

Agenda

Executive
Committee

NOTICE OF MEETING

Notice is hereby given that a meeting of the Executive Committee will be held in the

**Kingston Room, Brighton Civic Centre
24 Jetty Road, Brighton**

7 May 2024 at 5.00pm



Pamela Jackson
General Manager Assets and Delivery



1. Opening

The Chair, Mayor Wilson will declare the meeting open at 5.00pm.

2. Kurna Acknowledgement

We acknowledge Kurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kurna People today.

3. Apologies

3.1 Apologies received

3.2 Absent

4. Declaration Of Interest

If a Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Committee they are asked to disclose the interest to the Committee and provide full and accurate details of the relevant interest. Members are reminded to declare their interest before each item.

5. Confirmation Of Minutes

Motion

That the minutes of the Executive Committee held on 2 April 2024 be taken as read and confirmed.

6. Reports By Officers

6.1 Chief Executive Officer – Position Description (Report No: 133/24)

7. Urgent Business – Subject to the Leave of the Meeting

8. Confidential Items

8.1 2023-24 Performance Review - Chief Executive Officer - (Report No: 134/24)

Pursuant to Section 87(10) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Executive Committee upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Executive Committee will receive, discuss or consider:

- a. Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).



8.2 Chief Executive Officer - Remuneration Benchmarking (Report No: 135/24)

Pursuant to Section 87(10) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Executive Committee upon the basis that the Committee considers the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Executive Committee will receive, discuss or consider:

- a. Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

9. Closure



Pamela Jackson
General Manager Assets and Delivery

Item No: 6.1

Subject: CHIEF EXECUTIVE OFFICER – POSITION DESCRIPTION

Summary

The role of the Chief Executive Officer is prescribed in section 99 of the Local Government Act 1999. However, councils are able to set objectives and key performance indicators that are unique to their environment and strategic plans.

It is timely that the position description for the current incumbent is updated in line with Council's current objectives and strategic plan.

Recommendation

That the Executive Committee advises Council:

- 1. it has reviewed the updated position description; and**
 - 2. recommends the position description be endorsed by Council for discussion with and adoption by the Chief Executive Officer.**
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Background

Pursuant to section 99 of the *Local Government Act 1999*, the role of the Chief Executive Officer includes:

- (a) to ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner;*
- (b) to undertake responsibility for the day-to-day operations and affairs of the council;*
- (c) to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act;*
- (d) to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area;*
- (e) to provide information to the council to assist the council to assess performance against its strategic management plans;*
- (f) to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council;*
- (g) to ensure that the assets and resources of the council are properly managed and maintained;*
- (h) to ensure that records required under this or another Act are properly kept and maintained;*
- (i) to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices;*

- (ia) *to ensure that effective policies, systems and procedures are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks;*
- (ib) *to report annually to the relevant audit and risk committee on the council's internal audit processes;*
- (j) *to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council.*

Under clause 99(j), Council can set the objectives and the key performance indicators for the Chief Executive Officer to align with its current strategic directions via a position description.

Report

The current incumbent of the Chief Executive Officer role was appointed in June 2019. A position description was signed at the time of appointment.

Since then, several changes have occurred in the business, along with the annual review and setting of key performance indicators. It is timely the position description be reviewed and updated to reflect these changes.

A revised version with tracked changes is included as Attachment 1.

Refer Attachment 1

Overview of changes

In summary, the proposed changes are:

- updated list of direct report staff;
- aligned key performance indicators with those currently agreed;
- included specific reference to the oversight and management of Alwyndor and its community services, including risk management and compliance with relevant Acts; and
- included personal capabilities relating to the ability to work effectively and motivate others.

Budget

Not applicable

Life Cycle Costs

Not applicable

Strategic Plan

Not applicable

Council Policy

Not applicable

Statutory Provisions

Local Government Act 1999, section 99

Written By: General Manager, Assets and Delivery

General Manager: Assets and Delivery, Ms P Jackson

Attachment 1



Position Description

Chief Executive Officer

Council's Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognise achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement

TITLE:	Chief Executive Officer
POSITION OBJECTIVE:	Responsible for the leadership, development and management of human, physical and financial resources to fulfil Council's strategic and business objectives, including transformation. Will lead initiatives which benefit the community, enhance city vitality, build a prosperous and efficient economy, sustain a rich environment, and develop a successful culture. Oversee the development and management of the residential, community and therapy services of Alwyndor.

1. REPORTING RELATIONSHIPS

- This position reports to Mayor and Elected Members.
- The following report directly to the position:
 - General Manager, ~~Business Services~~[Strategy and Corporate](#)
 - General Manager, ~~City Assets & Services~~[Assets and Delivery](#)
 - General Manager, Community [and Business](#) Services
 - General Manager, Alwyndor [Aged Care](#)
 - [Project Director, Jetty Road Upgrade Project](#)
 - Executive [Officer and Executive Assistant to the](#) Mayor

2. KEY PERFORMANCE INDICATORS

- Annual performance review process undertaken with measurable goals aligned to role requirements that demonstrate:
 - Stakeholder, Mayor, Elected Members and Customer relationships are led with eQ and a customer-first mind-set.
 - High degree of satisfaction with Council members in relation to support, guidance, service quality and accuracy of information, recommendations and related matters.
 - Create confidence and build credibility with the Mayor and Elected Members.
- Instil a confident people culture of health, safety and well-being which leads to high morale with an [overall satisfaction -90% annual satisfaction level rating of >4 \(out of 5\)](#) of Council's culture ~~and WHS brands~~ and an [overall organisational climate rating of >3.5 \(out of 5\)](#).
- Working collaboratively with the Mayor, Elected Members, and members of the Senior Leadership Team to achieve actions of "Our ~~Place 2030~~[Holdfast 2050+](#) Strategic Plan" with ~~100~~[85](#)% delivery on Annual Business Plan target goals.
- ~~Clear evidence that statutory, governance, WHS and other regulatory obligations and requirements~~[WHS/Risk Strategic Plans and Programs](#) are in place and met.
- Long term financial and asset management plans are in place to ensure Council sustainability by achieving:
 - An operating ratio of 0 -10% over a five year period
 - A net financial liabilities ratio of less than 75%
 - Reliance on rate revenue ~~less than~~ [within the range of 70 - 75%](#)
- Improve our asset sustainability ratio to be within the range of 90 -110% over a five year period.
- Council resolutions are implemented within specified timeframes ~~and budgets~~
- Maintain Customer Satisfaction/Quality of Life Survey overall rating average of 7 or above ~~and Net Promoter Score of 50 or above.~~

3. POSITION DETAILS

People and Culture

- Demonstrate positive leadership capabilities which result in building relationships, empowering others, embracing challenges and delivering on promises.
- Effectively communicate the Council vision and strategy to key stakeholders.
- Attract, engage and retain skilled staff to deliver high performance.
- Set clear, measurable individual objectives and hold people accountable for these.
- Build and foster effective relationships with both internal and external stakeholders including local businesses, education institutions, community service providers, individual residents and other customers.
- Ensure effective communication is undertaken to engage the needs of reporting staff, internal and external key stakeholders including volunteers.
- Be an example of service excellence in a customer-centric culture, which empowers team members to strive for exemplary performance.
- Engage with and provide high quality advice to the Mayor, Elected Members, [Committees of Council](#) and the Senior Leadership Team.
- Liaise with community organisations, business groups and regional stakeholders as necessary for the achievement of Council's objectives.
- Ensure effective relationships are established with local media and respond and initiate as required.
- Provide input to any Commonwealth, State or Local Government initiatives affecting the City.
- Effectively liaise with Local Government authorities, as well as other Government authorities and agencies.
- Represent the Council at relevant events to maintain and enhance Council's public profile and reputation within the community and amongst stakeholders.
- Monitor and respond to customer satisfaction and quality of life surveys of the community to determine their perceptions on a range of activities in which the Council is providing service.

Systems and Processes

- Provide Council with a suite of reports that indicate the status, success and effectiveness of all operations and major projects linked to the strategic pillars.
- Ensure strategic, annual business, and long term financial and asset management plans are prepared and implemented.
- Report regularly through the Corporate Management Reporting system on strategic, operational and major projects to ensure they are delivered on time and within budgetary constraints.
- Proactively lead and influence organisational change based on Council's strategic and business plans.
- Ensure a positive and productive industrial relations environment through the development and implementation of appropriate agreements and frameworks.
- Annual budgeting process is completed in close consultation with the Senior Leadership Team, Leadership Team and Finance Services.
- [Ensure close monitoring and controlling of budgets following variance analysis to ensure sound fiscal management.](#)
- [Ensure the Identification and management of areas of risk to Council and to Alwyndor.](#)

Quality and Cost

- As the Responsible Officer, take reasonable steps to ensure Council complies with all its obligations under the *Work Health & Safety Act 2012* and the accompanying regulations and associated legislation.
- [Ensure Alwyndor complies with all its obligations under the relevant Acts.](#)
- Ensure strong and well researched business cases are prepared to support major projects.
- Ensure cash flow is monitored and controlled.
- Ensure the collection and security of revenues and efficient utilisation of Council funds and assets.
- Ensure all commercial activities of the Council have clearly defined financial goals (including rate of return on assets) and are in line with stated community services obligations.
- Ensure the efficient and effective management and monitoring of the Council's operating revenue and expenditure.

Development

- Explore and expand individual capabilities and opportunities as related to the role – both technically and in leadership/people management.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.
- Ensure Professional Development and Reviews (PDRs) are completed on an annual basis for reporting staff which includes meaningful and achievable goals.
- Facilitate personal and professional development of reporting staff.
- Generate opportunities for reporting staff to innovate via creative based problem solving.

4. PERSONAL CRITERIA

Qualifications

- A tertiary qualification in a relevant industry or equivalent experience – **essential**.
- Holds a Master of Business Administration – **highly desirable**
- Holds an unencumbered Australian drivers licence - **essential**

Experience and Knowledge

- Experience in the leadership and management of a multi-functioned service organisation - **essential**
- Experience in resource management, and leading individuals to deliver quality outcomes – **essential**.
- Experience in strategic planning; business transformation and evaluation; and continuous improvement activities – **essential**.
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation, particularly the *Local Government Act 1999 (SA)* and associated operations - **essential**
- Experience managing a large budget and value-driven financial outcomes – **essential**
- Experience in leading services or organisations through change and achieving results and outcomes – **essential**

- Proficient in the use of Microsoft Office and experience in using corporate digital applications – **essential**.
- Experience working with and being privy to sensitive and confidential information. **essential**
- Experience in Government, particularly Local Government – **highly desirable**
- Experience with the Technology 1 suite of applications – **desirable**.

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- [Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.](#)
- [Ability to work effectively with Elected Members, stakeholders and the local community](#)
- [Ability to motivate employees to work positively and collectively to meet community demands and enhance service delivery](#)
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, negotiation and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.

Leadership Capabilities - **essential**

- **Accept Responsibility** – Take responsibility and deliver on our promises.
- **Relationship Driven** – Build positive relationships.
- **Innovate and Change** – Lead change and embrace new ideas.
- **Strategic Focussed** – Create and communicate a clear vision.
- **Empower Others** – Support people to be their best.

5. WORK HEALTH AND SAFETY RESPONSIBILITIES

- Take a leadership role in the WHS program of improvements
- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.
- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

6. SPECIAL CONDITIONS

- Some out of hours work will be required including attendance at official meetings after hours.
- A National Police Clearance is required to be undertaken by all employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.
- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name:	<u>Roberto Bria</u>	Direct Manager:	<u>Mayor Amanda Wilson</u>
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____