

CANDIDATE BRIEFING DOCUMENT

CHIEF EXECUTIVE OFFICER

April 2022



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Message from the Acting Mayor Simon McMahon

“The City of Onkaparinga is South Australia’s largest metropolitan Council. Our size provides great opportunity to lead the sector through innovation, advocacy and collaboration. Our aspiration is to embrace these opportunities and truly make our communities and the broader Local Government sector proud of the things we do.

Defining vision and responding to our communities’ needs comes with the need for fiscal responsibility. Following the election of our Council in 2018, we set about strengthening our financial outlook. Our Long-Term Financial Plan will deliver lower debt while also limiting the burden of rate increases for our residents. We are looking forward to working with our new CEO on innovative ways in which we can continue to limit the annual financial burden on our ratepayers.

As Elected Members, we are committed to defining our strategic vision and engaging with our communities to understand how they want us to shape their City. For us, this is an exciting element of our elected roles - turning community feedback into tangible and measurable action.

We are seeking for a community focussed, results driven CEO who will listen, engage and genuinely collaborate with us to define our vision and build a strong and vibrant community.

We are looking forward to working with a strong, resilient and passionate people person who brings with them great governance skills, a focus on transparency and integrity and impeccable interpersonal judgement.

If your skills and experience align with this role and you have a genuine desire to deliver positive outcomes for our city, I look forward to talking with you more!”

Simon McMahon

Acting Mayor



The Advertised Role

Chief Executive Officer

- Vibrant, diverse and growing region
- Largest Metropolitan Council in SA
- Grass-roots real community impact

The City of Onkaparinga is South Australia's largest metropolitan council with a budget of \$200M+ and 1300 staff and volunteers. The Council provides 40+ different services to the community within one of the State's fastest growing regions.

"Onkaparinga 2035", is Council's overarching vision for developing the region in a socially just and ecologically sustainable manner and encouraging and developing initiatives that build strong, resilient and vibrant communities.

Our client is seeking high performing candidates for the role of CEO who have demonstrated energy, confidence and maturity to navigate an increasingly complex operating environment while dealing effectively with a range of stakeholder needs. You will have a proven track record for sponsoring and leading transformational change and embedding an inspiring culture where innovation is nurtured and supported and where employees feel empowered and motivated.

As the successful candidate, you will be a dynamic, results focused and consultative leader who has successfully led large and complex community-responsive organisations, with exemplar judgement and demonstrated governance understanding across both strategic and political insights. Your well-developed leadership skills and strong financial acumen will enable you to provide a responsive, open and productive Council which supports and advances the role that the City of Onkaparinga plays in a vibrant South Australia.

You will use your interpersonal skills to genuinely engage with and support the community, stakeholders, the Mayor, Councillors and employees. We welcome applications from highly credible leaders, who have sound judgement and integrity; the ability to strategically develop constructive relationships; and ability to engage other tiers of government to identify and deliver on advocacy and commercial opportunities. Essential to the role is proven financial literacy and outstanding leadership skills, supported by Tertiary qualifications in business, finance, law or another relevant discipline.

For details of the Position Description visit www.vuca.com.au and click on the Services & Products tab. For further enquiries, contact VUCA Senior Associate, Mr. Paul Bell on 0412 552 302 for a confidential discussion during business hours. Please forward your letter of application and CV in MS Word format to ceoco@vuca.com.au by COB Sunday 1 May 2022..

Position Description

1000 – Chief Executive Officer

About Council

The City of Onkaparinga is South Australia's largest metropolitan council with just over 10% of the state's population, and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities' needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

Workplace Health Safety and Return to Work

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

Equity and Diversity

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations

Our Values and Behaviours

In the workplace organisational values support the culture of our organisation. They are the 'glue' that brings us all together to support our corporate goals

COURAGEOUS INSPIRATIONAL CURIOUS
POSITIVE CONNECTED ACCOUNTABLE



Summary

Position title:	Chief Executive Officer	Reports to:	Mayor and Elected Council
Direct reports:	Director Corporate, Director City Operations, Director Community Relations, Director Planning & Regulatory Services, Director Strategy & Engagement and Executive Assistant.		

Position Overview

The Chief Executive Officer (CEO) is responsible to the Council for providing leadership in implementing Council strategies, policies and decisions, managing the various functions and activities of the City, overseeing finances, assets, human resources, communications and major projects.

Prime Responsibilities

- Ensuring that all Council policies and decisions are implemented, and reasonable action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and agreed policies of Council
- Ensuring that the Council’s human, physical and financial resources are effectively managed and services are provided efficiently and in a manner which meets customer needs and Council requirements;
- Assisting and advising the Mayor/Councillors in developing initiatives for the community benefit;
- Working effectively with the Mayor/Councillors to promote Council and its activities to the broader community in a positive manner;
- Working closely with the Council and Senior Leadership Team to craft, communicate and implement the overall strategic and business plans for the organisation.

Key Result Areas

1. People

- Continue to improve the community engagement, communications and customer service to increase customer satisfaction.
- Continue to improve Council's workplace culture to deliver professionalism and accountability at all levels of the organisation
- Continue to improve Council's focus on safety and wellbeing

2. Place

- Provide strategic guidance and oversight to enable efficient delivery of Council's Major Projects and Annual Works programs.
- Provide leadership to support the maintenance and upgrade of Council's assets and facilities within the allocated budget.

3. Prosperity

- Implement local tourism projects such as the Main Road McLaren Vale action plan, Beach Road Christies Beach tourism action plan, the coastal touring route and expand foreshore activation.
- Continue to drive innovation in Council's sustainability, environmental and waste recycling programs.
- Develop strategic relationships and utilise networks with all tiers of government and community/business leaders to improve outcomes that benefit the City of Onkaparinga.

4. Performance

- Implement Council's new Long Term Financial Plan and debt reduction strategy and maintain internal budget discipline to ensure sustainable financial management.
- Implement any changes related to the Local Government Reform legislation.
- Continue to deliver the OneCouncil project securely within agreed budget and objectives of the project.
- Improve organisational communication and advice to elected members.

Leadership and Management Capabilities

Leadership Competency Framework – Chief Executive Officer					
Competency	Safety Leadership	Managerial Leadership	Business Acumen	Strategic Development and Performance Accountability	Working Collaboratively
Capability, skills, knowledge and/or experience that typify these competencies	<ul style="list-style-type: none"> Creates a safe working environment which includes physical and psychological safety Promotes and role models safety requirements for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements Ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities Regularly communicates the importance of organisational safety culture across the organisation 	<ul style="list-style-type: none"> Creates an organisational structure that enables the delivery of strategic intent Holds direct reports accountable for the effectiveness of their managerial leadership Leads and supports change across the organisation Provides background, context and rationale in regards to decision making and judgement Identifies and supports development opportunities for direct reports Personally drives the organisational culture and holds workforce accountable for living our values and demonstrating associated behaviours 	<ul style="list-style-type: none"> Challenges the appropriateness and timing of work, in light of organisational priorities Considers and responds to political query and scrutiny and can influence political debate at a local, state and national level Considers and responds to budgetary implications for the whole of organisation and positions the organisation to meet financial challenges Identifies and determines new markets, new ventures and alliances with high quality results Considers relevant risks to ensure effective decision making Responds in a timely manner to business challenges and challenges relating to meeting service delivery 	<ul style="list-style-type: none"> Develops the organisation's strategic intent, accommodating broad political and business drivers Regularly and clearly communicate strategic intent to ensure a direct reports understand their role in relation to the bigger picture Sets clear organisational goals and measures Aligns internal culture with organisational vision Develops direct reports' knowledge about the contribution of other areas to the organisation's strategic objectives 	<ul style="list-style-type: none"> Builds relationships across the local government industry and other political levels that seek to assist in the achievement of organisational objectives Builds a climate of trust and respect by openly sharing information and expertise with others Enables and encourages collaboration of the workforce across the organisation Builds and maintains effective working relationships with Elected Members Personally demonstrates and holds workforce accountable for customer service principles Considers actions and outputs and how they impact other areas in the business and the broader community

Selection Criteria

Leadership & People Management	<ul style="list-style-type: none"> • Demonstrated leadership managing a complex portfolio and a team with diverse skills and responsibilities across a number of technical disciplines, including strategy, assets and finance, in a manner that supports professional development. • Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture. • Effective and strategic member of a diverse leadership team. • Communicating and influencing organisational safety culture within their department and the wider organisation. • Knowledge of contemporary management practices including the principles of delegation, performance management, succession planning, staff development and quality management. 	Essential Essential Essential Essential Essential
Collaboration & Communication	<ul style="list-style-type: none"> • Interpersonal skills which are inclusive and encourage the development, cooperation and support of others and which emphasise and encourage a professional service delivery focus. • Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and employees, government agencies, stakeholders and the community, both verbally and in writing. • Enables and encourages collaboration of the workforce across the department and wider organisation 	Essential Essential Essential
Resource Management & Decision Making	<ul style="list-style-type: none"> • Significant experience in the effective management of staff and resources by managing and ensuring compliance with human resources, document management, performance management, WHS, financial and procurement requirements in line with associated policies and procedures. 	Essential
		Essential

Project Management	<ul style="list-style-type: none"> Highly developed project management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration. 	
Customer Service	<ul style="list-style-type: none"> A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within the area of responsibility. 	Essential
Continuous Improvement & Innovation	<ul style="list-style-type: none"> Proven ability to analyse operational systems and process to support continuous improvement and drive innovation. 	Essential
Financial Skills & Acumen	<ul style="list-style-type: none"> Considers and responds to budgetary implications for the whole of department and positions the organisation to meet financial challenges 	Essential
Qualifications	<ul style="list-style-type: none"> Tertiary and post graduate qualifications in management, business administration, law, economics or relevant discipline. 	Essential
Government	<ul style="list-style-type: none"> Sound knowledge of the Local Government Act, Local Government operations, policy development and inter-Governmental techniques. 	Desirable

Corporate Systems and Information Assets

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation's corporate policies and procedures on information governance and records management (electronic and physical).

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, including but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure Policy, Employment in Addition to Council Procedure, E-Communication Procedure, Managing for Improved Performance Procedure and Disciplinary Procedure

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Governance: Elected Members

The City of Onkaparinga is committed to conducting business in an accountable, transparent and open manner. We work with our communities, businesses and other spheres of government to ensure we are well placed to meet the needs of our communities now and in the future.

ELECTED MEMBERS

Our Council comprises a mayor and 12 councillors who are responsible for a variety of functions in accordance with the Local Government Act 1999 and Regulations. Council elections are held every four years in accordance with the Local Government (Elections) Act 1999. The next general election will be held in November 2022.

The City of Onkaparinga is made up of 6 wards, each with 2 elected members plus a mayor.

The elected members are:

Acting Mayor Simon McMahon

KNOX WARD

- Heidi Greaves
- Alayna de Graaf

MID COAST WARD

- William (Bill) Jamieson
- Sue Tonkin

PIMPALA WARD

- Sandra Brown
- Michael O'Brien

THALASSA WARD

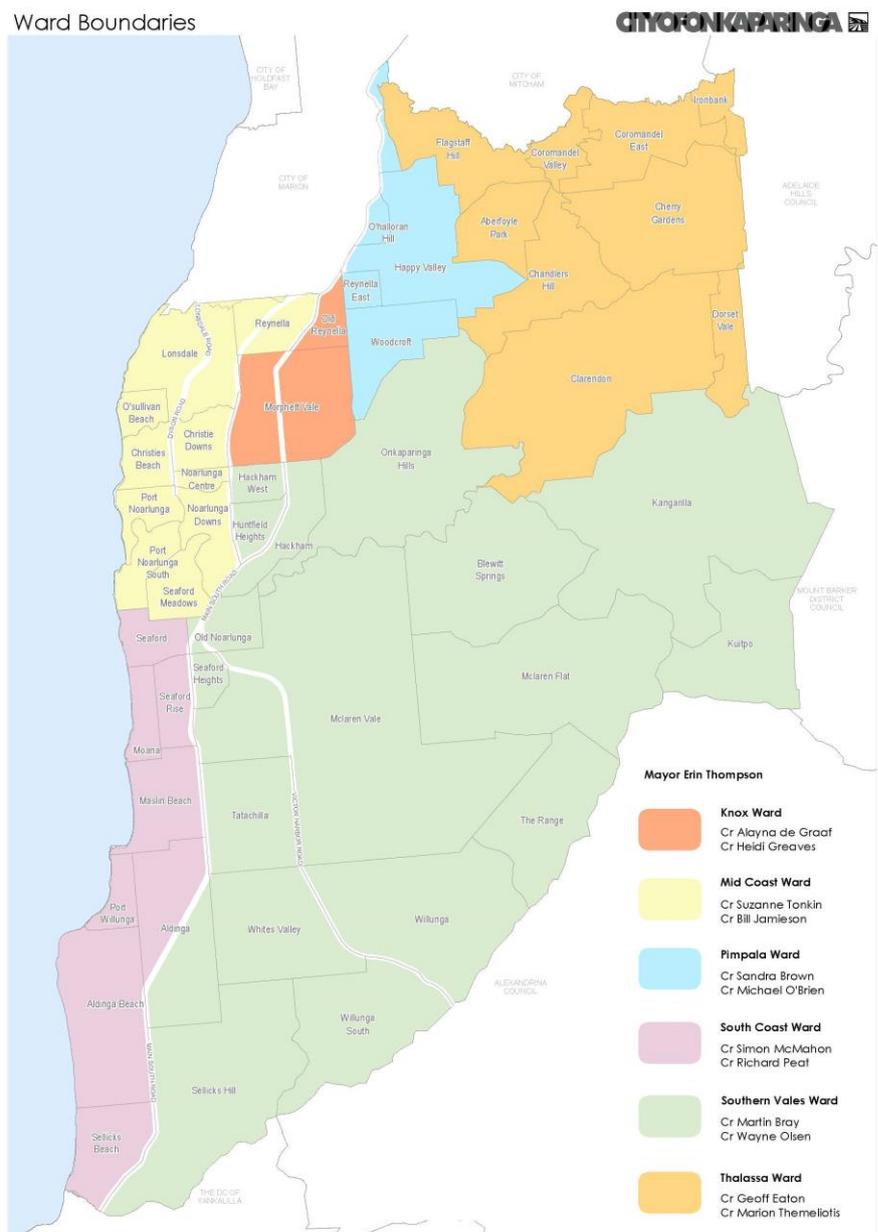
- Marion Themeliotis
- Geoff Eaton

SOUTHERN VALES WARD

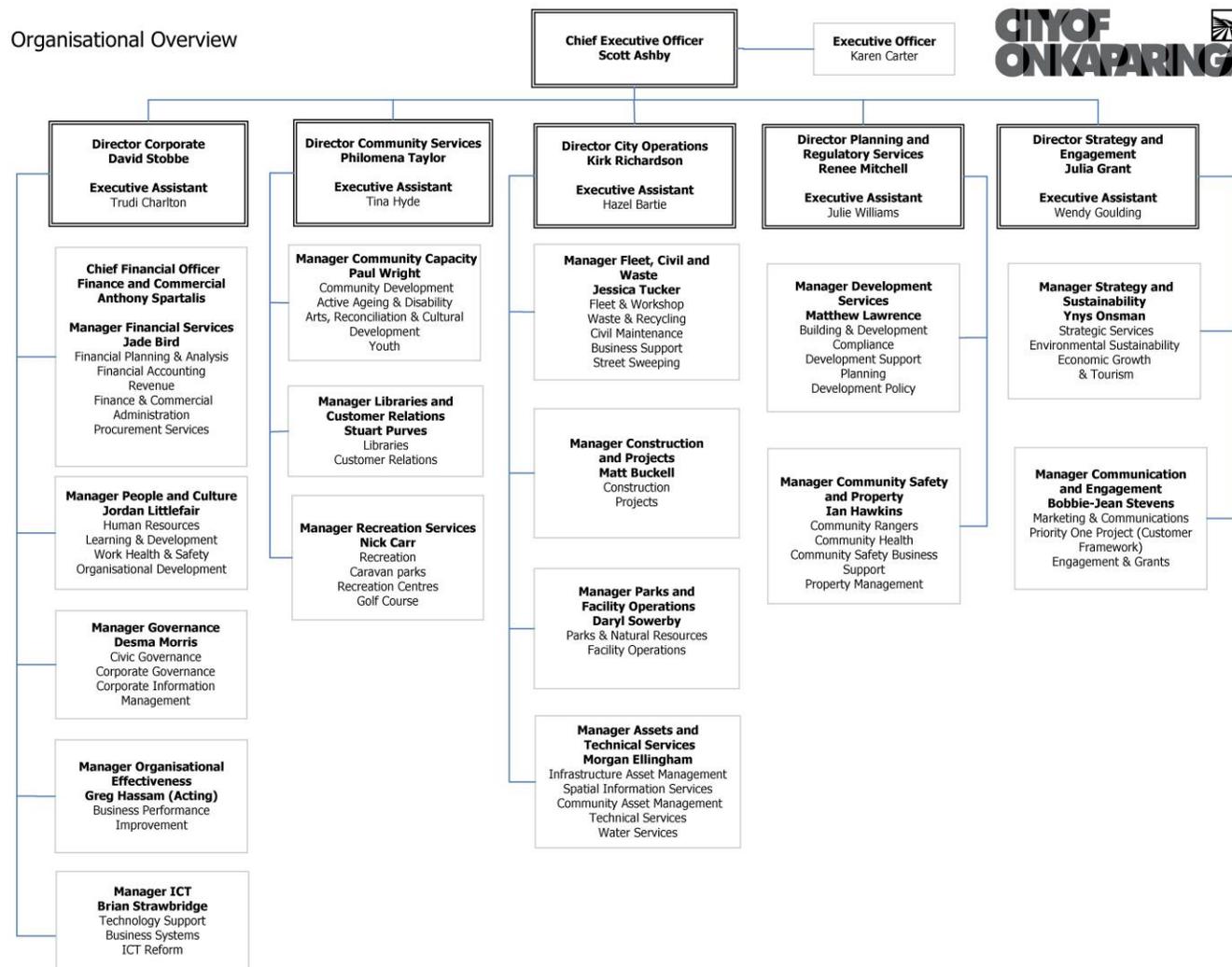
- Martin Bray
- Wayne Olsen

SOUTH COAST WARD

- Simon McMahon
- Richard Peat



Organisation Overview



City of Onkaparinga, Key Facts



“The City of Onkaparinga population estimate for 2021 is 175,771 and is forecast to grow to 212,372 by 2036. An increase of 36,601 or 21% (ID, 2019)”

“City of Onkaparinga's Gross Regional Product (GRP) is estimated at \$5.81 billion, in the year ending June 2021, growing 1.9% since the previous year. (NIEIR, 2021)

GRP
\$5.81 billion
(NEIR 2021)



POPULATION
175,771
(ABS ERP 2021)
**Fourth fastest growth in SA, adding 1100 new residents in 2018 (ABS, 2019)*

LOCAL BUSINESSES
9,249
(ABS 2021)

LOCAL JOBS
43,837
(NEIR 2021)



South Australia ranked in TOP 5 REGIONS OF THE WORLD by Lonely Planet's Best of Travel 2017

ADELAIDE #3 MOST LIVEABLE CITIES IN THEWORLD 2021



MCLAREN VALE - In World's top 30 emerging destinations 2020

- ▶ 1.2 million visitors
- ▶ \$210 million visitor expenditure

(Earthcheck, TSP 2019-23)



Living & Working in The City of Onkaparinga, South Australia

Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experience and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kurna people and has a strong indigenous culture today.

One of South Australia's fastest growing areas, and only 40 minutes south of Adelaide, The City of Onkaparinga provides an enviable lifestyle and a dynamic place to do business and invest.

Underpinned by 9100 local businesses and a resident worker population of 74,873 people supporting a \$5.3 billion economy, many of the city's businesses are family businesses employing local people and supporting local communities.

The region offers an unmatched combination of affordable housing options, available land for development, Mediterranean climate and immediate access to 31 kilometres of clean, pristine coastline.

The region is home to some of South Australia's most inspirational and recognisable tourism experiences, with over 1 million visitors annually. Tourism is centred on our acclaimed McLaren Vale wineries, gourmet food production, festivals, events, arts and culture and the spectacular coastline and beaches.

Living and working in our region, allows you to:

- Explore our world class vineyards and cellar doors in the McLaren Vale wine region
- Discover our emerging craft beer producers and liquor distilleries
- Unearth our food scene with our multi award winning restaurants and cafes
- Hand select your local fresh ingredients at our famous and superb local farmers markets
- Experience our 31kilometres of breathtaking coastline, reefs and surf beaches
- Immerse yourself in our arts and cultural experiences, as our city boasts one of the highest concentrations of artists per capita in South Australia
- Enjoy a round of golf at one of our five picturesque golf courses across our city
- Indulge in our world class events we host and deliver

For more information, refer to our website: <https://www.onkaparingacity.com/Around-me>



Contact Information

For a confidential discussion regarding the Chief Executive Officer position, please contact VUCA Senior Associate, Mr Paul Bell on 0412 552 302.

Applications, including your current CV and a letter of introduction are to be forwarded in Word format to ceoco@vuca.com.au

Applications close COB Sunday 1 May 2022.

Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.

