



Recruitment

**Local Government Association**  
of South Australia

*Innovating with councils to benefit our communities*

# City of Playford

**CEO Recruitment  
Committee  
Workshop**

Released 17 May 2026

## Workshop Agenda

Review Scope of Work

Workflow chart

Review Position Description

Review Contract of Employment

Candidate Profiling

Recruitment Timeframes

Advertising Campaign

Review of Interview Questions

Agree on short-listed candidates presentation topic

Summary & Close

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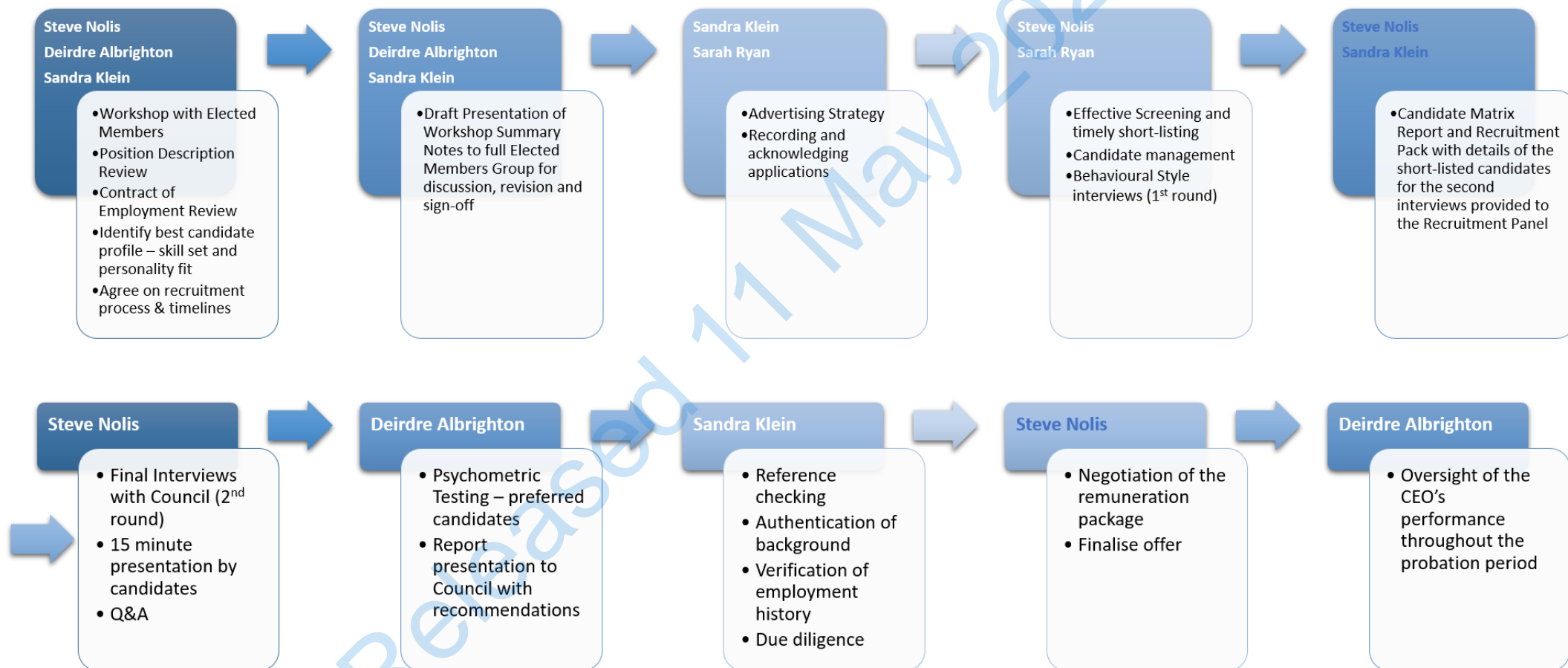


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# Workflow of the Recruitment Process and Key Team Responsibilities





## Documentation provided to Council

Documenting the recruitment process provides the basis for transparent, merit-based decisions.

The following documents will be created as part of the recruitment process for the City of Playford:

Document	Description
Briefing from Council	<p>This document will capture all key considerations raised by the Recruitment Panel during a comprehensive briefing session, which includes details of the desired candidate in the following areas:</p> <ul style="list-style-type: none"> <li>• Council mission, vision and values</li> <li>• History of previous CEO's</li> <li>• Major KPI's and accountabilities</li> <li>• Candidate profiling: <ul style="list-style-type: none"> <li>• Skills, knowledge, experience, educational background and qualifications</li> <li>• Personal &amp; behavioural attributes</li> </ul> </li> <li>• Sourcing strategies</li> <li>• Risk Management &amp; Communications Plan</li> <li>• Conditions of Employment and final steps</li> </ul>
Position Description Review	<p>This summarises the key CEO role tasks and performance requirements. It also lists the capabilities that will be assessed as part of the recruitment process and used as the basis for the recruitment decision. This document should also provide detail of any non-negotiable terms and conditions of employment and parameters for terms and conditions that can be negotiated. This document should be prepared at the commencement of the recruitment process and provided to all candidates and members of the selection panel.</p>
Contract of Employment Review	<p>This document outlines the terms and conditions of the appointment and also provides the basis for performance planning and assessment.</p>
Timeframes	<p>Key milestones of the recruitment process</p>
Advertising Campaign	<p>Copies of any public promotion of the role  Strategy designed to attract a quality pool of candidates</p>
Behavioural questions	
Recruitment Pack	<p>Comprehensive report provided to all members of the Recruitment Panel with details of each shortlisted candidate and their final scoring.</p>
Process overview briefing	<p>Guidelines on how the final interviews with the Recruitment Panel will be undertaken</p>
Candidate scoring matrix	<p>This summarises how each member of the selection panel scored the candidates in terms of the capabilities identified in the position description, based upon evidence available to them.</p>
Candidate Summary notes	<p>Notes made during the interviews of candidates</p>
Psychometric testing	<p>Confidential results on how each candidate performed</p>
Reference check	<p>Comprehensive reference check report for the preferred candidate</p>

## Candidate profiling

<b>Council overview</b>
Information about the council: vision, mission, values
People and culture overview
History of previous CEO's – length of tenure, reasons for leaving role, skills sets, personality types, depth of experience (Local Government, CEO)
Council's Financial Position



List of priority projects (including commercial and/or joint ventures)

Are there any ticking “time bombs” that candidates should be made aware of?

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**Position overview**

Review of Position Description content

Major accountabilities & responsibilities (key result areas, key activities and KPI's)

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**Candidate profiling - What does your ideal candidate look like?**

Skills, knowledge, experience, educational background and qualifications

Skill sets / Knowledge (non-negotiable)

Skill sets / Knowledge (preferred)

Local Government Experience (Yes/No)

CEO Experience (Yes/No)

Previous interactions with Elected Members, Mayors, Boards, Community Groups

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**Candidate profiling - Personal & behavioural attributes**

What personality type best suits the role?

**Sourcing strategies**

**Draft the job advertisement**

What are the key points we should highlight to attract the interest of the candidates

Identify anyone that you would like to be “head hunted” or invited to apply

Are there any suitable internal candidates – if so, how do we manage expectations and potential disappointments



**Selection & interview process**

Who will be the recruitment sub-committee and what are their delegations?

Establish pre-arranged “behavioural style” interview questions

Set a presentation topic for the final short-listed candidates

Venue to host the final interviews at Council, dates and times

Will the candidates meet with the full Elected Member Group?

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<b>Risk Management</b>
Identify and discuss risks to ensure Council does not get exposed by the process
<b>Conditions of employment</b>
<b>Reporting details</b> Reports to Number of direct reports Number of staff (council wide) Annual budget responsible for
Start date desired (approximately)
Discuss salary expectations (set a range) Cash Super Car? Laptop? Mobile? Other financial incentives? Total and final package range:
Discuss contract term – number of years

## Timeframes for the recruitment process

Undertake initial job brief workshop with Council CEO Recruitment Committee	13 June 2019
Provide Summary Report of workshop for consideration by the Mayor and full Elected Member Group	28 June 2019
Meeting with Mayor and Elected Members to agree on the recruitment strategy	9 July 2019
Advertising campaign commences	13 July 2019
Feature display advertisement in The Advertiser (EGM pages)	13 July 2019
Applications close	29 July 2019
Initial screening, first interview (by LGASA Recruitment) and short-list to council	9 August 2019
Council briefing (including first interview summary report)	13 August 2019
Final short-list and second interview (with council sub-committee)	Week commencing on 19 August
Preferred candidate meeting with Mayor and Elected Members	27 August 2019
Reference check, psychometric test and due diligence	30 August 2019
Finalise offer and appoint CEO	02 September 2019
Commencement	TBA

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# Sample of Advertising Campaigns

## The Advertiser (early general news, right-hand side)

NEWS 09

ADVERTISER.COM.AU SATURDAY JANUARY 26 2019

## AUSTRALIA DAY 2019

# Winners should be so lucky



ESPECIALLY FOR YOU: Singer Kylie Minogue has received an AO. Picture: GETTY

**IAN ROYALL**

SONGBIRDS Olivia Newton-John and Kylie Minogue are among the 1127 great Australians named in the nation's annual honours list today.

Honours were also awarded to swimming great Ian Thorpe, actor Magda Szubanski, singers Human Nature and AFL legend Kevin Sheedy.

Newton-John, 70, received Australia's top honour AC along with 18 others. Her award was for her musical career as well as her work in helping people living with cancer and promoting medical research. She is the founder of the Olivia Newton-John Cancer and Wellness Centre based in Melbourne.

Minogue AO, 50, was a household name as Charlene in TV soap *Neighbours* before becoming a global pop superstar for almost three decades.

Szubanski used her nomination to call for the same "sensible middle ground" voters who backed marriage equality to also support a move to change the date of Australia Day celebrations.

Also in the arts, actor Cornelia Frances, best known for roles in *Sons and Daughters*, also acknowledged with awards for North Queensland MP Warren Truss and former Speaker of the House Anna Burke.

Former long-time editor-in-chief of *The Australian* Chris Mitchell was named as an officer in the general division of the Order of Australia for "distinguished service to the print media through senior editorial roles, as a journalist, and to indigenous education programs".

The number of people honoured this year is the most since the awards were created more than 40 years ago.

Women received 422, equating to 37.4 per cent, of awards – the highest number and percentage yet.

South Australia laid claim to just one AO honour which went to Myrtle Bank nurse Dawn Thorp, 80, who was recognised for her work in the field of haematology.

In total 96 South Australians were bestowed an Australia Day Honour. Some were emergency services or military heroes, others leaders in their chosen field. Many were community champions, working quietly to make the places they live a better place.

District Council of

## ROBE

- Idyllic lifestyle
- Highly engaged community
- United and supportive environment

### Chief Executive Officer

The District Council of Robe is located in one of the most diverse and exciting areas within the state of South Australia. Situated along SA's magnificent Limestone Coast, this historic seaside port has an abundance of attractions on offer.

We are seeking to appoint an experienced, innovative and engaging Chief Executive Officer who can work collaboratively with the Mayor, elected members and key stakeholders to lead the community on a pathway of sustained growth, economic development and environmental preservation. Ideally, the Chief Executive Officer will have a proven track record in:

- Contemporary leadership and management
- Risk management
- Strategic planning
- Financial acumen
- Environmental issues
- Planning (including heritage buildings)
- Governance and regulatory frameworks
- Project management

You will need to demonstrate an ability to communicate effectively with a diverse range of stakeholders to build trust and respect across the community. This is an outstanding and rare opportunity to be part of a unique, engaged and progressive region that will offer diversity, job satisfaction and an exceptional lifestyle to the successful candidate.

To register your interest in this role, please forward a cover letter and CV to LGASA Recruitment at [askcommercial@lga.sa.gov.au](mailto:askcommercial@lga.sa.gov.au)

For a position description or additional information, please call Sandra Klein on (08) 8224 2054. Your confidentiality will be assured.


Applications close 5pm, Monday 4 February 2019.



Commercial Solutions - Recruitment  
Local Government Association  
of South Australia

**FULL LIST OF SA RECIPIENTS [P52-53]**

## Seek (Premium listing)



Job Search      \$150k+ Jobs      Profile

### Expired: Chief Executive Officer - Berri Barmera Council

Local Government Association of South Australia - LGASA Recruitment  
[More jobs from this company](#)

#### Chief Executive Officer - Berri Barmera Council

The Berri Barmera Council is located in the Riverland region of South Australia. With a population of approximately 10,500, the region has a well-earned reputation for an outdoor lifestyle and sporting excellence coupled with a naturally friendly and outgoing social acceptance.

We are seeking to appoint an experienced, innovative and engaged Chief Executive Officer who can lead the council and a diverse community on a pathway of economic growth and sustainability. Ideally the Chief Executive Officer will have local government experience and a proven track record in:


- Economic diversification
- Financial management
- Stakeholder engagement
- Project management
- Leading and managing people
- Regional collaboration

You will need to be a positive and pro-active leader who can communicate effectively with a wide range of stakeholders. Candidates will need to demonstrate that they are an innovative and creative thinker with a strategic mindset.

To register your interest in this outstanding opportunity within a vibrant community offering an exceptional lifestyle and job satisfaction, please forward a cover letter and CV to Steve Nolis - LGASA Recruitment by email at: [askcommercial@lga.sa.gov.au](mailto:askcommercial@lga.sa.gov.au).

For a confidential discussion or position description please call (08) [8224 2043](tel:82242043).

**Applications close Monday 27 May 2019 at 5:00pm.**

 Recruitment  
Local Government Association  
of South Australia

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our communities*

## LGA Careers in Council website

Owned and managed by the LGA with over 24,000 views per month



### Job Search

#### Employment Opportunity List



**Environmental Strategy Officer**  
*(Alexandrina Council)*  
 Category: Environment and Natural Resources  
 Job Type: Permanent Part-Time  
 Phone: 8555 7000  
[Visit Source](#)



**Project Manager**  
*(Light Regional Council)*  
 Category: Engineering  
 Job Type: Contract  
 Enquiries: employment@light.sa.gov.au Phone: 8525 3200  
[Visit Source](#)



**General Manager Corporate Services**  
*(City of Charles Sturt)*  
 Category: Management  
 Job Type: Contract  
 Phone: 0414 731 313  
[Visit Source](#)



**Manager People and Culture**  
*(City of Charles Sturt)*  
 Category: Management  
 Job Type: Contract  
 Phone: 0414 731 313  
[Visit Source](#)



**Manager Financial Services**  
*(City of Onkaparinga)*  
 Category: Management  
 Job Type: Contract  
 Enquiries: recruitment@onkaparinga.sa.gov.au Phone: 8384 0849  
[Visit Source](#)



**Contracts Officer**  
*(City of Tea Tree Gully)*  
 Category: Management  
 Job Type: Other  
 Phone: 8397 7444  
[Visit Source](#)



**Senior Manager Community Services**  
*(City of Playford)*  
 Category: Community, Social Services and Childcare  
 Job Type: Contract  
 Phone: 8256 0584  
[Visit Source](#)



**Senior Community Safety Officer and Community Safety Officer**  
*(City of Charles Sturt)*  
 Category: Community, Social Services and Childcare  
 Job Type: Permanent  
 Enquiries: communitysafetyrecruitment@charlessturt.sa.gov.au Phone: 8408 1383  
[Visit Source](#)

**Group Leader Infrastructure Operations**

Meet our People

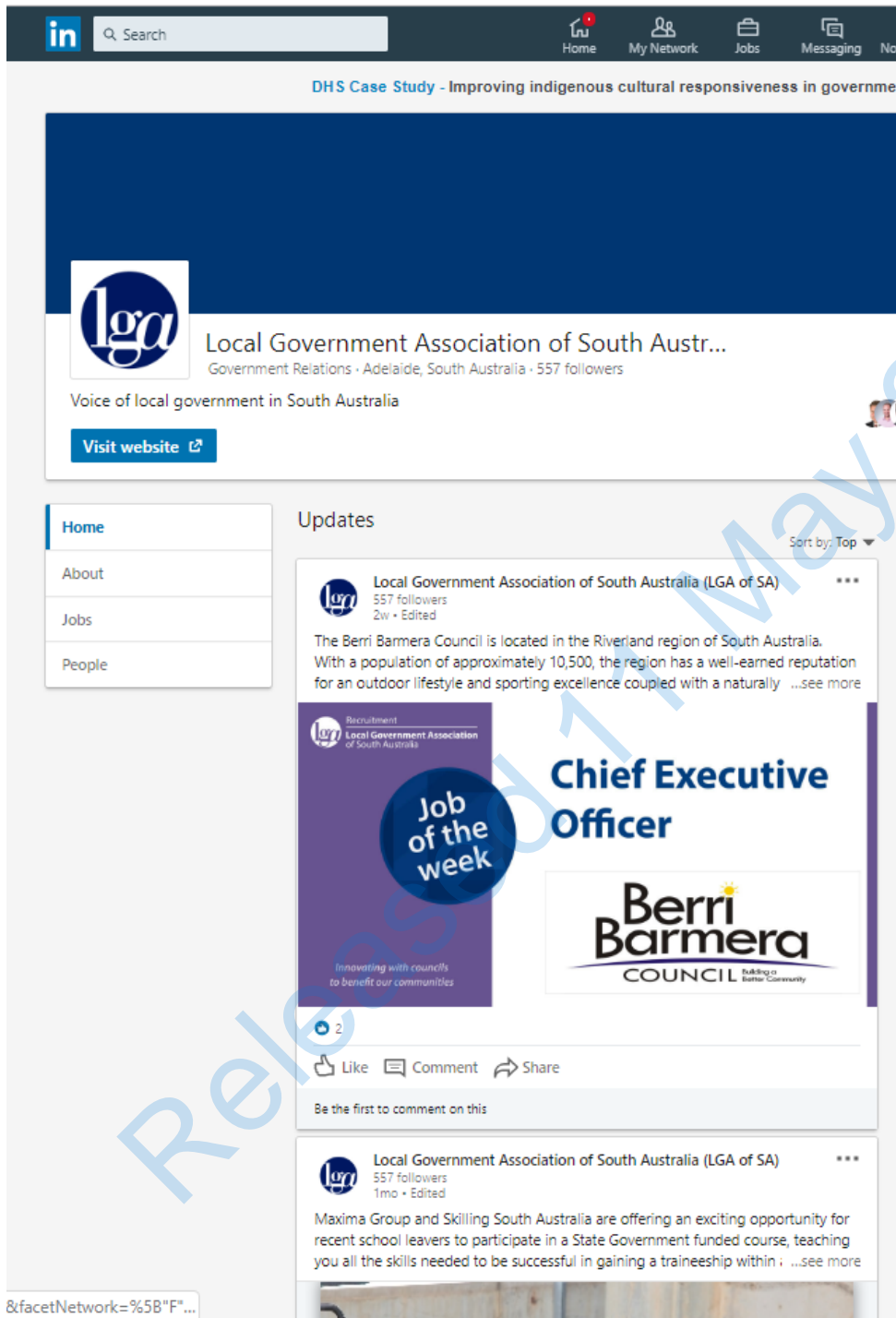
Send to a Friend

Apply

Contact Us


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## LGA LinkedIn website



in Search Home My Network Jobs Messaging Noti

DHS Case Study - Improving indigenous cultural responsiveness in government


**Local Government Association of South Austr...**  
 Government Relations · Adelaide, South Australia · 557 followers

Voice of local government in South Australia



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 Jobs  
 People

Updates

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The Berri Barmera Council is located in the Riverland region of South Australia. With a population of approximately 10,500, the region has a well-earned reputation for an outdoor lifestyle and sporting excellence coupled with a naturally ...see more


**Chief Executive Officer**  


2

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Maxima Group and Skilling South Australia are offering an exciting opportunity for recent school leavers to participate in a State Government funded course, teaching you all the skills needed to be successful in gaining a traineeship within : ...see more

&facetNetwork=%5B"F"...

# Review of Interview Questions

## LGASA Recruitment - Behavioral questions - Scoring criteria against key selection criteria (KSC)

City of Playford, Chief Executive Officer Recruitment

Applicant name: \_\_\_\_\_

Selection Criteria	Notes	Scoring
<b>1 - Previous Work History &amp; Motivation in applying for this role</b>		
<ul style="list-style-type: none"> <li>- Tell me about yourself, in particular, your career path over the past 5-10 years</li> <li>- What's your motivation in applying for this role?</li> <li>- What do you know about Playford Council?</li> </ul>		

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Selection Criteria	Notes	Scoring
<b>2 - Leadership Management</b>		
<ul style="list-style-type: none"><li>- Tell us your core principles in leading and managing people</li> <li>- Can you give examples of how you handled difficult situations with a staff member or a stakeholder?</li> <li>- How do you get the best out of your team?</li> <li>- Can you describe your leadership management style?</li></ul>		

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Selection Criteria	Notes	Scoring
<b>3 - Financial Acumen</b>		
<ul style="list-style-type: none"><li>- Please tell us about a budget you managed and about your financial background and experience.</li> <li>- What are the key financial indicators you have been responsible for?</li> <li>- What financial challenges have you experienced within your council or in your previous employment?</li></ul>		

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Selection Criteria	Notes	Scoring
<b>4 - A partnership approach</b> ( <i>Playford's Community Vision 2043</i> )		
<p><i>An integrated and cooperative approach will be needed to face the challenges of the future and ensure that the Vision is achieved. Its success depends on the engagement and response of all Playford's stakeholders to ensure that we meet their communities' need and priorities.</i></p> <p>What key measures would you consider to achieve this "integrated and cooperative approach"?</p>		

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Selection Criteria	Notes	Scoring
<b>5 – Liveability: Sustainable and responsible community (Playford’s Community Vision 2043)</b>		
<p><i>Playford’s aspirations for liveability...</i></p> <p><i>Connected communities: physically and socially connected</i></p> <ul style="list-style-type: none"> <li>• <i>Accessible and efficient transport network and services</i></li> <li>• <i>Community hubs</i></li> <li>• <i>Walkable communities</i></li> <li>• <i>Self-contained and self-sufficient villages</i></li> </ul> <p>What would be your approach to manage Playford’s natural, economic and social resources?</p>		

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Selection Criteria	Notes	Scoring
<b>6 – Prosperity: Economic development: a thriving local economy (Playford’s Community Vision 2043)</b>		
<p><i>Playford’s aspirations for prosperity...</i></p> <ul style="list-style-type: none"> <li>• <i>Economic development: a thriving local economy</i></li> <li>• <i>Educated and skilled: right skills for the right job</i></li> <li>• <i>Community vitality: refreshed, invigorated, diverse and empowered</i></li> </ul> <p>What strategies would you put in place to deliver Playford’s aspirations for prosperity and economic sustainability?</p>		

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Selection Criteria	Notes	Scoring
<b>7 - Transforming the City of Playford into a Smart City, Connected Community</b> ( <i>Strategic Plan 2016-2020</i> )		
<p><i>A focus on transitioning Playford into South Australia’s leading recognised Smart City will drive their economic and social prosperity. Technology will enhance the connections between their residents, business and visitors; it will provide their community with increased opportunities; access to education, training and new jobs.</i></p> <p>What do you know about Smart Cities? And how would you use it to drive Playford’s economic and social prosperity?</p>		

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Selection Criteria	Notes	Scoring
<b>8 – Challenges and opportunities</b> (Strategic Plan 2016-2020)		
<p><i>Across the world, cities are experiencing a range of social, economic and environmental opportunities and challenges relating to their growth.</i></p> <p>What are the unique social, economic and environmental challenges relating to city of Playford and how would you address them?</p> <p>What do you see as the opportunities for growth?</p>		

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Selection Criteria	Notes	Scoring
<b>9 – Happiness</b> ( <i>Playford’s Community Vision 2043</i> )		
<p><i>Playford’s aspirations for happiness...</i></p> <p><i>Ambitious and proud communities</i></p> <ul style="list-style-type: none"> <li>• <i>Community spirit</i></li> <li>• <i>Sense of identity</i></li> <li>• <i>A place to put down roots</i></li> <li>• <i>Cultural diversity</i></li> </ul> <p>What is your experience in building cultural diversity to help define your local community?</p>		

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Selection Criteria	Notes	Scoring
<b>10 – Culture</b>		
How do you go about building and developing a high performance culture within the council?		

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<b>Expected longevity</b>	
How long do you see yourself in this role?	
What high-level aspirations do you have for the council?	
<b>Job expectations</b>	
Salary expectations	
Referees	
Start date	
Relocation (if applicable)	

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Recruitment

**Local Government Association**  
of South Australia

*Innovating with councils to benefit our communities*

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