
To:	FRAC Authority Board	From:	Acting Executive Officer
Subject:	Process for Recruitment of Part-time Executive Officer Contract		
Meeting date:	29 April 2016	Item 7.1	
Reference(s):	Local Government Act 1999 FRAC Authority Charter v2.0		
Consultation:	General Manager Organisation & Culture – Alexandrina Council Manager Human Resources – Alexandrina Council		
Attachments:	7.1.1 Position Description – FRAC Authority Executive Officer 7.1.2 Expression of Interest - Advertisement		

CONFIDENTIAL ITEM

RECOMMENDATION

That pursuant to Sections 90(2) and (3) (b) of the *Local Government Act 1999*, the Board orders that the public be excluded from the meeting with the exception of the Acting Executive Officer, General Manager Organisation & Culture and the Minute Taker, on the basis that the Board considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider information by way of a report and associated documents in relation to agenda item 7.1 Process for Recruitment of Part-time Executive Officer Contract and the Board is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation contains/involves: (b) information the disclosure of which:

- (i) 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; and
- (ii) would, on balance, be contrary to the public interest;

Substantiation:

Details with regard to the proposed selection criteria, position requirements and tender documentation will be considered as part of this report item. These matters are deemed to not be in the public interest as it may jeopardise the effectiveness of the expression of interest process if all members of the public do not receive the same information at the same time. Once the expression of interest is called the report, minute and any subsequent supporting documentation will be released as public documents.

PURPOSE

To enable the Board to consider the position and contractual requirements for the position of Executive Officer for the FRAC Authority.

RECOMMENDATION

- 1. That the Board endorse the draft position description and associated documentation for the calling of expressions of interest for the position of a part-time Executive Officer for the FRAC Authority.**
- 2. That a selection panel comprising of the following:-**
 - Chairperson - Mr David Cooke**
 - Acting Executive Officer – Kate Jessep**
 - Alexandrina Council General Manager – Victoria MacKirdy;****be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.**
- 3. That the position of Executive Officer be offered as a sub-contract, for a period ofyears**
- 4. That pursuant to Sections 91(7) and (9) of the Local Government Act 1999 (SA) (Act), the Board orders that the report, minutes, attachments and associated documents of the Board meeting held on 29 April 2016 in relation to confidential item number 7.1 and titled Process for Recruitment of Part-time Executive Officer Contract having been considered and dealt with by the Board on a confidential basis under Part 3 of the Act, are to be kept confidential and not available to the public for a period of twelve months from the date of this confidentiality order, or until the public call for expressions of interest commences, whichever occurs first on the basis that they contain the following information or matter:**
 - 2.1 confidential information of a confidential nature (not being a trade secret) the disclosure of which – could reasonably be expected to prejudice the commercial position of the person who supplied the information and would, on balance, be contrary to the public interest;**
- 5. That pursuant to section 91(9)(c) of the Act the Council delegates to the Acting Executive Officer the power to revoke the order made in paragraph 2 of this resolution at any time.**

INFORMATION

With reference to the Fleurieu Regional Aquatic Centre (FRAC) Authority Charter Section 4 – Executive Officer and appointment of other staff, the Authority must appoint an Executive Officer on a fixed term performance based employment contract, which does not exceed five years in duration and on such other terms as determined by the Authority.

The Authority delegates responsibility for day to day management of the Authority to the Executive Officer, who will ensure that sound business and human resource management practices are applied in the efficient and effective management of the operations of the Authority.

The key responsibilities of the Executive Officer are detailed within the attached Position Description.

At this current time the constituent Councils (City of Victor Harbor and Alexandrina Council) have appointed an Acting Executive Officer – Mrs Kate Jessep, to provide assistance to the Authority during its establishment.

It is proposed that once endorsed by the Board that an expression of interest be called for the part-time position of Executive Officer. To minimise overhead costs associated with direct employment by the Authority it is also recommended that the position be offered as a sub-contract arrangement. This is a practice which has been used by other Section 43 Authorities and has proved to be very efficient.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – It is a requirement of the Authority to appoint an Executive Officer as detailed within the Charter. Low risk

BUDGET IMPLICATION

The recommendation is within the current budget.

FRAC AUTHORITY EXECUTIVE OFFICER PD

SCHEDULE 1

POSITION DESCRIPTION

Position Title: Executive Officer

Key Responsibilities:

The Executive Officer is responsible for:

- Strategic directions for the Fleurieu Regional Aquatic Centre (FRAC) Authority (the 'Authority') including, key stakeholder engagement, marketing, promotion of allied business opportunities that will contribute to community needs and establishing a sound foundation for future growth of services by the Authority to meet community needs.
- Ensuring that all of the Authority operations meet the requirements of the FRAC Strategic Plan, including financial, human resources, and community and key stakeholder expectations.
- Operation within all legislative requirements.

Duties:

Financial Management

- Establish an operating budget and provide financial reports to the Authority Board on projections and performance against agreed targets including an adopted Long Term Financial Plan and Asset Management Plan.
- Engage key investment stakeholders to promote sound financial management and future potential of the Authority.
- Ensure the ongoing efficient and effective accounting, reporting and management for the Authority.
- Provide resolutions report and work program to each ordinary meeting of the Authority
- Manage required reporting for annual and supplementary budgets.

FRAC Authority Exec Officer PD

- Provide budget reviews and end of financial year reports to the Authority Board as required by the Charter.
- Ensure the preparation and regular updates of Long term Financial Plan and Asset Management Plan.

Strategic

- Prepare a Strategic Plan to ensure the future prosperity of the Authority to the Board.
- Provide regular feedback to the Board regarding the performance of agreed targets in the Strategic Plan.
- Proactively investigate and evaluate opportunities for business development and stakeholder engagement that will promote Authority operations and viability.
- Promote Authority objectives and activities to all levels of Government via media and public relations practices.
- Represent the Authority on relevant recreational facilities management and promotion issues via appropriate industry and committees and organisations.

Resource Management

- Manage the employment (or contract) of key personnel ensuring compliance with legislatively required compliance and appropriate qualifications.
- Manage with high efficiency contractor arrangements following approved Authority Board procurement requirements.
- Manage the productivity of employee and contractor contributors via performance management and contractor compliance reviews.

Risk Management

- Establish systems to identify and manage risks within the framework of a Risk Management Policy established by the Authority Board.
- Report to the Authority Board on the management of risks as required by the Risk Management Policy.
- Ensure the accuracy, completeness, integrity and disclosure of the organisations financial statements through appropriate policies, procedures and internal controls.
- Ensure the organisation complies with all legislative and government requirements.
- Provide any legislative or government assurances regarding the organisation and its activities and stakeholders.
- Ensure appropriate operational practices and procedures in relation to legislative requirements are implemented and maintained.

Governance and Leadership

- Communicate in a timely way with the Authority Board on material matters affecting organisation and matters reserved for the FRAC Board
- Recommend appointments of positions where the Authority Board has reserved the authority of approving appointments.
- Implement performance evaluations strategies and compensations systems appropriate to attract the right people and contractors to implement the strategic objectives of the Authority.
- Ensure required documentation and records management to satisfy legislative requirements.

Organisational effectiveness

- Develop and maintain a capable and effective organisation with the right people in the right positions to implement the strategic objectives of the Authority
- Ensure people strategies and compensation are appropriate to meet the requirements of the Authority strategic plan.
- Manage stakeholder and investment potential for mutual benefit.
- Implement effective customer relations to ensure satisfaction and return visit for all stakeholders.
- Oversee all marketing, public relations and communication initiatives that ensure that the Authority and its established mission, programmes and services are consistently presented in a strong, positive way to relevant stakeholders.
- Reduce reliance on funding through good business models, effective contract management, sound asset facility management and by identifying sponsorships and allied commercial partners.
- Lead the organisation as a community leader and ensure the Authority contributes to the wellbeing of the community in which it functions.

Other

- Participate in developing annual and longer term Executive Officer objectives and success measures aligned with Authority strategic and operational plans and values.
- Facilitate and participate in an annual evaluation of Executive Director performance conducted by the Board or relevant Board committee members.
- Foster ethical and responsible decision making by management to set the ethical tone of the Authority.
- Carry out any other appropriate responsibilities assigned by the Board.
- Ensure the Board reviews the position description annually.

Selection Criteria

In addition to demonstrating relevant experience across the core functional areas of responsibility identified in the position description, candidates will require a range of personal and professional skills including:

- Strategic thinking with the ability to create and articulate a vision and the capacity to plan and prioritise at a strategic level.
- Outstanding leadership skills, with the ability to build a shared understanding of and commitment to the vision of the Authority.
- The ability to influence and work collaboratively with a range of interest groups including employees, officials, volunteers, community stakeholders, media and other interest groups at a state and federal level.
- Demonstrated successful experience in facility and asset management, including strategic, financial and operational objectives with a strong understanding of the workings and demands of a multi-use complex and/or member based organisation.
- Proven ability to develop an organisation through steady and continuous improvement against established performance objectives.
- Solid financial acumen including the ability to interpret and report on financial accounts and operating budgets.
- Proven experience in marketing, public relations and communications to promote a recreational facility/complex, preferably in a start-up arrangement.
- A demonstrated passion for community wellbeing via recreational services and facilities with a genuine understanding and respect for the opportunities and health, social and other benefits the Authority and FRAC presents to the community.
- Tertiary qualifications and or extensive experience in a related area of management.

DRAFT ADVERTISEMENT

Small Pointer Advert

Executive Officer (part-time)

Fleurieu Regional Aquatic Centre (FRAC) Authority

An exciting opportunity exists for a suitably qualified and experienced senior executive to manage the newly established FRAC Authority located at Hayborough.

For further information, please visit www.fleurieuaquaticcentre.com.au

Website Advert

Executive Officer

Fleurieu Regional Aquatic Centre

The Fleurieu Regional Aquatic Centre (FRAC) is a multi-use aquatic facility located at Hayborough with a vision of providing a range of aquatic opportunities to service local community members. The FRAC Authority is a collaborative venture between the City of Victor Harbour and Alexandrina Council and has an established Board in place.

The FRAC is due to open in March 2017 and the Board is seeking applications from suitably qualified and experienced candidates to fill the part-time role of Executive Officer. Reporting to the Board key responsibilities will include:

- Provision of leadership, strategic direction and overall management of the activities of the Authority.
- Building and maintaining stakeholder engagement and driving business opportunities to promote the long term success of the Authority.
- Regular reporting on marketing, communications, financial and operational issues to the Board.
- Setting the vision and strategic objectives for the Authority.

Applicants will be required to demonstrate proven successful experience in management and promotion of a multi-use community facility, strong leadership skills, sound financial acumen and a strong passion for the opportunities for health and wellbeing that the FRAC facility represents to the community.

A detailed position description, selection criteria and instructions on applying are available by visiting www.fleurieuaquaticcentre.com.au. Phone enquiries can be made to the Acting Executive Officer, Kate Jessep, on 8551 0575.