Councillor for West Woodville Ward City of Charles Sturt (2006-2014)</p> <p>Committees:</p> <ul style="list-style-type: none"> • City Services Committee (2006-2014) - Chair (2011-2013) • Audit Committee • Strategic Development Committee (2006-2014) - Deputy Chair (2010-2014) • Policy & Delegation Committee - Deputy Chair (2010-2014)
Local Government Policy Views & Interests	<p>I believe the following represents my keys areas of interest commitment and achievement in local Government. In my term as Mayor I have:</p> <ul style="list-style-type: none"> • Built strong relationships between Councillor's • Developed an effective Governance framework for Council • Implemented long term Financial sustainability for Council • Actively contributed to policy discourse across our sector and advocated for both Charles Sturt and the Sectors view on key issues. • Facilitated Local Economic Development • Ensured that Council focused more directly on Infrastructure Planning and Asset Management • Contributed to Planning Reform so that Council still plays a primary role in developing planning policy and decision making. • Given greater recognition to Community Engagement as an effective tool for assist good decision making • Created partnerships with other levels of Government, the community and the private sector to better serve the local area. <p>In the current economic and political climate Councils need to work together and where possible provide a common voice on things that affect our sector. After 12 years on Council and 4 years as an LGA Board Member I believe I have the experience to contribute to broadly advance the Local Government agenda. The chance to represent my peers on the Greater Adelaide Regional Organisation of Councils will allow me to provide new ideas, policy rigour and a collaborative approach all designed to ultimately improve the quality of life of communities we represent as Councillors.</p>

Candidate Information Sheet

Other information	<ul style="list-style-type: none">• In addition to my Local Government interests I have experience as a small business operator and have extensive experience working within the Community Service sector.• I am well connected within the community including patron of various sporting clubs and community organisations.
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This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

LGA of SA

Candidate Information Sheet

GAROC

(word limit is strictly 1,000 words)

Name:	Mayor Jill Whittaker
Council:	Campbelltown Council
Local Government Experience & Knowledge	<ul style="list-style-type: none"> Mayor of Campbelltown City Council from November 2018. Councillor May 2003 - November 2018 for Campbelltown City Council Newton Ward. Deputy Mayor 2006 - 2014. Member of Campbelltown Youth Advisory Committee 2016 - Member of Campbelltown Service Clubs Advisory Committee 2019 - Member of Campbelltown Access and Inclusion Advisory Committee 2006 - Member of Campbelltown Reconciliation Advisory Committee 2005- Campbelltown Child Friendly City Representative 2015 - Previously Chairperson Access and Inclusion Advisory Committee Campbelltown 2014-2018 Campbelltown Active Ageing Advisory Committee Member 2016-2018 Sesquicentennial Advisory Committee Member 2014-2018 Development Assessment Panel Member 2006-2008, 2010-2012 Chairperson Outlook Publication Committee 2006 - 2014 Campbelltown Library Redevelopment Advisory Committee 2006 -2010 Campbelltown Leisure Centre Redevelopment Advisory Committee 2006 - 2016 SA Australian Local Government Women's Association Metro member 2006 - LGA Board Member 2009 - 2016 State Executive of the LGA Vice President 2013-2016 Local Government Research and Development Scheme Committee Past Chairperson 2014-2016 Member 2009-2016 Proxy LGA Audit Committee 2016
Local Government Policy Views & Interests	<ul style="list-style-type: none"> There are many challenges facing local government as there is such a range of activities involved. The biggest challenges are around the development of places with the need to balance the needs of the population for a quality lifestyle with limited resources. Whether that is in relation to land, water, ecology or infrastructure there are constant choices to be made in response to the other governmental sectors. Other sectors of government can see local government as a good diversion by trying to limit funds available via rate capping or that the structures are not able to provide the services people need due to size of the population or the size of the area.



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	<ul style="list-style-type: none"> Local government has just been through an election process which showed that citizens are wanting us to deal with those matters that are important to them – housing standards, traffic, mobility, modern facilities, events, creating a community and managing the environment and energy for the future. I am interested in all aspects of local government whether it is service delivery, environment, waste collection, affordable and long lasting roads and footpaths, libraries, sports centres, public art and all of those things that make life in Adelaide attractive to future generations and a safe place for them to grow up. It is important to ensure that local government remains free to develop in conjunction with local needs and for new ideas to be trialled in one area so that others may gain from the experience. I have the energy, ideas and enthusiasm for local government to ensure that change keeps happening but within a responsible framework. My experience is broad and I have attended many forums, training sessions and conferences since joining local government in 2003 and I know that the need to continue to learn is constant because of changing landscape in every field. I have strength at the micro level but have strong capability in dealing with strategic challenges too.
Other information	<p>Employment history</p> <ul style="list-style-type: none"> Teaching at primary, secondary and adult level including English as a Second Language Operative, Policy Advisor, Contract Manager for Commonwealth Public Service in fields of employment, social security, childcare, and education. SA Libraries Board Member 2016-2019 SA Local Government Disability Champion 2011-2016 Consumer Advisory Committee ESCOSA Past Member 2013-2016 Migrant Resource Centre Past Committee Member 2010-2016 President Lions Against Violence 2017 – Social Media Officer Australian Local Government Women's Association 2017 - current

This form must accompany the Nomination Form



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Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	(insert title, first name and surname)
Council:	(insert council name)
Local Government Experience & Knowledge	<ul style="list-style-type: none">(insert) <i>Refer attached</i>
Local Government Policy Views & Interests	<ul style="list-style-type: none">(insert)
Other information	<ul style="list-style-type: none">(insert details of leadership, board, corporate governance experience etc)

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils in the event that an election is required

LGA of SA

Council	City of Burnside
Name	Grant Edward Piggott
LG Experience	<p>Elected member, 2010- present</p> <p>Board member, Eastern Waste Authority, 2010- present</p> <p>Member, Development Assessment Panel, 2011-2015</p> <p>Deputy Chair, 2012-2015</p> <p>Member Audit Committee, 2013</p> <p>Extensive knowledge of workings of local Government</p>
LG policy Views	<p>Particular interest in financial stability of Council - the need to balance the needs of the community with the need for financial sustainability.</p> <p>Active interest in the Annual Business Plan process, achieving sound investment in infrastructure and management of debt</p> <p>Passionate around delivery of the day-to day expectations of Council – infrastructure, waste, parks, aged care</p> <p>Major interest in Planning, borne out of my DAP experience and addressing with the issues of residents</p> <p>I work toward stability within the Council Chamber - It should be a robust but collegiate environment.</p>
Other Information	<p>Qualified Chartered Accountant</p> <p>30 years in financial & commercial roles</p> <p>General Manager, Royal Agricultural & Horticultural Society of SA Inc. – responsible for the delivery of the commercial areas of the Society business.</p> <p>Performed a number of voluntary Committee roles for Not-For-profit organisations.</p> <p>Active observer of the Local government sector.</p>

12/12/2019 Adjourned meeting

1. That the Report be received.
2. That Council submits a nomination for Cr Piggott to the Local Government Association for the position of Member on the Greater Adelaide Regional Organisation of Councils.
3. That the Chief Executive Officer be authorised to advise the Local Government Association of this decision through the nomination form provided.
4. That Council note that an election process across LGA Members will follow if the number of nominations received is greater than the number of vacant positions and that there is no automatic entitlement or quota for Eastern Region Alliance Councils.

Moved Councillor Davis, Seconded Councillor Davey

CARRIED UNANIMOUSLY



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Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	<i>Dr Heather Holmes-Ross</i>
Council:	<i>City of Mitcham</i>
Local Government Experience & Knowledge	<p>As a new Mayor, and having not previously served as a councillor, I bring fresh eyes to local government. I believe that it is important to have the view of a newcomer, particularly in this, the formative GAROC era.</p> <p>I come from a background of excellence in business and academia. I have a PhD in chemistry from Flinders University which means I am trained to investigate, problem solve and collaborate. These are particularly handy skills when applied to the machinations of local government.</p> <p>The hospitality business which my chef husband and I own and manage has been continually recognised for excellence by our industry body, Restaurant & Catering Association of Australia, culminating in being awarded Australian Restaurant of the Year 2017. I believe this shows that I have the ability to encourage a team to work towards excellence, along with a high degree of business acumen, the ability to assess business situations, risks and opportunities and act on them.</p> <p>Our Council believes that GAROC should be representative of the entire region and is currently missing representation from the southern area. The City of Mitcham is well placed to do this and the long term stability of our council means I have time to dedicate to the GAROC role.</p>
Local Government Policy Views & Interests	<p>I am interested in providing the core services of Council while maintaining reasonable rates and believe that collaboration via GAROC along with the bulk buying ability and economies of scales afforded through LGA membership can have a significant effect on provision.</p> <p>My passion lies in building sustainable communities, both environmentally and socially. I believe that small business has a pivotal role to play in both, and that stimulating our local economies brings better outcomes for all. I previously founded a shop local and social inclusion movement in our local area and found the benefits of building pride in community and place were astounding, in terms of economic and social reward.</p> <p>I have a strong interest in the circular economy and believe there is great potential across the region for growth in this space. The Centre for Innovation at Flinders Uni has a department dedicated to growing this sector, I believe, which should be embraced by the local government sector as it provides for immense business growth via sustainability.</p> <p>Since joining council I have become a member of the East Waste board, and our Council has become the Chair of Region 7 of the Murray Darling Association. Waste and water are two of the most significant challenges of our time and I believe councils are best placed of the tiers of government to force change in these sectors. As a body, local government can act to protect our communities by both mitigating and preparing for the effects of climate change.</p>
Other information	<p>Australian Institute of Company Directors Restaurant & Catering Association of Australia East Waste Board MDA Council representative of Chairing Council</p>

This form must accompany the Nomination Form

This information will be supplied to GAROC member councils

in the event that an election is required

GAROC Nomination**Cr Don Palmer****City of Unley****Local Government Experience & Knowledge**

I have been a member of the City of Unley since the 2010 periodic elections.

During this time I have participated in and held the following positions.

Deputy Mayor 2017

As Deputy Mayor (acting for our Mayor) I participated in the Metropolitan Local Government Group and the Eastern Regional Alliance.

Presiding Member

Development, Planning & Strategy Committee 2015-16. This committee managed the biggest development plan changes in the history of Unley.

Strategic Property Committee 2018.

Member

Development, Planning & Strategy Committee 2013-14.

Development Assessment Panel 2011-2014.

City Strategy Committee 2017-18.

Unley Business and Economic Development Committee 2012-2018.

CEO Performance Review Committee 2017-18.

I note also my extensive leadership experience outside of Local Government.

I have managed and/or owned several building industry businesses. As a member of the MBA & HIA I have served on various committees. I have been an Area Co-Ordinator for Neighbourhood Watch, Secretary for a Caravan Club, President for a brief stint of the Association of Caravan Clubs SA.

I have also served on the Parish Councils of two Anglican Parishes and as a Warden for some eleven years at St Augustine's Anglican Church at Unley. Likewise I have served on the Diocesan Administration & Resources Executive at the Adelaide Anglican Diocese.

In all cases I was responsible for Presiding over meetings, for Strategic Planning, OHSW, Financial Budgeting, human resourcing, promotions and marketing.

Local Government Policy Views and Interests**Leadership**

As I did in my business career I have always taken an interest in the industry in which I am participating, at this time the local government industry. I am a firm believer that the strength of an association is in the participation of its members.

I am also a firm believer in aiming to be part of the solution rather than the problem. To be someone who is seeking answers to issues rather than sitting back and criticising those taking the responsibility to seek the answers.

The LGA needs people willing to take on this responsibility. I stand ready to take on this role of leadership on your behalf.

As new blood I will also bring a fresh perspective to a fresh executive structure. This at a time when new blood will be positively received by our ratepayers.

Reform

As Unley's representative on the MLGG and ERA I have participated in the debate on the LGA's new structure. I back the new structure and look forward to advancing the reforms that the LGA executive have identified.

The local government industry needs to seek change and reform. We need to be the driver of change. This will require us to recognise where change is needed, and work with the Government to effect purposeful change. We need to be proactive to drive the reform and not be reactive to third parties.

Image

The local government industry needs also to work on changing the image of the industry to our ratepayers. It will not be enough to speak of the need for change. It is another to push the change and be the driver of change. We need mostly to be seen to be driving the change.

To achieve this we need to be seen as a sector responsive to our ratepayers needs. Once again this requires us being proactive, to undertake to understand what our ratepayers are seeking, and demonstrate that we do understand and that we are responsive.

Membership Participation

If the LGA is to be strong we need the LGA membership to be engaged.

GAROC will certainly need to provide the leadership to achieve the above aims. The general industry membership however needs to step up to the plate as well. As an association is only as strong as its membership we all need to participate in making.

We all need to work toward bridging the gap that exists between some of us and the LGA.

I look forward to having the opportunity to provide a positive contribution to the local government industry to the betterment of the South Australian local government community.

The South Australian local government industry is in need of continuing to re-invent itself and to present as relevant to today's communities. We need to leave a legacy for the future. I stand ready to contribute.

Candidate Information Sheet

GAROC – Casual Vacancy

(word limit is strictly 1,000 words)

Name:	MAYOR ERIN THOMPSON
Council:	CITY OF ONKAPARINGA
Local Government Experience & Knowledge	<ul style="list-style-type: none"> • 10 + years experience working as a communications professional in local government (City of Playford and City of Unley) • Current Mayor of the City of Onkaparinga. Elected 2018 • As a metropolitan Mayor (City of Onkaparinga) I represent the largest council in SA by population • My experience in local government, firstly within the administration of a small council and now the Mayor of a large council, has helped me to build an understanding of the special challenges faced by different sized councils with very different community demographics and needs.
Local Government Policy Views & Interests	<ul style="list-style-type: none"> • LGA must be proactive on matters that make a difference to Local Government • Local Government should continue to make its views heard at both State and Federal levels • There needs to be more transparency in councils to help rebuild the trust of rate payers • The LGA could help to change the communities negative perception of local government state-wide • We must build solid relationships with government to ensure political interference does not further infiltrate local government. We need to ensure they are very clear about our message. This must occur all year and not just at election time. • Federally it is important that SA has a strong voice at the ALGA table and is not left behind and ignored in favour of the more populist states. • Local government should be a leader in community engagement – we need to step up in this area • Local Government needs to become better communicators – the community are interested in what we are doing and we should involve them more in the conversation as well as celebrate our wins more often.
Other information	

Erin Thompson



0420 507 599



erinfeneley@gmail.com



Erin Thompson

Experience

December 2018 - current

Mayor - City of Onkaparinga

- Preside at meetings of the council;
- If requested, to provide advice to the Chief Executive Officer between council meetings on the implementation of a decision of the council;
- Act as the principal spokesperson of the council;
- Exercise other functions of the council as the council determines;
- Carry out the civic and ceremonial duties of the office of principal member

May 2009 – December 2018

Senior Marketing and Communications Officer - City of Unley

- Manage the strategic delivery of Council's marketing, communications and public relations activity
- Deliver high-level public relations and media support for the organisation including the Mayor, Elected Members, and executive team
- Draft and implement communications policies and guidelines
- Manage the delivery of a new \$150k Website for Council
- Ensure the protection and enhancement of the City of Unley brand
- Developed and implemented a Corporate visual and writing style guide for Council
- Developed a Marketing Strategy for the annual Unley Gourmet Gala which in 2015 attracted 30,000 people, a 50% increase on the previous year
- Monitor the marketing and communications budget and resources allocation
- Utilise a number of digital marketing techniques to deliver campaigns for Council
- Negotiate cost-effective purchasing of services and products to support the communications function
- Manage an external team of providers in areas such as web design, graphic design, copy writing, print, public relations, media monitoring, photography
- Develop and nurture positive relationships with external sponsors, advertisers and other key stakeholders
- Oversee and edit the production of high quality published materials such as Unley Life magazine
- Introduced a new income stream for Council by introducing advertising in the Unley Life magazine
- Prepare speeches, presentations and written documentation for the CEO and Mayor

August 2013 – August 2015

Publisher / Editor - Kids Around Town (SA publication for families)

- Managed all business operations such as budgeting, administration, stakeholder relationships, marketing, website, social media, events, and sponsorship
- Led a small team of sales and administration staff
- Managed contracts for the design, print and distribution of the publication
- Marketed and sold the publication to a new owner in August 2015

November 2008 – May 2009

Event Manager - City of Playford

- Ensured events were coordinated in line with legislation and Council policy, requirements and regulations
- Coordinated administration and logistical management of events including written correspondence, event evaluations, project and events plans, running sheets, site plans, emergency response, contingency and risk plans, etc
- Sought and administered external funding and sponsorship support
- Prepared and monitored budgets
- Obtained quotations and prepared tender documentation
- Actively promoted events to increase community attendance
- Maintained up-to-date and informative website and social media information
- Prepared and presented reports and updates on the development, progress and evaluation of events
- Managed event staff and volunteers

Jun 2007 – Oct 2008

General Manager – Beachouse, North Wollongong

- Managed overall operations of the establishment
- Recruited, trained and led a team of 45
- Administered accounts payable and payroll
- Managed budgets and financial reporting

Marketing and Events Manager

- Generated new clientele in line with set marketing strategies
- Created and coordinated all marketing and promotional material
- Identified and executed proactive media opportunities
- Coordinated sponsorship opportunities
- Planned and executed all corporate events and weddings
- Coordinated event talent/entertainment, suppliers, designers, photographers, transportation companies, hotels and wedding suppliers
- Oversaw events in operation

Jul 2006 – Jun 2007

Manager - Arajilla Resort, Lord Howe Island

Education

2013

Diploma of Management

Management and Resource Centre, Adelaide

2003

Diploma of Marketing & Tourism Management

Australian Business Academy ACT

Certificate III Travel Tourism

Australian Business Academy ACT

Skills

- Leadership
- Strategic Marketing
- Brand management
- Resource Management
- Community engagement
- Communication
- Publishing, writing, editing
- Media management
- Web development
- Creative direction
- Project Management
- Event Management

Referees

Annabel Shinkfield

Manager Marketing Communications and Customer Service

City of Unley

Contact details available on request

Matt Grant

Director Business and Economic Development

City of Adelaide

0423 783 463

Inga Lidums

Director

identify. brand. package. publish.

0417 022 870

Mayor Amanda Wilson – GAROC**Local Government Experience and Knowledge**

- Mayor of Holdfast Bay - November 2018
- Acting Mayor of Holdfast Bay 2018
- Deputy Mayor Holdfast Bay 2017
- Councillor 2014

I practiced as a Commercial Lawyer at partner level in a City law firm, was an inaugural member of the Education and Early Childhood Standards and Registrations Board, I chaired its audit committee. I have sat on the Jetty Road Mainstreet Board. I also have a degree in Business majoring in Tourism.

I am independent and not a member of any political party.

Policy Views and Interests

Being responsible with rates, caring for our environment, protecting our coastline from climate change. I want to focus on using recyclable products for council infrastructure including roads. I am interested in ways we can reduce waste and reduce our carbon footprint and improve water sensitive design.

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 18.2 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 18.2 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Council orders that the following aspects of Item 18.2 be kept confidential in accordance with Council's reasons to deal with this item in confidence pursuant to Section 90 (3) (a) of the Local Government Act 1999:

- Report for Item 18.2
- Attachment(s) for Item 18.2
- Decision for Item 18.2

This order shall operate until the Local Government Association announces the election results, or will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.

CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

Confidential Matters

18.4 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS

Contact Person: Mrs Rosemary Munslow

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (d) of the Local Government Act 1999, this matter is confidential this information is contributing to the scoping and planning for the CEO recruitment process and a third party could adjust their bargaining position to the detriment of the Council based on the positions of the Council disclosed in the information.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

18.4 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS

Responsible Executive Manager : Mrs Rosemary Munslow

Report Author : Mrs Rosemary Munslow

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

Attachments :

- 1. [CEO Recruitment - Estimated Process and Timeline](#)
- 2. [CEO Position Description](#)
- 3. [CEO Selection Criteria](#)

PURPOSE

For Council to consider the process, timeline and support required in recruiting a Chief Executive Officer.

COMMITTEE RECOMMENDATION

- 1) That the Council endorse the Draft Position Description as outlined in attachment 2, with Position Identification part 1.3 amended to state the CEO to report direct to Council.
- 2) That the Council authorise the CEO Review Committee to proceed with the engagement of a recruitment agency.
- 3) That the Council consider and adopt the Selection Criteria for the CEO position.

EXECUTIVE SUMMARY

With the vacancy of the CEO position in late 2018 the Council are required to commence a recruitment and selection process within a reasonable time. A timeline and draft Position Description and Selection Criteria have been provided as a guide for the Council to consider and determine the level of support they require from a recruitment agency.

1. BACKGROUND

The Chief Executive Officer (CEO) position became vacant on the 6 December 2018.

Council established the Chief Executive Officer Review Committee (Committee) on 26 February 2019 including the endorsement of the Charter that included the role of the Committee to perform the function of the selection panel when recruiting a CEO.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

The efficient and effective process of recruiting a new CEO ensures that the Strategic Plan can continue to be delivered

3. PUBLIC CONSULTATION

There is no requirement to consult with the public on this matter.

4. DISCUSSION

4.1 Under the Local Government Act 1999 section 98 the procedures for appointment of a CEO outline the following:

4.1.1 *If a vacancy occurs or is about to occur in the office of chief executive officer, the council must take steps to fill the vacancy (or the pending vacancy).*

4.1.2 *The council must appoint a person to act in the position of chief executive officer until a vacancy is filled.*

4.1.3 *For the purpose of filling a vacancy, the council must invite applications by advertising in a newspaper circulating throughout the State, and may take other action as the council thinks appropriate.*

4.1.4 *The council must appoint a selection panel to assess applications for the position of chief executive officer, to recommend readvertisement or other additional steps (if necessary), and to make recommendations to the council on an appointment.*

4.1.5 *The council makes the appointment to the office of chief executive officer.*

4.2 The Charter of the Chief Executive Officer Review Committee allows for the Committee to perform the functions of a selection panel in accordance with section 98.

4.3 The commencement of the recruitment process to appoint a new CEO requires the Committee to consider a number of matters before they can engage a recruitment agency to assist in whatever capacity the Committee see fit. Considerations include the process and timeline, position description including the selection criteria and also the level of support and assistance the Committee requires in the process.

- 4.4** The Council's Procurement Policy requires that purchases between \$1,000 and \$20,000 requires a minimum of one quote and purchases between \$20,000 and \$100,000 require a minimum of three written quotes. The current professional services agreement in place with Jane Jeffreys Consulting, as the external facilitator that supports the CEO Review Committee in managing the performance agreement of the CEO, does not include recruitment. This Agreement is due to expire in its current form on 30 September 2019. Recent discussion with Jane Jeffreys has established that she is not seeking an extension of the agreement nor will be quoting for the recruitment services.
- 4.5** Recruitment agents can undertake a range of services from developing position descriptions through to undertaking reference checks and psychometric profiling or some activities can be done internally or outsourced to other professional services. The Committee need to consider what level of service they require to inform the brief in seeking quotes from relevant service providers. Irrespective of the dollar spend it is recommended that three written quotes are obtained.
- 4.6** The CEO Recruitment Estimated Process and Timeline schedule in attachment 1 provides a guide as to the process and likely projection of time. The first few activities are dependent on what level of support the Committee requires. The Committee could engage a consultant to assist them in establishing the Position Description and Selection Criteria which would push the timeline out a couple of weeks to undertake this work.
- 4.7** A draft Position Description (attachment 2) and Selection Criteria (attachment 3) have been drafted from the previous CEO's Position Description and recruitment criteria and provided to the Committee as a guide.
- 4.8** Given the delegation of the Committee there are milestones that will need Council endorsement or direction. To commence the process the Committee will need to seek Council's endorsement to proceed with recruitment. It is recommended that the Committee seek endorsement on the Position Description and Select Criteria as well.

5. OPTIONS

Recommendation

- 1) That the Council endorse the Draft Position Description as outlined in attachment 2, with Position Identification part 1.3 amended to state the CEO to report direct to Council.
- 2) That the Council authorise the CEO Review Committee to proceed with the engagement of a recruitment agency.
- 3) That the Council consider and adopt the Selection Criteria for the CEO position.

Option 2

To be determined by Council.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

After the Committee's consideration of the timeline and draft position description the recommendation allows for Council to endorse the commencement of the recruitment process including acknowledgement of the timeline and position description.

6.1.2 Financial Implications

The estimated cost of a recruitment agency will largely depend on what the Committee's requirements are and the level of work they wish the agency to undertake. Recruitment costs can be as high as \$20,000. Should the Committee wish to seek the support of a Human Resource specialist to assist in developing the PD and selection criteria there will be additional costs associated with this activity.

There is a budget available to the Committee for external consultancy support which has in the past been used for the consultancy agreement with Jane Jeffrey's. With the vacancy of the CEO position there is a budget savings of \$15,000 that can be utilised for recruitment expenses. Any variation to this budget can be reported to Council through a normal budget review process.

[illegible]



POSITION DESCRIPTION

The fastest growing Council in South Australia, the **City of Playford** is undergoing an unprecedented transformation. With a population of over 94,000 culturally diverse residents, the City of Playford covers 350km² and is spread over urban and peri-urban areas.

In the past three years, our Council has secured over \$440 million of development and works – 87% of this coming from private investment into Playford's CBD, Sports and Health Precincts as well as our growth areas.

The City of Playford is South Australia's Next Great City.

POSITION IDENTIFICATION

1.1 Title	Chief Executive Officer
1.2 Level of Work	CEO
1.3 Reports To	Council, through Mayor
1.4 Manager Once Removed	N/A
1.5 Team	Executive
1.6 Business Unit	Executive
1.7 Accountable For	Deputy CEO, General Managers, Executive Projects Leader & Executive Assistant
1.8 Salary Band and Level	CEO

POSITION OBJECTIVE

The Chief Executive Officer, in partnership with the Mayor and Councillors is responsible for leading, managing and implementing efficient and effective services to the community.

The CEO's primary objectives are to:

- Provide leadership and direction on behalf of the Council that promotes a positive culture for the benefit of its staff and the community
- Ensure the Council's operations and services are delivered in an efficient and

effective manner whilst meeting community needs

- Assist and facilitate Council in its decision-making, development of plans, directions and innovations for the City, and in the implementation of Council decisions
- Represent Council and the City's interests effectively to the community, stakeholders, agencies and other interest groups
- Ensure that the Council's statutory and governance obligations are met in a timely and effective manner.
- Drive and ensure financial sustainability of the Council through the development of appropriate strategic and operational financial plans within the legal parameters set by the Council and their implementation.

CITY OF PLAYFORD CULTURE AND VALUES

We at Playford share a passion and culture that empowers us to achieve and encourages innovation. We thrive on the opportunities to grow as individuals and the flexibility to enjoy a work/life balance.

Values

'...that contributes to a happy and dynamic workforce'

- Great work life balance
- Honesty & trust
- Working together
- Positive attitude
- Sense of fun

EXPECTED BEHAVIOURS

The following behaviours are expected of the incumbent of this position:

Collaboration	Judgement regarding who to consult when making decisions and resolving issues
Builds Relationships	Treats others with respect, such that each interaction builds trust
Discover and Explore	Willing to find a way to improve and innovate to deliver better results for our community
Safety Awareness	Identifying and correcting conditions that affect employee safety Upholding safety standards

POSITION ACCOUNTABILITIES

Leadership and Strategy

- Work closely with Council to ensure that Strategic Plans are developed, implemented and monitored within appropriate and legislated timeframes
- Drive and ensure financial sustainability of the Council through the development of strategic and operational financial plans within the parameters set by relevant legislation and guided by the Council
- Effectively communicate the Council vision and strategy to all stakeholders
- Drive and sponsor continuous improvement across the organisation, integrating and aligning all aspects of the organisation, to effectively manage the quantum of

continuous improvement required

- Provide and demonstrate clear direction through consistent messaging and guidance, to ensure fair and ethical behavior at all times

Finance and Asset Management

- Ensure Annual and Long Term Financial Plans are developed, monitored, communicated and controlled
- Closely monitor and control budgets
- Ensure Council has the required corporate infrastructure to fulfil its plans and obligations
- Ensure maximum value is derived from the broad use of Council services physically, financially and intellectually, for community benefit
- Monitor organisational performance to ensure objectives are achieved and opportunities for development are identified
- Effectively manage all assets to optimise their use, benefits and return to the community
- Develop and maintain effective strategies and procedures to manage and mitigate risk

People and Culture

- Attract and retain talent to achieve the Council's objectives
- Bring people along with change in ways that support, stretch and develop their capabilities
- Draw the diverse range of staff into a collaborative, positive, team oriented culture that fosters talent, individual accountability and leaderships at all levels
- As the responsible Officer, take reasonable steps to ensure Council completes all required obligations under the Workplace Health, Safety Act 2012 and associated legislation to ensure a safe and positive working environment
- Create and maintain a work environment that fosters mutually beneficial relationships between employee and employer

Service Delivery

- Proactively champion, develop and maintain a strong customer service focus for the organisation
- Ensure all the residents, ratepayers and businesses of the City of Playford are treated as its customers and that their best interests are reasonably served at all times.
- Review and add value to Council processes, reports and debate to ensure they support the Mayor and Councillors decision making, effective governance and responsible action.

Stakeholder Engagement

- Provide input and influence into International, Commonwealth, State or Local Government initiatives or programs affecting the City.
- Engage others outside the community to bring benefit and attract resources to the Council and region.
- Lead the development of relevant strategic partnerships
- Establish and maintain quality relationships with local businesses and industry, educational institutions, community service providers, and government agencies.

Council Relationship

- Develop and maintain a positive and collaborative working relationship with the Mayor and Councillors
- Provide Council with reports that indicate the status, success and effectiveness of all operations and major projects.
- Ensure all decisions of Council are progressed, implemented and reported on (where applicable) in a timely and appropriate manner.
- Provide the Mayor and Councillors with appropriate professional development opportunities which include mandated training.
- Ensure workplace policies, procedures and systems for risk identification, risk assessment, risk control and workplace health and safety meet or exceed expected standards
- Implement all policies and procedures adopted by the City of Playford including the Code of Conduct for Council Employees is complied with by self and team to expected standards.
- Workplace policies, procedures and systems for risk identification, risk assessment, risk control, Injury management and workplace health and safety meet or exceed expected standards.
- All policies and procedures adopted by the City of Playford including the Code of Conduct for Employees are complied with by self and team to expected standards.

POSITION DIMENSIONS

Position Dimensions <i>(provide quantitative data relevant to the position relating to human, financial and material resources that the position may manage or may have an impact on)</i>	
Number of employees reporting to the position	Up to 462 including 4 direct reports, and 14 indirect reports
Annual Organisation Operating Budget (\$ value):	Operating Income \$102M Operating Expenditure (BITDA) \$80M
Estimated Annual Capital Budget: (\$ value)	Asset Renewal Program approx. \$20M, All Other Capital Projects as approved.
Business Impact (medium or high):	Medium to High – (for example what % of total budget managed could be a risk to the business) High. Operational Risk approx 80%, Capital Risk 100%

QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**Qualifications:****Essential**

- Tertiary Qualifications in a relevant discipline

Desirable

- MBA or equivalent post graduate qualification

Knowledge, Skills & Experience (Essential)

- Experience in Executive Management
- Extensive experience in the management of multi-functioned service organisation, together with extensive experience in the supervision and management of strategy staff, assets and finances
- Sound knowledge of relevant Local, State and Federal Government legislation
- Highly developed, communication skills (written and oral), suitable for a range of audiences and situations
- Proven ability to negotiate and influence at senior levels
- Demonstrated capacity to lead and develop relationships across a broad spectrum
- Ability to plan, prioritise and effectively manage complex and competing tasks
- Capability to mentor, empower and develop strong performers
- Capacity and ability to effectively respond to unforeseen circumstances
- Well-developed presentation and public speaking skills
- Active and strong networks across Northern Adelaide, South Australia and Nationally
- Local Government knowledge and/or experience
- An understanding of the importance of effective Human Resource Principles and Equal Employment Opportunity

Personal Attributes

- Conducts self with a high level of personal integrity and honesty
- Shows interest in the development of communities and networks
- Has the courage to have robust conversations
- Demonstrates resilience, perseverance, and ethical behavior
- Has a high degree of self-motivation and enthusiasm
- Demonstrates a high level of interpersonal skills and work ethic including high degree of confidentiality, discretion and diplomacy

POSITION REQUIREMENTS**Legislative Requirements:**

- Prescribed Position –*Please refer to the Children’s Protection Act 1993 (SA) for the definition of a prescribed position.
- National Criminal History Clearance
- DCSI Clearance (Aged Care Sector Employment, Child Related Employment, Disability Services Employment, General Employment Probity, Vulnerable Person Related Employment)

Mandatory Training Requirements:

- WHS Act, Officer Due Diligence for PCBU Persons Conducting Business or Undertaking

GENERAL

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Chief Executive Officer Recruitment - Selection Criteria	
Criteria	
Knowledge, Skills and Experience	
Experience in Executive Management	
Extensive Experience in management of multi-functioned service organisation	
Sound knowledge of relevant Local, State, and Federal Government legislation	
Highly developed communication skills suitable for a range of audiences and situations	
Proven ability to negotiate and influence at senior levels	
Demonstrated capacity to lead and develop relationships across a broad spectrum	
Ability to plan, prioritise and effectively manage complex and competing tasks	
Capacity to mentor, empower and develop strong performers	
Capacity and ability to effectively respond to unforeseen circumstances	
Well-developed presentation and public speaking skills	
Active and strong networks across Northern Adelaide, South Australia and Nationally	
Demonstrated Local Government knowledge and/or experience	
Understanding of the importance of effective Human Resource Principles and Equal Employment Opportunity	
Personal Attributes	
Conducts self with a high level of personal integrity and honesty	
Shows interest in the development of communities and networks	
Has the courage to have robust conversations	
Demonstrates resilience, perseverance, and ethical behaviour	
Has a high degree of self-motivation and enthusiasm	
Demonstrates a high level of interpersonal skills and work ethic including high degree of confidentiality, discretion and diplomacy	

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 18.4 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 18.4 is to be kept confidential.

COMMITTEE RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Council orders that the following aspects of Item 18.4 be kept confidential in accordance with Council's reasons to deal with this item in confidence pursuant to Section 90 (3) (d) of the Local Government Act 1999:

- Report for Item 18.4
- Attachment(s) for Item 18.4
- Decision for Item 18.4

This order shall operate until such time as the new CEO has been appointed.