



# NOTICE

of

## SPECIAL COUNCIL MEETING

*Pursuant to the provisions of Section 84(1) of the  
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS  
PLAYFORD CIVIC CENTRE  
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**TUESDAY, 9 JUNE 2015 AT 8:00PM**

**TIM JACKSON  
CHIEF EXECUTIVE OFFICER**

Issue Date: Tuesday, 9 June 2015

---

### MEMBERSHIP

**MAYOR GLENN DOCHERTY – Principal Member**

Cr Marilyn Baker  
Cr Denis Davey  
Cr Michael Joy  
Cr Carol Muzyk  
Cr Peter Rentoulis

Cr Samantha Blake  
Cr Joe Federico  
Cr Duncan MacMillan  
Cr Jane Onuzans  
Cr Adam Sherwood

Cr Andrew Craig  
Cr Shirley Halls  
Cr Dino Musolino  
Cr Max O’Rielly  
Cr Gay Smallwood-Smith

# CITY OF PLAYFORD STRATEGIC PLAN

<b>Strategy 1 - Our foundations – services, city presentation and community pride</b>	
<p>Playford will rebuild itself with a range of facilities and services providing a village lifestyle that is connected socially and physically through a network of open spaces and sustainable trails. A sense of identity will pervade in the City with residents and businesses alike being proud of the community in which they chose to live and work.</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>1.1 Liveable City with mix of services and facilities</li> <li>1.2 Environmental responsibility</li> <li>1.3 Attractive and sustainable open spaces</li> <li>1.4 Improved visual amenity</li> <li>1.5 Enhanced reputation</li> </ul>
<b>Strategy 2 - Securing Playford’s future and building value</b>	
<p>Playford will ensure that the land that we own or govern is preserved for appropriate residential, manufacturing, horticultural, agricultural, commercial and recreational needs. We will undertake structure planning and build assets and infrastructure that secure our social, environmental and economic future.</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>2.1 Well planned and sustainable City</li> <li>2.2 Diversified and expanding economic base</li> </ul>
<b>Strategy 3 - Elizabeth, Adelaide’s northern CBD</b>	
<p>Playford will further develop the Elizabeth Regional Centre as the major retail, commercial, education, social services, arts and entertainment centre for the region. This development will integrate with and underpin adjacent urban renewal, a Regional Sports Precinct, the Lyell McEwin Health Precinct, and a regional Education and Training Precinct with expanded tertiary facilities linked into developing manufacturing industries and the Defence Precinct.</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>3.1 Provision of CBD facilities and services</li> <li>3.2 Vibrant, walkable and cosmopolitan lifestyle</li> <li>3.3 Opportunities for social interactions</li> </ul>
<b>Strategy 4 - Securing Playford’s future in the global economy</b>	
<p>The City of Playford will capitalise on its strategic geographical position and demographics to work with other local government bodies, the State and Commonwealth governments, applied research bodies and other regions to establish a diverse industry base and expand its defence, advanced manufacturing, horticulture, health and ageing industry sectors to provide local jobs for local people, capitalising on the digital economy, as the foundation for a rising standard of living for the community.</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>4.1 Key economic drive of the State</li> <li>4.2 Robust local economy with local job opportunities</li> <li>4.3 Part of Southern Food Bowl with national and international links</li> <li>4.4 Re-focused manufacturing to support economic growth in the north of the State</li> </ul>
<b>Strategy 5 - Building our capabilities</b>	
<p>As the entity responsible for many of the needs of its community, the City of Playford will focus on improving its financial performance, innovation and skills in partnership development and advocacy to resource and guide the achievement of this strategic plan.</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> <li>5.1 Highly performing organisation</li> <li>5.2 Delivering value for money services</li> <li>5.3 Effective government and private sector partnerships.</li> </ul>

**City of Playford  
Special Council Meeting**

**AGENDA**

**TUESDAY, 9 JUNE 2015 AT 8:00PM**

**1. ATTENDANCE RECORD**

1.1 Present

1.2 Apologies

Cr Duncan MacMillan  
Cr Marilyn Baker

1.3 Not Present

**2. DECLARATIONS OF INTEREST**

**3. COMMITTEE REPORTS**

Nil

**4. STAFF REPORTS**

*Matters which cannot be delegated to a Committee or Staff*

4.1 Chief Executive Officer Recruitment (Attachments).....5

**5. CONFIDENTIAL MATTERS**

Nil

**6. CLOSURE**

# STAFF REPORTS

---

***Matters which cannot be  
delegated to a Committee or Staff***

---

#### 4.1 CHIEF EXECUTIVE OFFICER RECRUITMENT

Contact Person: Steven Watson

See Attachment No: 1. Chief Executive Officer Selection Panel Charter  
2. Chief Executive Officer Recruitment Timeline

#### Why is this matter before the Council or Committee?

Matters which cannot be delegated to a Committee or Staff

#### Purpose

Council to consider the recruitment of a Chief Executive Officer and confirm the process to be undertaken.

#### STAFF RECOMMENDATION

That Council:

1. Establish a Chief Executive Officer Selection Panel in accordance with *Section 41 of the Local Government Act 1999* to undertake the recruitment and selection process necessary to make an appointment of the preferred candidate for the position of Chief Executive Officer.
2. Having given consideration to gender equality the Selection Panel include at least one male and one female member, with the Chief Executive Officer Selection Panel membership consisting of Mayor Docherty, Deputy Mayor MacMillan, Cr\_\_\_\_\_, and Cr\_\_\_\_\_.
3. If required, the private ballot process outlined in the Code of Practice for Council, Special Council and Committee Meetings – Section 16 be utilised to elect the committee representatives, with the results of the ballot becoming the outcome.
4. Adopt the Chief Executive Officer Selection Panel Charter as per Attachment 1.
5. Confirm the Chief Executive Officer Selection Panel may be assisted by Jane Jeffery's, Advisor to the Chief Executive Officer Performance Review Committee and by other expert advisor(s) all of whom do not have voting rights.
6. Confirm the Chief Executive Officer Selection Panel will interview short-listed applicants and make recommendations to the Council as to a preferred candidate (or candidates) for the position of Chief Executive Officer.
7. Confirm the Selection Panel utilise the Efficient Process, being the seven (7) week timeline as detailed in Attachment 2.
8. Confirm a budget of up to \$25,000 be allocated for the Chief Executive Officer Recruitment Process.

## Relevance to Strategic Plan

### Strategy 5. Building our capabilities

Outcome 5.1 Highly performing organisation

## Relevance to Public Consultation Policy

There is no requirement to consult the community on this matter.

## Background

Council's current Chief Executive Officer, Tim Jackson recently resigned from his position and Council appointed Mal Hemmerling Acting Chief Executive Officer. The Acting Chief Executive Officer role is typically deemed to be a caretaker role until such time until such time a new Chief Executive Officer is recruited.

Council has a legislative requirement to fill the role of Chief Executive Officer including;

- inviting applications by advertising in a newspaper circulating throughout the State;
- appointing a Selection Panel to assess applications, to recommend re-advertisement or other additional steps (if necessary) and to make recommendations to the Council on an appointment.

## Analysis of Issues

Whilst it is understood Council makes the appointment of Chief Executive Officer, it is typically accepted in the Local Government circles, recruitment is outsourced to a third party.

The outsourcing generally attempts to remove any obscurity around the process in terms of transparency and or potential risks in terms of scrutiny that may occur if staff were involved in the process of selection and appointment.

Fees for outsourcing the process from a consultancy range from approximately \$15-20k plus on costs such as advertising, candidate travel and expenses and other costs associated with this exercise. Additionally no matter which process is utilised there will be legal costs for establishment of a contemporary contract between the Council and Chief Executive Officer.

If Council elected to manage the process in house, these costs could be reduced significantly, although the issue of risk in terms of scrutiny which may occur if there was staff involvement in the process of selection and appointment.

An alternative may be to utilise the services of Councils Advisor for the Chief Executive Officer Performance Review Committee or one of the Chief Executive Officers Coaches if they were accepting of it. It is envisaged this method would allow Council to have a greater control over the process and costs.

The Council may elect for the entire Elected Body to form the Selection Panel or alternatively Council may elect specific members undertake this role. If Council elected specific members consideration should be given to a gender balance on the panel to adhere to best practice human resource requirements.

## Options

### Option 1

That Council:

1. Establish a Chief Executive Officer Selection Panel in accordance with *Section 41 of the Local Government Act 1999* to undertake the recruitment and selection process necessary to make an appointment of the preferred candidate for the position of Chief Executive Officer.
2. Having given consideration to gender equality the Selection Panel include at least one male and one female member, with the Chief Executive Officer Selection Panel membership consisting of Mayor Docherty, Deputy Mayor MacMillan, Cr\_\_\_\_\_, and Cr\_\_\_\_\_.
3. If required, the private ballot process outlined in the Code of Practice for Council, Special Council and Committee Meetings – Section 16 be utilised to elect the committee representatives, with the results of the ballot becoming the outcome.
4. Adopt the Chief Executive Officer Selection Panel Charter as per Attachment 1.
5. Confirm the Chief Executive Officer Selection Panel may be assisted by Jane Jeffery's, Advisor to the Chief Executive Officer Performance Review Committee and by other expert advisor(s) all of whom do not have voting rights.
6. Confirm the Chief Executive Officer Selection Panel will interview short-listed applicants and make recommendations to the Council as to a preferred candidate (or candidates) for the position of Chief Executive Officer.
7. Confirm the Selection Panel utilise the Efficient Process, being the seven (7) week timeline as detailed in Attachment 2.
8. Confirm a budget of up to \$25,000 be allocated for the Chief Executive Officer Recruitment Process.

### Option 2

1. Establish a Chief Executive Officer Selection Panel in accordance with *Section 41 of the Local Government Act 1999* to undertake the recruitment and selection process necessary to make an appointment of the preferred candidate for the position of Chief Executive Officer.
2. Having given consideration to gender equality the Selection Panel include at least one male and one female member, with the Chief Executive Officer Selection Panel membership consisting of Mayor Docherty, Deputy Mayor MacMillan, Cr\_\_\_\_\_, and Cr\_\_\_\_\_.
3. If required, the private ballot process outlined in the Code of Practice for Council, Special Council and Committee Meetings – Section 16 be utilised to elect the committee representatives, with the results of the ballot becoming the outcome.
4. Adopt the Chief Executive Officer Selection Panel Charter as per Attachment 1.
5. Confirm the Chief Executive Officer Selection Panel may be assisted by Jane Jeffery's, Advisor to the Chief Executive Officer Performance Review

Committee and by other expert advisor(s) all of whom do not have voting rights.

6. Confirm the Chief Executive Officer Selection Panel will interview short-listed applicants and make recommendations to the Council as to a preferred candidate (or candidates) for the position of Chief Executive Officer.
7. Confirm the Selection Panel utilise the Estimated Process, being the fifteen (15) week timeline as detailed in Attachment 2.
8. Confirm a budget of up to \$\_\_\_\_\_ be allocated for the Chief Executive Officer Recruitment Process.
9. Make the following other amendments for the Chief Executive Officer recruitment:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

### Option 3

1. That Council does not undertake recruitment for the Chief Executive Officer position at this time, although it is understood by Council consideration of the Chief Executive Officer recruitment will need to occur a future meeting of Council to meet the legislative requirements.

## **Analysis of Options**

### Option 1

This option allows Council to confirm the Mayor and Deputy Mayor as members of the selection panel and appoint two other members. This option includes Jane Jeffrey's involvement and undertakes the seven (7) week Efficient Process timeline. This option also confirms the estimated budget for selection and recruitment of a Chief Executive Officer.

Other than administrative duties, this option has not included staff involvement in the selection and recruitment process.

### Option 2

This option allows Council to confirm the Mayor and Deputy Mayor as members of the selection panel and appoint two other members. This option includes Jane Jeffrey's involvement and undertakes the fifteen (15) week Estimated Process timeline. This option allows council to confirm an alternative budget and any other amendments the Council require for selection and recruitment of a Chief Executive Officer.

Other than administrative duties, this option has not included staff involvement in the selection and recruitment process.

### Option 3

This option allows Council further time to consider the matter and leaves the Acting Chief Executive Officer continuing in the role until such time as a Chief Executive Officer is recruited.



## Financial Implications

There are financial implications for Council, although these are not fully known until Council determine the recruitment process.

The following is estimated as the minimum budget required;

- Advertiser Newspaper \$3500
- Council Website Advertising \$0.00 covered by operational costs
- Expert Advisor 20 hours \$6000 accept applications, shortlisting, interviews
- S41 Committee Costs \$3500
- Legal Costs – Contract \$2500

## Preferred Options and Justification

Option 1 is the preferred option as the recruitment process is undertaken in an Efficient Process, being the seven (7) week timeline with minimised costs. Additionally the Selection Panel is provided support by Jane Jeffrey's and other expert advisors if required and ensures Council is meeting its legislative requirements.



**CITY OF PLAYFORD**

**CHIEF EXECUTIVE OFFICER'S SELECTION PANEL**

**CHARTER**


Last Endorsed by Ordinary Council on *(Date to be inserted)*

**1. Role**

1.1. The Selection Panel's role is to:

1.1.1. Select, retain and engage a high calibre employee, being the position of Chief Executive Officer through a fair, effective and transparent recruitment process which achieves the following objectives:

- a) To encourage a positive and engaging relationship between the position of Chief Executive Officer and their direct reports, team and organisation.
- b) To recruit and select based on merit.
- c) To ensure appointments are not made based on nepotism or patronage.
- d) To maintain compliance with the relevant Acts and Agreements.

	ECM Document Set No.:	<i>To be inserted</i>	Version No.:	1.0
			Initial Date of Adoption:	<i>To be inserted</i>
	Authorised by:	Council	Date of Current Version:	<i>To be inserted</i>
	Document Maintained by:	Governance	Next Review Date:	<i>To be inserted</i>

*Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.*

## 2. Terms of Reference

2.1. The Selection Panel's terms of reference are to:

- 2.1.1. Discuss the position of *Chief Executive Officer* to ensure Selection Panel Members have a shared understanding of position and required candidate.
- 2.1.2. Assess all applications and shortlist possible candidates with the desired knowledge, skills and experience to allow the Council to select the most appropriate person to fill the position of *Chief Executive Officer* against the defined position description and specifications.
- 2.1.3. Deliberate on and select a preferred candidate for appointment and provide advice to Council on the recommended candidate.

## 3. Definitions

**CEO** is the *Chief Executive Officer*.

**Council Member** is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

**Expert Advisor** is a person appointed to assist the Selection Panel in providing advice on the recruitment process for appointment of a suitable candidate to the position of *Chief Executive Officer*.

**Mayor** is the person appointed or elected as the principle Member of the City of Playford to represent the local government area as a whole.

**Staff** includes Staff, contractors, volunteers and all others who perform work on behalf of council.

## 4. Delegations

4.1. The Selection Panel may:

- 4.1.1. Review and provide advice to Council on the preferred candidate for the position of *Chief Executive Officer*.
- 4.1.2. Expend funds allocated by Council to undertake the recruitment process.

## 5. Meetings

5.1. The Selection Panel will meet at a convenient time for all Selection Panel Members.

- 5.2. The Selection Panel Meeting and Interview will be chaired by the Mayor, being the Presiding Member of the Selection Panel (refer to section 7.1).

## 6. Membership

- 6.1. The Selection Panel is comprised of the Mayor, Deputy Mayor and two (2) Councillors as endorsed by the Council.

Term of Office		
Appointed Members	Endorsed by Council Resolution on	Term Concludes
Mayor Glenn Docherty	<i>To be inserted following endorsement of the Charter</i>	Following appointment of a suitable candidate
Deputy Mayor Duncan MacMillan	<i>To be inserted following endorsement of the Charter</i>	Following appointment of a suitable candidate
Cr X	<i>To be inserted following endorsement of the Charter</i>	Following appointment of a suitable candidate
Cr X	<i>To be inserted following endorsement of the Charter</i>	Following appointment of a suitable candidate

## 7. Term and Role of the Presiding Member

- 7.1. The Mayor will act in the Presiding Member position for the Selection Panel. In the absence of the Mayor, the Deputy Mayor will act in the Presiding Member position.
- 7.2. The Presiding Member's role is to:
- 7.2.1. Oversee the conduct of Selection Panel Meetings and short-listed candidate interviews in accordance with Section 98 of *Local Government Act 1999*
  - 7.2.2. Ensure all members of the Selection Panel have the opportunity to participate in debate and discussions in an open and encouraging manner.

- 7.2.3. Facilitate Selection Panel Meetings in order to put a recommendation forward to Council on a preferred candidate for the position of *Chief Executive Officer*.
- 7.2.4. Determine (in conjunction with Selection Panel Members) who in the Selection Panel will contact unsuccessful short-listed candidates.

## **8. Role of Selection Panel Members**

- 8.1. The term of the Selection Panel Members appointment will be until the recruitment process for appointment of a suitable candidate for the position of *Chief Executive Officer* has ended.
- 8.2. The primary responsibilities of the Selection Panel Members are to:
  - 8.2.1. Act professionally in the manner in which they represent the Selection Panel on behalf of Council.
  - 8.2.2. Actively participate in the short-listing of candidates for the position of *Chief Executive Officer*
  - 8.2.3. Actively participate in Selection Panel Meetings and short-listed candidate interviews in order to make a recommendation to Council on the preferred candidate for the position of *Chief Executive Officer*
  - 8.2.4. Actively participate in debate and discussions in an open and encouraging manner.

## **9. Role of Administration and Support for the Committee**

- 9.1. An Expert Advisor(s) and relevant staff may provide advice to Selection Panel Members during the debate and discussion of the recruitment process for position of *Chief Executive Officer* to ensure members have suitable and accurate information to aid their decision making in providing a recommendation to Council.
- 9.2. The Expert Advisor and relevant staff do not have a decision making role, although may provide advice and clarification of issues if requested by the Presiding Member.
- 9.3. The Selection Panel may seek further support if the need for further support has been identified by the Selection Panel. It may only agree to engaging further support if the cost of that support is within Council's approved budget and is approved by the Council.

**10. Reporting and Review of the Selection Panel**

10.1. Recommendations made by the Selection Panel will be reported to the Council for final decision.

**11. Supporting Documentation**

11.1. The following documents are supporting documents to the Selection Panel:

- Local Government Act 1999
- Chief Executive Officer Position Description
- Code of Conduct for Council Employees
- Chief Executive Officer’s Performance Review Committee Charter

**12. Approval and Change History**

Approval Date	Approval by	Change
<i>To be inserted</i>	Council	<ul style="list-style-type: none"> <li>• New Document</li> </ul>

