

6. Confidential items

6.1 CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

1. *Exclusion of the public*

MOVED Cr Eaton.

That:

- a. *under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public, with the exception of staff on duty and the independent advisor, be excluded from attendance at the meeting in order to consider this item in confidence.*
- b. *the CEO Performance Management Committee (the Committee) is satisfied that it is necessary that the public, with the exception of staff on duty and the independent advisor, be excluded to enable the Committee to consider the report at the meeting on the following grounds:*

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

In this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.

and

The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management and that the commercial nature of the information that is presented in this report is not for broader public consumption.

- c. *accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.*

Seconded by Cr Themeliotis.

CARRIED

At 5.02 Cr Themeliotis MOVED that formal meeting proceedings be suspended in order to facilitate informal discussions in this matter.

Seconded by Cr Fisher.

CARRIED

Cr Greaves entered the meeting at 5.08pm.

At 5.39pm Cr Jew MOVED that the period of suspension be brought to an end.

Seconded by Cr Pritchard.

CARRIED

2. *Confidential resolution*

MOVED Cr Greaves.

That having workshopped probationary Key Performance Indicators (KPIs) and performance metrics the CEO Performance Management Committee notes the independent advisor will finalise and distribute draft KPIs to the Committee for

consideration with a Committee meeting to be held on 17 March 2026 prior to the Council meeting.

Seconded by Cr Eaton.

CARRIED

3. Period of confidentiality and delegations

MOVED Cr Eaton.

- a. That the matter of Chief Executive Officer Key Performance Indicators having been considered by the Committee in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999 that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the agenda report, related attachments, discussion and minutes of the Committee relating to the subject matter be kept confidential until the KPIs are approved by the Committee, with the exception that this information may be released to Director Corporate, Manager People and Culture and Independent Advisor.*
- b. That, pursuant to section 91(9)(a) of the Local Government Act 1999, the Committee delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub delegate.*
- c. That, pursuant to section 91(9)(c) of the Local Government Act 1999, the Committee delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub delegate.*

Seconded by Cr Themeliotis.

CARRIED

RELEASED 31/3/26

15.2 CHIEF EXECUTIVE OFFICER PERFORMANCE MANAGEMENT COMMITTEE MEETING CONFIDENTIAL MINUTES OF 2 MARCH 2026

Report contact

Sue Hammond, Council and Committee Meeting Coordinator

Meeting

Council

Manager

Jade Bird, Manager Governance (Acting)

Director

Sharon Mason, Chief Executive Officer

Date

17 March 2026

1. Purpose

A meeting of the CEO Performance Management Committee was held on 2 March 2026.

The confidential agenda for this meeting can be viewed on the [elected member website](#).

The below confidential resolution is for noting by Council.

2. Recommendations

1. Exclusion of the public

That:

- a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, be excluded from attendance at the meeting in order to consider this item in confidence.
- b. the Council is satisfied that it is necessary that the public, with the exception of staff on duty, be excluded to enable the Council to consider the report at the meeting on the following grounds:

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

In this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.

- c. 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 or discussion confidential.

2. Confidential recommendations

1. Re: Item 6.1 Chief Executive Officer Key Performance Indicators

That Council note the following resolution of the CEO Performance Management Committee:

That having workshopped probationary Key Performance Indicators (KPIs) and performance metrics the CEO Performance Management Committee notes the independent advisor will finalise and distribute draft KPIs to the Committee for consideration with a Committee meeting to be held on 17 March 2026 prior to the Council meeting.

2. That Council note the confidential section of the minutes of the CEO Performance Management Committee meeting of 2 March 2026 (Attachment 1 to the agenda report).

3. Period of confidentiality and delegations

- a. That the matter of Chief Executive Officer Performance Management Committee meeting Confidential Minutes of 2 March 2026 having been considered by the Council in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the agenda report, related attachments, discussion and minutes of the Council and the CEO Performance Management Committee relating to the subject matter be kept confidential until the Key Performance Indicators are approved, with the exception that this information may be released to Director Corporate, Manager People and Culture and Independent Advisor.
- b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, the Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.
- c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

3. Attachments

Attachment 1 – Confidential section of the minutes of the CEO Performance Management Committee meeting of 2 March 2026 (2 pages)

- END OF REPORT -

6. Confidential items

6.1 CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

1. Exclusion of the public

MOVED Cr Eaton.

That:

- a. *under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public, with the exception of staff on duty and the independent advisor, be excluded from attendance at the meeting in order to consider this item in confidence.*
- b. *the CEO Performance Management Committee (the Committee) is satisfied that it is necessary that the public, with the exception of staff on duty and the independent advisor, be excluded to enable the Committee to consider the report at the meeting on the following grounds:*

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

In this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.

and

The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management and that the commercial nature of the information that is presented in this report is not for broader public consumption.

- c. *accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.*

Seconded by Cr Themeliotis.

CARRIED

At 5.02 Cr Themeliotis MOVED that formal meeting proceedings be suspended in order to facilitate informal discussions in this matter.

Seconded by Cr Fisher.

CARRIED

Cr Greaves entered the meeting at 5.08pm.

At 5.39pm Cr Jew MOVED that the period of suspension be brought to an end.

Seconded by Cr Pritchard.

CARRIED

2. Confidential resolution

MOVED Cr Greaves.

That having workshopped probationary Key Performance Indicators (KPIs) and performance metrics the CEO Performance Management Committee notes the independent advisor will finalise and distribute draft KPIs to the Committee for

consideration with a Committee meeting to be held on 17 March 2026 prior to the Council meeting.

Seconded by Cr Eaton.

CARRIED

3. Period of confidentiality and delegations

MOVED Cr Eaton.

- a. That the matter of Chief Executive Officer Key Performance Indicators having been considered by the Committee in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999 that an order be made under the provisions of sections 91(7) and (9) of the Local Government Act 1999 that the agenda report, related attachments, discussion and minutes of the Committee relating to the subject matter be kept confidential until the KPIs are approved by the Committee, with the exception that this information may be released to Director Corporate, Manager People and Culture and Independent Advisor.*
- b. That, pursuant to section 91(9)(a) of the Local Government Act 1999, the Committee delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub delegate.*
- c. That, pursuant to section 91(9)(c) of the Local Government Act 1999, the Committee delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub delegate.*

Seconded by Cr Themeliotis.

CARRIED

6.1 CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

Report contact

Cameron Tannock, Manager People and Culture

Meeting

Chief Executive Officer Performance Management Committee

Manager

Cameron Tannock, Manager People and Culture

Director

Jade Bird, Director Corporate

Date

2 March 2026

1. Purpose

The purpose of this report is for the Chief Executive Officer Performance Management Committee (the Committee) to consider the approach and development of Chief Executive Officer probationary Key Performance Indicators (KPIs) for the new Chief Executive Officer (CEO).

2. Recommendations

1. Exclusion of the public

That:

- a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty and the independent advisor, be excluded from attendance at the meeting in order to consider this item in confidence.
- b. the CEO Performance Management Committee (the Committee) is satisfied that it is necessary that the public, with the exception of staff on duty and the independent advisor, be excluded to enable the Committee to consider the report at the meeting on the following grounds:

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

In this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.

and

The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management and that the commercial nature of the information that is presented in this report is not for broader public consumption.

- c. accordingly, on this basis the principle that meetings of the Committee should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

2. Confidential recommendations

That the Chief Executive Officer Performance Management Committee develop probationary Key Performance Indicators (KPIs) and performance metrics for the new Chief Executive Officer, as will be attached to the minutes.

3. Period of confidentiality and delegations

- a. That the matter of Chief Executive Officer Key Performance Indicators having been considered by the Committee in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the agenda report, related attachments, discussion and minutes of the Committee relating to the subject matter be kept confidential until the KPIs are approved by the Committee, with the exception that this information may be released to Director Corporate, Manager People and Culture and Independent Advisor.
- b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, the Committee delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.
- c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Committee delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

3. Executive summary

The Chief Executive Officer Performance Management Committee (the Committee) is accountable for the establishment of performance measures, which are to be agreed between the Committee and the CEO.

The independent advisor to the Committee, Rebecca Hunt, will be in attendance at this meeting to facilitate discussion on the proposed approach for establishing probationary KPIs for the new CEO and the timeframes for which assessment of performance is required to be met, prior to the CEO's probationary period expiring on 16 August 2026.

4. Background

Policy and/or relevant legislation	<p><u>Legislation</u></p> <p>The <i>Local Government Act 1999 (the Act)</i> governs the appointment process for the CEO and the performance management of the CEO: Section 102(A) requires Council to review the performance of its Chief Executive Officer, and to obtain and consider the advice of a qualified independent person on a review.</p> <p><u>The Chief Executive Officer Performance Management Committee – Terms of Reference (2025)</u></p> <p>Performance</p> <ul style="list-style-type: none"> • Appointing an independent advisor to assist in the CEO performance appraisal process. • Developing performance management measurements for the following performance (financial) year, which will be agreed between the CEO and the Committee. • Reviewing the performance of the CEO.
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	<ul style="list-style-type: none"> • Developing a Learning and Development Plan to facilitate the CEO's continued professional growth and performance development. • Utilising all reasonable endeavours to gather stakeholder feedback to inform the performance management process, including feedback from elected members. • Reviewing the remuneration level of the CEO. • Considering, investigating and making recommendations to Council on any matter arising from the review or as from time to time may be required in accordance with the CEO's employment contract. • Receiving six monthly updates on the performance of the CEO against the performance management measurements. <p>Delegations The Committee has delegated authority to:</p> <ul style="list-style-type: none"> • Determine the appointment of the Independent Advisor to the Committee (such that an Independent Advisor must be an external contractor with no current contractual relationship with the administration of the Council and must have a demonstrated capability in the areas of executive human resource performance management). • Approve changes to the CEO's position description. • Determine the structure of and conduct the CEO annual performance management process (which includes the performance review and the remuneration review processes). • Seek any information it requires from the CEO in order to perform its duties.
Who did we talk to/who will we be talking to	<p>Manager People & Culture Independent Advisor, Rebecca Hunt, McArthur</p>

5. Discussion

The Committee is responsible for ensuring a high standard of leadership is provided by the Council's Chief Executive Officer (CEO) by conducting effective performance management and recruitment processes and providing advice to Council on related matters.

The Committee also has the responsibility to provide guidance and support to the Chief Executive Officer for the performance of their duties and to provide formal and informal feedback, through the development of performance management measurements for the following financial year, which will be agreed between the CEO and the Committee.

The new CEO, Sharon Mason, commenced employment on 16 February 2026, with an initial 6-month probationary period to be served, expiring on 16 August 2026.

To determine long term suitability in the CEO role, the Committee should set probationary KPIs early in their tenure, enabling the Committee to set expectations and measure performance to determine the suitability of the CEO beyond the probationary period. It is recommended the KPIs follow the SMART methodology (Specific, Measurable, Achievable, Realistic and Time-

bound), being an internationally recognised approach to driving and measuring performance. Guidance on this methodology and the setting of the KPIs will be facilitated during the meeting by the Committee's Independent Advisor, Rebecca Hunt, of McArthur.

The KPIs should be linked to the progression of Council's [Community Vision](#).

Sharon will also be in attendance at the meeting, which will enable a collaborative approach to setting the KPIs and development of a constructive relationship in which both formal and informal feedback on performance can be provided openly.

The probationary KPIs set for the previous CEO are included in Attachment 1 as an example only.

6. Financial implications

There are no specific financial implications resulting from this report.

7. Risk and opportunity management

Risk	
Identify	Mitigation
Reputation/community expectation	Ensuring appropriate level of performance of CEO duties and responsibilities, giving confidence to the community and maintaining reputation of CoO
Compliance/legal	Ensuring CEO performs role in accordance with requirements set out in Local Government Act. Ensuring PMC discharge duties under Local Government Act to ensure that CEO has KPIs set and performance measured.

8. Timelines and deadlines

The CEO probationary period expires on 16 August 2026, and on the basis that the CEO passes probation, full year KPIs for the 2027 financial year should be set immediately following the probationary period.

CEO Performance Management Committee meetings are set for 30 April 2026 and 9 June 2026, to assess performance during probation and a further meeting is scheduled on 11 August 2026, to make a final assessment of probationary performance.

9. Next steps

Once Probationary KPIs are decided by the PMC, they will be shared with the CEO for their consideration and agreement. If variation to the KPIs is required a further CEO PMC will be held as soon as possible to reach agreement on variation.

10. Attachments

Attachment 1 – Previous CEO Probationary KPIs (example only) (1 page)

Attachment 2 – CEO Position description (5 pages)

– END OF REPORT –

CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

KPI: Advance strategic partnerships that strengthen our community.

- a. CEO strategic partnership analysis, including identification of key partners, purpose for maintaining the partnerships, plan for leveraging value, mode of communication/engagement.
- b. Based on a; demonstrated progress including meetings/correspondence occurring and evidence of a plan/strategic direction
- c. Partnership evaluation and monitoring process. Did (b) align with the CEO analysis in (a)?

KPI: Strengthen evidence-based decision making at council.

- a. Improved reporting framework, including reports which provide at-a-glance information about:
 - i. financial impact (budget, LTFP and identification of expenditure which falls outside the budget).
 - ii. impacts on other project / programs/ deliverables (i.e., approving project a will reduce our ability to deliver b).
 - iii. stakeholder engagement.

KPI: Establish a vision, mission and values to enhance organisational culture.

- a. Deliver a complete review of City of Onkaparinga's workforce culture including:
 - i. Understand current culture and opportunities/threats.
 - ii. Develop vision/mission/values with the administration.

KPI: Establish an accountability and performance evaluation framework for senior management.

- a. Implement organisation-wide objectives and KPI's for the Directors Group.
- b. Directors have individual performance plans which set out their performance objectives, with established KPI's.

KPI: Deliver council's major strategic plans.

- a. Finalise the water assets review:
 - i. Complete the planned engagement program.
 - ii. Deliver a report to provide Council with the opportunity to make a final decision.
- b. Deliver the Community Plan, LTFP and SAMP:
 - i. Deliver a higher number of engagement activities to enhance community engagement.
 - ii. Deliver process within established timeframes.

Position description

Chief Executive Officer

RELEASED 31/3/26

Overview: Chief Executive Officer

Responsible to

Mayor/Council

Key relationships/interactions

The chief executive officer is accountable to Council and will establish and ensure effective communication and constructive relationships with:

- the mayor
- the deputy mayor
- councillors
- Council committees
- management, staff and volunteers of the City of Onkaparinga
- residents
- community organisations
- Kurna leaders
- the media
- the local government sector
- state government and local Members of Parliament
- state government agencies
- federal government and local Members of Parliament.

Introduction

We are shaping Onkaparinga's future.

The community has shared their vision for the city and told us what matters most. Our privilege as an organisation is to translate and transform this into impactful outcomes through the policies

we shape, the advocacy we voice, the services we deliver and the relationships we build.

We are preparing for Onkaparinga's future.

The city is diverse, covering coast and hills, and urban and agricultural landscapes. The Onkaparinga community is diverse too, and so are their hopes, dreams and circumstances. Committing to delivering equitable outcomes for the community requires everyone in our organisation to challenge the ways things are done, build robust decision-making frameworks to test our assumptions, incorporate sustainability principles in all we do, innovate, and engage with the community to co-design solutions.

We are in this together.

Our organisation is responding to and delivering the services the Onkaparinga community needs today while shaping for tomorrow. We understand that the services we provide have a real and meaningful impact to the quality of life for the people who reside and share in the city, the economic development opportunities available for business and industry, and the protection of our environment and climate. We work closely with our mayor, elected members and the community to listen, evaluate and respond with strategic foresight.

Primary purpose

The City of Onkaparinga has an ambitious agenda to achieve our community vision of connected community, sustainable future. This means preserving and improving the physical, social,

environmental, cultural and economic health of the community and delivering quality of life for current and future generations.

We also recognise the need for an ongoing commitment to sustainable financial management and strong governance throughout the coming years. This includes maintaining the momentum that has been set in the past 2 budgets.

The chief executive officer is a passionate advocate for the city's agenda and is committed to delivering on our Community Vision 2034 through continued community engagement and development of a talented and engaged workforce. The chief executive officer will deliver on objectives covering:

- strategic delivery of the council's annual business plans, which support progress towards the Community Vision 2034
- development of frameworks which support innovative thinking, experimentation and novel approaches to problem solving
- strategic, inspirational and effective people leadership
- responsible financial management and risk management
- high quality engagement with diverse communities
- effective advocacy and stakeholder relations
- the functions defined in the *Local Government Act 1999*.

Selection criteria

Leadership approach and values

The chief executive officer is an expert leader. Their professional approach promotes adaptability, creativity, problem-solving and innovation. The CEO contributes new ideas to the executive leadership team and will advocate and target interventions where they are needed most.

The CEO takes responsibility, is authentic, genuine, emotionally intelligent, open-minded, able to encourage others.

Health, safety and wellbeing

The CEO actively promotes, prioritises and role models safety. The CEO exercises due diligence and holds leaders accountable to ensure the organisation complies with legislative requirements, creating a safe environment for employees and all other people who use our council facilities.

Strategic development and performance accountability

The CEO observes trends, assumptions and organisational habits that underpin the development of Council strategies and plans, with a view to challenging normal practice, developing novel approaches to strategic planning and activities. The CEO sets the direction for the development of the organisation's strategic plans incorporating community advocacy, and broad political and business drivers. The strategic intent is translated into clear organisation goals and measures and regularly evaluates progress and outcomes. The CEO will align internal workplace culture with the strategic vision.

Communication and collaboration

The CEO values and promotes public engagement with community organisations, business groups and regional interests, seeks out new opportunities to increase the reach of our public engagements and ensures engagement feedback is accurately represented to decision makers, for the achievement of Council's objectives and mutually beneficial outcomes. They will use an appropriate decision-making framework to assess actions and outputs and how they impact other areas in the business and the broader community. Linking back to organisation culture, the role promotes, inspires, and identifies opportunities for collaboration within the organisation and with external stakeholders.

Strategic and operational excellence

The CEO participates in and leads the development of a resilient workforce that can deliver strategy and operations and respond to emerging opportunities and challenges. The CEO ensures the organisation utilises a robust assessment and decision-making framework to consider risk, sustainability, equity and public value to the benefit our community. They will lead a response to political query and scrutiny, and can influence political debate at a local, state and national level.

Oversee the provision of advice to Council

The CEO will provide expert advice to Council on the impact and viability of proposals, to our communities, organisation and internal and external stakeholders. They will advise Council when a proposal creates risk to or contravenes endorsed financial or strategic plans and will also ensure decisions made by the administration align to the objectives of the Community Plan and any other Council endorsed strategic plans.

Essential commercial experience

- Significant experience in the management of a large, complex and diverse, multi-disciplinary, multi-faceted service delivery and/or community responsive organisation.
- Proven track record of leadership that encourages organisational resourcefulness, high performance and innovation.
- Track record of operating as an effective strategic communicator who has successfully led, mentored and developed teams in dealing constructively with change, uncertainty and ambiguity.
- Prior experience in leading the development and transformation of organisations towards better consumer/community centred systems and processes, whilst also being highly attentive to positive workforce satisfaction, safety and wellbeing and culture and behaviour.
- Experience in financial and commercial management, including a track record of overseeing good governance, supporting impartiality, ensuring all statutory obligations are met.
- Experience working constructively and collaboratively with an elected body to establish clear and achievable outcomes aligned strategic objectives.

Essential knowledge

- Knowledge of the local government operating environment including appreciation of Council's direction, purpose and policies, mission and values, codes of conduct
- Knowledge and understanding of governance and compliance with legislation, codes and by-laws, legislative and regulatory frameworks influencing provision of services and workplace.
- Knowledge of public/community engagement principles.

Essential qualifications

Tertiary and post graduate qualifications in business, finance, management and or commerce, community service or another relevant discipline or related field and/or commensurate demonstrated experience in lieu of formal qualifications.

Key role responsibilities

Financial, risk and asset management

- Developing and maintaining financial capability to enable the organisation to discharge its statutory functions and to realise human and capital resources for maximum benefit to the community.
- Liaising with and engaging council on the development of appropriate financial strategy principles, providing assessment on decision impacts within the context of sustainable long-term financial planning.
- Ensuring the appropriate governance and compliance frameworks are in place and are monitored and users are held accountable.

Operations management and major projects

- Identifying solutions to enable project progress, understand and communicate diverse stakeholders needs, negotiate and find compromise and relate actions back to the chamber.
- Providing an overview of the various operational areas of Council and reporting to Council and its committees on a regular and formal basis regarding the progress, challenges and opportunities of the Council's operations.

Stakeholder management, customer service and communication

- Undertaking public engagement with community organisations, business groups and regional interests as necessary for the achievement of Council's objectives.
- Building and maintaining effective relationships with local government authorities, the Local Government Association and other government authorities and agencies; and other relevant bodies for efficient and mutually beneficial outcomes.
- Representing the Council at appropriate levels and events to maintain and enhance the Council's public profile within the community and amongst stakeholders.
- Addressing public meetings in a positive and effective manner having genuine regard for views and perspectives.
- Establishing and maintaining quality relationships with local business leaders, educational institutions and community service providers.
- Proactively driving, modelling, facilitating and championing a strong culture of customer centric service with all Council stakeholders.

Advice and relationship with Council

- Working effectively with the Mayor in their capacity as leader of, and official spokesperson for the Council.
- Providing Council and the Mayor with the best contemporary strategic advice, based on but not limited to a sound assessment of risks and opportunities and limitations imposed by the law.
- Ensuring Council are provided with a suite of reporting and analysis that indicate the status, success and effectiveness of all operations and major projects.
- Ensuring that the Council's statutory and governance obligations are met in a timely and effective manner.
- Ensuring that effective communication and working relationships exist between the Councillors and the Administration, including attending meetings and regular and effective communication processes.

Special conditions

- Intra and interstate travel will be required.
- Regular out of hours work will be required.
- A police clearance is required for this appointment.
- There is an annual performance review of the CEO by the Council's CEO Performance Management Committee with the result reported to the Council.