MINUTES
of
SPECIAL CHIEF EXECUTIVE OFFICER SELECTION PANEL MEETING

Pursuant to the provisions of Section 84(1) of the Local Government Act 1999

HELD IN

COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON
MONDAY, 22 JUNE 2015

The meeting commenced at 7:00 pm.

1 ATTENDANCE RECORD

1.1 Present

(PRESIDING MEMBER - MAYOR GLENN DOCHERTY)
Cr Duncan MacMillan    Cr Adam Sherwood    Cr Carol Muzyk (from 7:21 pm)

Also in attendance for the meeting:
External Consultant             Ms Jane Jeffreys
Executive Officer                  Mr Steven Watson
Minute Secretary                  Ms Joanne Cross

1.2 Apologies

Nil

1.3 Not Present

Nil
2 DECLARATIONS OF INTEREST
Nil

3 STAFF REPORTS
Matters to be considered by the Committee Only
Matters delegated to the Committee

3.1 CHIEF EXECUTIVE OFFICER RECRUITMENT - ADVERTISING
Contact Person: Steven Watson

STAFF RECOMMENDATION

That the Chief Executive Officer Selection Panel:

1. Endorse the Chief Executive Officer Recruitment Advertisement as per Attachment 1.

2. Endorse the placement of the Chief Executive Officer Recruitment Advertisement as follows:
   - Advertise in the employment section of the Advertiser Newspaper on Saturday 27 June 2015.
   - Advertise on the City of Playford website under “Current Vacancies” for the period commencing 5pm Friday 26 June 2015 until 5pm Friday 10 July 2015
   - Advertise on the South Australian Local Government Association “Careers in Councils” website for the period commencing 5pm Friday 26 June 2015 until 5pm Friday 10 July 2015

3. Approve Jane Jeffreys Consulting as the point of contact for applicant enquiries and receiving of applications via the company email address jane@jjconsulting.net.au for the period commencing 5pm Friday 26 June 2015 until 5pm Friday 10 July 2015.

4. Request Jane Jeffreys Consulting keep a register of all enquiries, including capture of all responses, along with a register of all applications received.

Cr Muzyk entered the meeting room at 7:21 pm

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COMMITTEE RESOLUTION 2188

Moved: Cr Sherwood Seconded: Cr Muzyk

That the Chief Executive Officer Selection Panel:

1. Endorse the Chief Executive Officer Recruitment Advertisement as per Attachment 1, with the following amendments:
   - Paragraph 3 – include “in addition you will have the demonstrated capacity to influence and drive required outcomes”
   - Paragraph 1 - Replace “The City of Playford is the most northern Local Government area of metropolitan Adelaide ...” with “The City of Playford is located in northern metropolitan Adelaide and is currently undergoing unprecedented change.”
   - Heading 2 - Opportunity to lead the fastest growing Council in South Australia
   - Paragraph 2 - Replace “Elected Members” with “the Mayor and Councillors”
   - Paragraph 6 – Reword – “An attractive remuneration package will be negotiated with the successful candidate and may include, but is not limited to salary, superannuation, and private use of a motor vehicle.”
   - Paragraph 7 – replace “may be made” with “to be made”
   - Applications to close 5:00 pm Monday 13 July 2015
   - Paragraph 8 – remove the words “Essential and Desirable”

2. Endorse the placement of the Chief Executive Officer Recruitment Advertisement as follows:
   - Advertise in the Advertiser Newspaper on Saturday 27 June 2015
   - Advertise in the Australian Newspaper on Saturday 27 June 2015
   - Advertise on the City of Playford website under “Current Vacancies” for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015
   - Advertise on the South Australian Local Government Association “Careers in Councils” website for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015.

3. Approve Jane Jeffreys Consulting as the point of contact for applicant enquiries and receiving of applications via the company email address jane@jjconsulting.net.au for the period commencing 5pm Friday 26 June 2015 until 5pm Monday 13 July 2015.

4. Request Jane Jeffreys Consulting keep a register of all enquiries, including capture of all responses, along with a register of all applications received, to go in Council’s records management system.

CARRIED

Cr Sherwood left the meeting room at 7:48 pm
Cr Sherwood returned to the meeting room at 7:50 pm
3.2 CHIEF EXECUTIVE OFFICER RECRUITMENT - POSITION DESCRIPTION
Contact Person: Steven Watson

STAFF RECOMMENDATION

That the Chief Executive Officer Selection Panel:

1. Endorse the following as the Chief Executive Officer Position Description at per Attachment 1.

2. Endorse the Chief Executive Officer Position Description to be included in the Chief Executive Officer Recruitment information package.

Cr Muzyk left the meeting room at 8:47 pm
Cr Muzyk returned to the meeting room at 8:48 pm

Cr Sherwood left the meeting room at 8:51 pm
Cr Sherwood returned to the meeting room at 8:53 pm

COMMITTEE RESOLUTION 2189

Moved: Cr Muzyk Seconded: Cr MacMillan

That the Chief Executive Officer Selection Panel:

1. Endorse the following as a draft of the new Chief Executive Officer Position Description:

   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.

   Ensure that the Council’s statutory and governance obligations are met in a timely and effective manner.

1. Key Accountabilities

   • Leadership and Strategy
     1. Working closely with Council to ensure that Strategic Plans are developed, implemented and monitored.
     2. 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.
     3. Effectively communicate the Council vision and strategy to all stakeholders.
     4. 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.
     5. Provide and demonstrate clear direction through consistent messaging and guidance, to ensure fair and ethical behavior at all times.
• Finance and Asset Management
  1. Ensure Annual and Long Term Financial Plans are developed, monitored, communicated and controlled
  2. Close monitoring and control of budgets
  3. Ensure Council has the required corporate infrastructure to fulfil its plans and obligations
  4. Ensure maximum value is derived from the broad use of Council services physically, financially and intellectually, for community benefit.
  5. Monitor organisational performance to ensure objectives are achieved and opportunities for development are identified.
  6. Effectively manage all assets to optimise their use, benefits and return to the community.
  7. Develop and maintain effective strategies and procedures to manage and mitigate risk.

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

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

• Stakeholder Engagement
  1. Provide input and influence into Commonwealth, State or Local Government initiatives or programs affecting the City.
  2. Engage others outside the community to bring benefit and attract resources to the Council and region.
  3. Lead the development of strategic partnerships
  4. Establish and maintain quality relationships with local businesses and industry, educational institutions, community service providers, and government agencies.
• Council Relationship
  1. Develop and maintain a positive and collaborative working relationship with Mayor/Councillors
  2. Ensure Council are provided with reports that indicate the status, success and effectiveness of all operations and major projects.
  3. Ensure all decisions of Council are progressed, implemented and reported on (where applicable) in a timely and appropriate manner.
  4. Ensure Elected Members are provided with appropriate professional development opportunities which include mandated training.

• Essential Criteria
  1. Ability to think creatively and strategically ... demonstrate strategic thinking
  2. Demonstrate that you can positively influence, engage and motivate to achieve required outcomes.
  3. Demonstrated commercial and business acumen
  4. Demonstrate resilience and constructive responses to change as a model for others
  5. Demonstrate political acumen and appropriately influence of outcomes.

• Person Specification

  Qualifications (Essential)
  1. Tertiary Qualifications in a relevant discipline, together with management studies

  Qualifications (Desirable)
  1. MBA or equivalent post graduate qualification

  Knowledge, Skills and Experience
  • 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, respectful communication skills (written and oral), suitable for a range of audiences and situations
  • Proven ability to negotiate and influence at senior levels
  • Demonstrate 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
  • Excellent written and verbal communication skills
  • Well-developed public speaking skills

  Personal Attributes
  • Conducts self with a high level of personal integrity and honesty
  • Interest in development of communities and networks
  • Courage to have robust conversations
  • Demonstrates resilience, perseverance, and ethical behavior
2. The Committee asked the staff to place the information in the corporate format, review of spelling and grammar and against relevant legislation.

3. That the information be presented to a future meeting of the Panel.  

CARRIED

4  INFORMAL DISCUSSION

4.1 CHIEF EXECUTIVE OFFICER RECRUITMENT - NEXT STEPS

Presenter: Ms Jane Jeffreys – Jane Jeffreys Consulting

Outcome: The Committee to provide feedback on the ‘next steps’ in undertaking the Chief Executive Officer Recruitment.

5  INFORMAL ACTIONS

5.1 INFORMAL ACTION: DIARY MANAGEMENT FOR CEO SELECTION PANEL

Timesavers to be blocked out in Committee Members diaries in anticipation of short list review times and interview appointments.

6  CONFIDENTIAL MATTERS

Nil

7  CLOSURE

The meeting closed at 10:15 pm.