

**ADELAIDE HILLS COUNCIL  
ORDINARY COUNCIL MEETING  
Tuesday 14 February 2023  
CONFIDENTIAL AGENDA BUSINESS ITEM**

**Item:** 18.1

**Responsible Officer:** Lachlan Miller  
Executive Manager Governance & Performance  
Office of the CEO

**Subject:** Substantive CEO Recruitment – Remuneration and  
Independent Advice

**For:** Decision

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**1. Substantive CEO Recruitment - Remuneration and Independent Advice – Exclusion of the Public**

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except:

- Executive Manager Governance & Performance, Lachlan Miller
- Governance & Risk Coordinator, Steven Watson
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 18.1: (Substantive CEO Recruitment – remuneration and independent advice) in confidence.

The Council is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable Council to consider the report at the meeting on the following grounds:

- Section 90(3)(b) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council in relation to the negotiation of a remuneration package for the CEO role and would, on balance, be contrary to the public interest.
- Section 90(3)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead) in respect of the qualification and experience of the CEO Recruitment Consultant.

Accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

## **2. Substantive CEO Recruitment – Remuneration and Independent Advice – Confidential Item**

### **SUMMARY**

At its 20 December 2022 meeting, Council resolved to commence the process to recruit a Substantive CEO. This included the engagement of a Recruitment Consultant, under delegation by the Administration, and the establishment of the Substantive CEO Selection Panel (the “Panel”).

The Recruitment Consultant and the Panel have met on two occasions and have finalised the recruitment process plan, the CEO Position Description, the recruitment advertisement and discussed an indicative remuneration package based on the outcomes of a remuneration benchmarking exercise.

To fulfil the provisions of the *Local Government Act 1999* in relation to CEO recruitment, the Council will need to make a determination in relation to a ‘qualified independent person’ to provide advice to Council in relation to the recruitment.

The purpose of this report is for Council to note the position description, advertisement and key recruitment milestones and to make determinations regarding the indicative remuneration package and the ‘qualified independent person’.

### **RECOMMENDATION**

#### **Council resolves:**

- 1. That the report be received and noted**
  - 2. That the draft CEO position description, advertisement, and key recruitment milestones contained within this report are noted.**
  - 3. That the indicative Total Remuneration Package range for the purposes of the Substantive CEO recruitment process will be \$280,000 - \$305,000.**
  - 4. To determine that Rebecca Hunt of McArthur (SA) Pty Ltd fulfils the qualified independent person provisions of s98(4a)(b) of the *Local Government Act 1999* for the purposes of providing advice to Council on the assessment of applications and recommendations on the appointment of the Substantive CEO.**
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## 1. BACKGROUND

At its 20 December 2022 meeting, Council considered a report regarding recruitment of a Substantive CEO. The report considered multiple elements of the recruitment process and Council resolved as follows:

### 12.3 Substantive CEO Recruitment

Moved Cr Mark Osterstock  
S/- Cr Chris Grant

293/22

Council resolves:

1. That the report be received and noted.
2. To manage the Substantive CEO recruitment process with a Recruitment Consultant, to be procured by the Administration.
3. To undertake a CEO remuneration benchmarking exercise utilising the Recruitment Consultant.
4. To adopt a Bespoke Selection Panel model for the Substantive CEO Selection Panel.
5. To satisfy the provisions of Section 98(4a) of the *Local Government Act 1999* by determining a Qualified Independent Person prior to considering recommendations for appointment to the Substantive CEO position.
6. That the Substantive CEO Selection Panel:
  - a. Will have the following functions:
    - i. in collaboration with the Recruitment Consultant:
      - to review and finalise the CEO Position Description (consistent with the provisions of s99 of the Act);
      - determine the market approach (mix of media) and candidate assessment tools; and
      - division of recruitment actions and responsibilities.
    - ii. to shortlist and assess candidates in order to determine a preferred candidate(s); and
    - iii. make a recommendation to Council for appointment of a preferred candidate and the terms and conditions of appointment.
  - b. Will consist of five (5) members as follows: Mayor; Deputy Mayor; Presiding Member of the CEO Performance Review Panel; and two (2) Ordinary Members. The Presiding and Deputy Presiding Member of the Substantive CEO Selection Panel will be the Mayor and Deputy Mayor respectively.
  - c. That the method of selecting the Substantive CEO Selection Panel Ordinary Members will be by an indicative vote to determine the preferred persons for the two (2) positions utilising the Appointments to Positions Process contained in Clause 4.7 of Council's *Code of Practice for Council Meeting Procedures*.
  - d. To adjourn the Council meeting for the purposes of seeking nominations for and, if necessary, conducting an indicative vote to determine the preferred persons for the Substantive CEO Selection Panel Ordinary Member roles and for the meeting to resume once the results of the indicative vote have been declared.

Carried Unanimously
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**12.3.1 Substantive CEO Recruitment – Members of Recruitment Panel**

Moved Cr Chris Grant  
S/- Cr Lucy Huxter

294/22

**Council resolves to appoint Cr Mark Osterstock and Cr Kirsty Parkin as Ordinary Members of the Substantive CEO Selection Panel.**

<b>Carried Unanimously</b>
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In accordance with resolution 2 above, the Administration procured McArthur (SA) Pty Ltd to provide recruitment consultancy services. The lead consultant, Rebecca Hunt (General Manager – Recruitment & HR Consulting), has met with the CEO Selection Panel on 19 and 31 January 2023.

In accordance with resolution 6, the CEO Selection Panel, in conjunction with the Recruitment Consultant, has reviewed and finalised the CEO position description and capability statement; the advertisement; the remuneration benchmarking; and the key process milestones (these are discussed later in the report).

**2. ANALYSIS**

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

*Strategic Plan 2020-24 – A brighter future*

Goal Organisation

Objective O1 We have the right people with the right knowledge and skills in the right jobs and they are supported and developed

➤ **Legal Implications**

CEO Remuneration

Section 99A of the Act commenced on 10 November 2021 and provides (relevant to this item) that:

- (1) Subject to this section, the remuneration of the chief executive officer of a council will be determined by the council.
- (2) The Remuneration Tribunal will determine (from time to time) the minimum and maximum remuneration that may be paid or provided to chief executive officers of councils.
- (10) A council must ensure that the remuneration of its chief executive officer is within the relevant minimum and maximum remuneration determined by the Remuneration Tribunal for the purposes of this section.

The transitional provisions associated with changes to the Act provide that the remuneration of a CEO holding office prior to a determination being made by the Tribunal is not subject to that determination for the period of their current contract.

## CEO Recruitment

Section 98 of the Act prescribes the following requirements in relation to filling the vacancy:

- (3) For the purpose of filling a vacancy, the council must invite applications by advertising on a website determined by the council, and may take other action as the council thinks appropriate.
- (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.
- (4a) The council must ensure that either or both of the following applies to the process for appointing a chief executive officer under this section:
  - (a) the council appoints at least 1 person who is not a member or employee of the council to the selection panel;
  - (b) before making the appointment to the office of chief executive officer, the council obtains and considers the advice of a qualified independent person on the assessment of applications and recommendations on the appointment under subsection (4) (and that advice may include recommendations to the council on the appointment).
- (5) The council makes the appointment to the office of chief executive officer.
- (6) This section does not apply in circumstances involving the reappointment of a chief executive officer following the completion of a term of office.
- (7) In this section—

*qualified independent person* means a person who is—

  - (a) not a member or employee of the council; and
  - (b) determined by the council to have appropriate qualifications or experience in human resource management.

### ➤ Risk Management Implications

Establishing a robust and structured recruitment process as proposed in this report will assist in mitigating the risk of:

*Poor or deficient CEO recruitment practices and/or outcome leading to poor performance and loss of stakeholder confidence.*

Inherent Risk	Residual Risk	Target Risk
Extreme (4B)	Medium (4D)	Medium (4D)

The residual risk rating is predicated on the controls as proposed in this report being put in place.

### ➤ Financial and Resource Implications

The foreseeable financial implications associated with the Substantive CEO Recruitment process is the cost of the Recruitment Consultant @ \$14,000 which will be included in a future budget review.

The financial implications of the agreed remuneration package to the successful candidate will be identified in the CEO appointment report anticipated in late April 2023.

The coordination of the process is being undertaken by the Executive Manager Governance & Performance. While the process is spread over a number of months, the resource allocation required for this process will result in other priorities within the Governance & Performance Department being impacted during this time.

➤ **Customer Service and Community/Cultural Implications**

There is a strong community expectation that the Council's CEO will possess appropriate skills and experience to undertake the role, that they perform competently and meet expectations to achieve the required outcomes, and that they are remunerated responsibly and appropriately having regard to the role and the industry market.

➤ **Sustainability Implications**

The CEO has a pivotal role in ensuring that the sustainability priorities and strategies are implemented.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

*Council Committees:* The CEO Section Panel met on 19 and 31 January 2023.

*Council Workshops:* A workshop was conducted on 13 December 2022 regarding the proposed substantive CEO recruitment.

*Advisory Groups:* Not Applicable

*External Agencies:* KelledyJones Lawyers provided advice in relation to the interpretation of legislation provisions relating to CEO recruitment. McArthur Pty Ltd provided recruitment process advice.

*Community:* Not Applicable

➤ **Additional Analysis**

Recruitment Documents

As identified above, in accordance with Council's resolution, the Selection Panel has reviewed the following documents for the commencement of the advertising campaign, these are provided for Council's noting:

- CEO Position Description and Capability Statement (**Appendix 1**)
- CEO Vacancy Advertisement – to be used on SEEK, LinkedIn, LG Job Directory, McArthur website, etc – (**Appendix 2**)

### Recruitment process milestones

The Panel, in conjunction with the Recruitment Consultant, have agreed on the following indicative recruitment process milestones:

	Step	Indicative Milestone	Status
1	Appoint a Recruitment Consultant (Admin)	10 January 2023	Completed
2a	Selection Panel and Recruitment Consultant <ul style="list-style-type: none"> <li>• Review position description</li> <li>• Agree selection processes</li> </ul>	19 January 2023 31 January 2023	Completed Completed
2b	Recruitment Consultant completes remuneration benchmarking	19 January 2023	Completed
3	Council determines: a) indicative remuneration package for recruitment campaign b) how provisions of s98(4a) will be met	14 February 2023	Pending
4	Vacancy advertising (Recruitment Consultant coordinated)	15 February – 8 March 2023	Pending
5	Recruitment Consultant shortlisting	Mid March 2023	Pending
6	Selection Panel considers Consultant's shortlist and determines interview candidates	Late March 2023	Pending
7	Selection Panel interviews candidates	Early April 2023	Pending
8	Preferred candidate(s) present to Council	Mid April 2023	Pending
9	Council appoints CEO	Late April 2023	Pending
10	CEO commences (this will be subject to any employment release periods)	April -June 2023	Pending

### Indicative Remuneration Package

Part of the Recruitment Consultant's brief was to undertake a remuneration benchmarking exercise for comparable councils (**Appendix 3**).

The Selection Panel has considered the remuneration report and the revised CEO Position Description and recommends to Council that the indicative Total Remuneration Package (inclusive of salary, superannuation and motor vehicle) range for the purposes of the recruitment campaign should be \$280,000 - \$305,000.

For context, the Total Remuneration Package (TRP) of Council's most recent substantive CEO was \$282,592.92 as of the 1 July 2022 remuneration review.

It is important to note that the TRP range will not feature in writing in advertisements and will be used by the Recruitment Consultant to give prospective applicants guidance as to whether their remuneration expectations align with Council's intentions.

When the selection process is nearing completion the Selection Panel will make a recommendation to Council on the preferred candidate and contractual arrangements including remuneration. It will be at this time that the Council will finalise the remuneration payable to the successful candidate.

### Qualified Independent Person

As identified in the Legal Implications section above, s98(4a)(b) of the Act requires that a council needs to obtain and consider the advice of a ‘qualified independent person’ on the assessment of the CEO applications and recommendations for appointment. The Act further defines a ‘qualified independent person’ as a person who is not a member or employee of the council and is determined by the council to have the appropriate qualifications or experience in human resource management.

Council’s Recruitment Consultant, Rebecca Hunt, has extensive experience in providing a range of human resource services to companies overseas and in Australia, working with all levels of government and commercial clients. This includes undertaking executive performance and remuneration reviews throughout the Local Government sector servicing regional, rural, and metropolitan councils and other organisations in South Australia. Rebecca holds tertiary qualifications however not specifically related to human resources management, she is however a member of the Australian Human Resources Institute.

The CEO Selection Panel recommends that Council appoint Rebecca Hunt as the ‘qualified independent person’ in accordance with s98(4a)(b) for the purposes of the substantive CEO recruitment.

## **3. OPTIONS**

Council has the following options:

- I. Note the draft CEO position description, advertisement, and key recruitment milestones as contained in this report (Recommended)
- II. Determine the indicative Total Remuneration Package to be used for the recruitment campaign (Recommended)
- III. Determine whether to appoint Rebecca Hunt as the ‘qualified independent person’ for the purposes of s98(4a)(b) of the Act (Recommended). If Council determines not to appoint Rebecca, it will need to consider its options to obtain the services of an appropriate ‘qualified independent person’ as an appointment to the substantive CEO position cannot be made until the required advice under s98(4a)(b) has been considered by Council.

## **4. APPENDICES**

- (1) CEO Position Description and Capability Statement
- (2) CEO Vacancy Advertisement
- (3) CEO Remuneration Benchmarking Report



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# **Appendix 1**

## *CEO Position Description and Capability Statement*

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# CEO POSITION DESCRIPTION AND CAPABILITY STATEMENT

## POSITION SPECIFICATION

### ***PURPOSE***

The Chief Executive Officer (CEO) is responsible for the implementation of Adelaide Hills Council's (AHC) strategies, policies and decisions through effective leadership and strategic management of the organisation. The CEO is primarily responsible for ensuring all Council's activities are delivered to best practice standards and that they are compliant with all legislative and corporate governance requirements.

The CEO is accountable for:

- Ensuring appropriate fiscal, asset and risk oversight
- Positive stakeholder management and communication
- Providing outstanding leadership for Council employees
- Implementing and managing Council's direction and policies
- Providing high-level policy advice and guidance to the Council Members
- Ensuring the provision of effective and efficient customer/community focused services
- Developing, implementing and monitoring the strategic management and annual business plans
- Ensuring the promotion and marketing of the distinctive Council brand in the local and wider communities.
- Ensuring Council meets its legislative responsibilities.

### ***REPORTING / WORKING RELATIONSHIPS***

The CEO reports to the Mayor and Council Members (CMs) and is responsible for communicating Council directives through the Executive Leadership Team to AHC employees, ensure their effective and timely implementation.

The CEO is also responsible for developing appropriate relationships in order to represent the interests of Council to federal and state government, appropriate agencies and industry bodies and maintain clear, open and effective communication with the Adelaide Hills community and stakeholder groups.

### ***DELEGATIONS AND AUTHORITY***

The Chief Executive Officer will make judgments and decisions in accordance with established AHC policy and within all legislative requirements. In particular:

1. Sign certificates, contracts, agreements and cheques issued or entered into by AHC in accordance with the relevant decisions and delegations
2. Ensure that employees, in carrying out their duties, act in accordance with legislative requirements and established policies, code of conduct and delegations
3. Spend monies in accordance with budgets and approved delegations
4. Handle industrial disputes, grievances and union issues
5. Determine matters relating to the appointment, remuneration and assessment of employees.

## KEY RESPONSIBILITIES

### *Advice to and Relationship with Council Members*

1. Develop and maintain a collaborative, open and engaged working relationship with the Mayor and all CMs
2. Ensure a high degree of satisfaction with CMs in relation to support, guidance, service quality and accuracy of information, recommendations and related matters provided by the CEO and the Executive Leadership Team
3. Ensure the CMs are provided with an acceptable cycle of reporting actions that indicate the status, success and effectiveness of all operations and major projects
4. Ensure that the AHC's statutory and governance obligations are met in a timely and effective manner
5. Ensure CMs are provided with appropriate professional development opportunities, resources and services
6. Support the Mayor in upholding the mandated Behavioural Standards Framework
7. Ensure that effective communication and working relationships exist between the CMs and the administration, including attending meetings and regular and effective communication processes
8. Provide professional, thorough and objective advice to CMs
9. Remain up to date in regard to legislative and other major developments affecting local government and advising CMs as to the ramifications.

### *Leadership and Management of Councils Employees*

1. Lead all aspects of AHC through contemporary people management styles and techniques
2. Coach and mentor staff in the delivery of high-quality community and customer services
3. Provide a positive, safe and engaging work environment which fosters a good working relationship between all employees
4. Provide approachable, visible and encouraging leadership
5. Ensure decision-making processes are clear, timely and innovative
6. Communicate decisions and all other relevant information to employees through a variety of mediums
7. Ensure employees are held accountable for their work
8. Promote equitable work practices
9. Promote a safe and healthy workplace
10. Provide an internal procedure for managing disputes and grievances
11. Support and encourage an environment where CMs and employees work together to create best practice services for the community.
12. Drive high performance standards across all operational areas and encourage ownership, dedication, integrity, professional growth and continuous improvement

### *Stakeholder Management and Communication*

1. Liaise with the community and business groups to assist in the achievement of AHC's objectives
2. Develop and activate effective communication and engagement strategies to foster a positive reputation for AHC
3. Initiate and respond to media so that the AHC is positioned as a progressive and responsive entity
4. Ensure positive relationships are established with television, radio, press and various electronic media
5. Provide input to any commonwealth, state or local government initiatives affecting the council area ensure the development of the local economy

## CEO POSITION DESCRIPTION AND CAPABILITY STATEMENT

6. Effectively liaise with local government authorities, the Local Government Association and other government authorities and agencies
7. Ensure effective community consultation programs are developed, conducted, analysed and incorporated in the strategic planning process
8. Lobby the various arms of government and other stakeholders on behalf of the community
9. Liaise with community and business groups to facilitate economic growth and community development for the AHC district
10. Represent the AHC at appropriate events to maintain, and if necessary, enhance the AHC's public profile within the community and amongst stakeholders
11. Ensure Council activities and initiatives are appropriately promoted and communicated
12. Address public meetings in a positive and effective manner
13. Establish and maintain quality relationships with resident and business representative groups, educational institutions, community service providers, governmental agencies, regional development boards, local business leaders, individual residents and other customers
14. Promptly and diligently respond to requests for service and advice from employees and community
15. Act as a champion and advocate for the AHC

### ***Financial and Asset Management***

1. Optimise the grants and subsidies available to AHC and the broader community
2. Ensure the long-term financial sustainability of AHC
3. Ensure annual and long term financial plans are prepared, monitored and controlled
4. Oversee the annual budgeting process in close consultation with the management team
5. Ensure monitoring and control of budgets including variance analysis and reporting to the CMs
6. Ensure CMs are provided with timely and accurate financial reports
7. Ensure the financial systems and processes are sound and that technology is used effectively
8. Ensure long term asset management plans (community and corporate) are in place and closely monitored
9. Ensure well researched business cases / project plans are prepared to support major projects.
10. Ensure the efficient and effective management and monitoring of the Council's revenue and expenditure

### ***Growth and Economic Development***

1. Lead the development and delivery of strategies and initiatives designed to facilitate economic development.
2. Support and encourage continued growth, new investment and appropriate development, and the sustainability of existing business
3. Promote the Council area as the region of choice to live, work and invest.

### ***Work, Health and Safety***

1. As an Officer of the PCBU ensure Council complies with all relevant Work, Health and Safety legislation and regulations to ensure a safe and positive working environment

# CEO POSITION DESCRIPTION AND CAPABILITY STATEMENT

## ***Strategic Planning***

1. Work with CMs to develop, implement and review the AHC Strategic Plan
2. Ensure Annual Business and other relevant strategies and plans are prepared to implement AHC's Strategic Plan
3. Effectively communicate the AHC vision and strategy to all key internal and external stakeholders
4. Ensure Annual Business Plans are completed and communicated on time
5. Ensure the preparation of Long Term Asset Management and Financial Management Plans
6. Ensure consultation with ratepayers and other key private and public stakeholders in the development of Strategic and Business Plans
7. Ensure positive progress towards sustainability in all council's activities
8. Ensure continuous review of the progress in attaining the objectives of Strategic Plans.

## ***Human Resources Management***

1. Nurture a positive organisational culture with a strong customer service focus
2. Lead, develop, motivate and manage the human resources of the organisation
3. Regularly review the organisational structure to ensure it meets the functional and business requirements of the AHC Strategic Plan
4. Ensure recruitment is undertaken in line with contemporary and equal opportunity principles and practices
5. Ensure strategies to attract and retain appropriately skill employees are in place and position Council as an 'employer of choice'
6. Ensure professional development and training opportunities, programs, records and policies are in place
7. Ensure contemporary performance management procedures are in place and remuneration reviews are regularly conducted
8. Ensure that organisational development and associated plans are in place
9. Ensure a positive, inclusive, innovative and productive employee culture and consultative industrial relations environment
10. Be accountable for obligations in accordance with various legislation including; EEO Act, WH&S Act, commonwealth / state industrial laws and various other statutory obligations.

## ***Operational Management, Governance & Major Projects***

1. Ensure regular reviews of policies, procedures, authorities, controls, workplace agreements, delegations, authorities and systems
2. Identify, manage and report on areas of risk
3. Provide a regular overview of the various operational areas of AHC
4. Report to CMs and section 41 committees on a regular and formal basis regarding the progress of the AHC's operations
5. Endeavor to have major projects completed on time and within budget and project statuses are regularly monitored and communicated to CMs
6. Improve performance of the Council by proactively embracing best practice and continuous improvement initiatives
7. Enhance AHC's systems and technology is consistent with the Strategic Plan



# CEO POSITION DESCRIPTION AND CAPABILITY STATEMENT

## **CAPABILITY STATEMENT**

### ***EDUCATION***

Tertiary qualifications will be highly regarded &/or demonstrated experience at an executive level.

### ***EXPERIENCE***

1. Demonstrated success in a senior management position that has a similar level of complexity, size and diversity
2. A proven track record of working in an environment that delivers best practice methodology, in the way in which it operates, is considered highly desirable
3. Demonstrated capacity to think, plan and act strategically and to engage and influence across an organisation with diverse stakeholders
4. Excellent leadership with experience in creating high-performing teams and initiating and implementing change in a complex and politically sensitive environment
5. An in-depth understanding of local government legislation is highly desirable; however an appreciation of the workings of local government achieved through dealings in either a public or private sector organisation would be highly regarded.

## **KEY CAPABILITY ELEMENTS**

### ***OPERATIONAL***

1. Able to motivate the employees to deliver high levels of performance
2. Has the capacity and willingness to create organisation efficiencies
3. Has a progressive leadership style which encourages a 'can do' attitude in the organisation and leads by example
4. Has highly developed Emotional Intelligence skills and understanding
5. Has innovative skills to identify opportunities and initiate new ideas and practices
6. Encourages an environment where feedback is constructive.

### ***POLITICAL***

1. Able to work with CMs in a constructive and positive way to deliver progressive outcomes for the community
2. Has sound business acumen and political nous
3. Able to provide well researched reports discussing all options with a firm recommendation.
4. Able to assist in the professional development of the CMs
5. Able to champion the interests of the community and promote the Adelaide Hills.



# CEO POSITION DESCRIPTION AND CAPABILITY STATEMENT

## ***STAKEHOLDERS***

1. Able to actively listen and respond empathetically to the wants and needs of the community
2. Able to develop an effective partnership between AHC and the community
3. Has a strong customer service ethos
4. Able to be firm but fair with all internal and external stakeholders to create positive solutions for all parties
5. Able to foster and develop strong connections and partnerships with the community, government and other key stakeholders

## ***PERSONAL ATTRIBUTES***

1. Is sociable
2. Is inspiring and outcome focused
3. Is a strategic thinker
4. Is enthusiastic and motivated
5. Is resilient and responsive
6. Has unwavering integrity and honesty
7. Has highly developed communication and interpersonal skills
8. Has a cooperative and consultative manner
9. Takes an innovative approach to decision making and problem solving
10. Has a strong, positive, collegial, open and engaging contemporary management style
11. Is entrepreneurial, has business skills and can see opportunities.

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## **Appendix 2**

*CEO Vacancy Advertisement*

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## CHIEF EXECUTIVE OFFICER

The Adelaide Hills Council is a highly regarded and progressive Council, situated only 30 minutes from the Adelaide CBD. The Council district is a peri-urban blend of metro and rural communities. Known for its beautiful natural landscape and multiple villages it also has a thriving agricultural and tourism economy. Rolling hills of vineyards, orchards, farmgate produce, cafes and boutique shops contrast with the stark beauty of the range's deep gullies, conservation parks and more densely populated foothills suburbs. A premiere tourism destination for events such as the world class cycling Tour Down Under, this complex mix makes the Adelaide Hills Council area a wonderful place to live, work and visit.

A rare opportunity has now presented to appoint a suitably qualified professional to the role of Chief Executive Officer.

Reporting to the Mayor, Elected Members and working in close collaboration with Council employees, the CEO's key responsibilities include:

- Lead and manage a motivated and engaged team in the delivery of Council services
- Ensure compliance with the governance and legislated requirements of Council
- Develop, review and implement Strategic and Business Plans
- Oversee financial and asset management
- Provide high level policy advice and guidance to the Mayor and Elected Members
- Promote tourism and economic development
- Investigate and activate climate change mitigation and environmental sustainability
- Engage in community and stakeholder consultation
- Understand emergency management
- Oversee corporate media, marketing and communications

We are seeking a passionate and collaborative executive who is committed to 'delivering' for the community while taking the organisation to the next level. You will be people focussed and able to make decisions in a timely manner. Your outstanding communication skills will enable you to engage effectively with a wide cross section of stakeholders. Despite being a complex Council with competing priorities, you will be expected to deliver projects and outcomes within agreed timelines. You will need to be politically astute, demonstrate sound business acumen and bring an analytical and strategic mindset. A proven track record of developing the trust and respect of your peers and stakeholders is essential. Your exceptional management and leadership style will see you drive an engaged workforce who are customer focussed and committed to continually evolving service excellence.

To register your interest in this outstanding and highly sought-after role, please visit [mcarthur.com.au](http://mcarthur.com.au) and reference job number **145532**. Phone enquiries are welcome by calling **Rebecca Hunt – General Manager Recruitment and HR Consulting** on (08) 8100 7000.

Confidentiality is assured.

**Applications Close 9am Wednesday 8<sup>th</sup> March 2023.**

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# **Appendix 3**

## *CEO Remuneration Benchmarking Report*

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**CONFIDENTIAL BENCHMARKED**

**REMUNERATION ANALYSIS**

**CHIEF EXECUTIVE OFFICER**

**ADELAIDE HILLS COUNCIL**

January 2023

Commercial in Confidence



## ADELAIDE HILLS COUNCIL

### BENCHMARKED REMUNERATION ANALYSIS – CHIEF EXECUTIVE OFFICER

#### OVERVIEW

M<sup>c</sup>Arthur has been requested to provide independent remuneration advice for the position of Chief Executive Officer.

The following information provides independent remuneration advice taking into consideration the current remuneration packages being paid to Chief Executive Officers in SA Councils and other relevant factors.

#### RESEARCH RESULTS

Taking into consideration size, location, budget and structures similar (as much as possible) Councils were benchmarked.

**Table 1 – SA Councils**

COUNCIL	CASH \$	SUPER \$	VEHICLE \$	OTHER \$	TRP \$
Alexandrina Council	245,261	22,809	12,000	-	280,070
City of Campbelltown	287,658	26,752	12,000	10 days additional leave	326,410
City of Holdfast Bay	271,935	28,553	12,450	Professional Membership (CPA and AICD)	312,938
City of Mount Gambier	247,576	25,995	12,000	-	285,571
City of Mitcham	286,015	30,031	10,000	5 days additional leave	326,046
City of Prospect	250,000	26,250	-	-	276,250
City of Unley	292,208	30,682	6,325	10 days additional leave	329,214
Mount Barker District Council	268,972	28,242	10,000	2.5% extra super – 6,724 and 10 RDO's per annum	313,938
The Barossa Council	247,940	26,034	15,000	5 extra days annual leave and 5 Rostered Days off Professional membership (LG Pro and CPA)	288,974
City of Burnside	251,142	26,370	7,492	-	285,004

City of Norwood Payneham & St Peters	265,000	24,645	22,218	-	311,863
Rural City of Murray Bridge	267,055	28,041	15,000	Professional Membership	310,096
Town of Gawler	260,536	27,356	Contribution pre-tax by CEO (\$13,000 included in cash)	Professional Membership	287,892
<b>AVERAGE TRP</b>					<b>302,636</b>

CONFIDENTIAL

**3. Substantive CEO Recruitment – Remuneration and Independent Advice – Duration of Confidentiality**

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 18.1 in confidence under sections 90(2) and 90(3)(a) and (b) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

<b>Item</b>	<b>Duration of Confidentiality NB: Item to be reviewed every 12 months if not released</b>
<b>Report</b>	<b>Until the contract execution of the Substantive Chief Executive Officer</b>
<b>Related Attachments</b>	<b>Until the contract execution of the Substantive Chief Executive Officer</b>
<b>Minutes</b>	<b>Until the contract execution of the Substantive Chief Executive Officer</b>
<b>Other (presentation, documents, or similar)</b>	<b>NIL</b>

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke the confidentiality order either partially or in full to the Executive Manager Governance & Performance.