NOTICE

of

CHIEF EXECUTIVE OFFICER SELECTION PANEL MEETING

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

TO BE HELD IN

COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH

ON

MONDAY, 7 DECEMBER 2015 AT 7:30PM

MAL HEMMERLING
CHIEF EXECUTIVE OFFICER
Issue Date: Thursday, 26 November 2015

MEMBERSHIP

(PRESIDING MEMBER - MAYOR GLENN DOCHERTY)

Cr Duncan MacMillan    Cr Adam Sherwood    Cr Carol Muzyk
# CITY OF PLAYFORD STRATEGIC PLAN

## Strategy 1 - Our foundations – services, city presentation and community pride

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.

<table>
<thead>
<tr>
<th>Outcomes:</th>
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<tbody>
<tr>
<td>1.1 Liveable City with mix of services and facilities</td>
</tr>
<tr>
<td>1.2 Environmental responsibility</td>
</tr>
<tr>
<td>1.3 Attractive and sustainable open spaces</td>
</tr>
<tr>
<td>1.4 Improved visual amenity</td>
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<tr>
<td>1.5 Enhanced reputation</td>
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## Strategy 2 - Securing Playford's future and building value

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.

<table>
<thead>
<tr>
<th>Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Well planned and sustainable City</td>
</tr>
<tr>
<td>2.2 Diversified and expanding economic base</td>
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</tbody>
</table>

## Strategy 3 - Elizabeth, Adelaide’s Northern CBD

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.

<table>
<thead>
<tr>
<th>Outcomes:</th>
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<tbody>
<tr>
<td>3.1 Provision of CBD facilities and services</td>
</tr>
<tr>
<td>3.2 Vibrant, walkable and cosmopolitan lifestyle</td>
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<tr>
<td>3.3 Opportunities for social interactions</td>
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## Strategy 4 - Securing Playford’s future in the global economy

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.

<table>
<thead>
<tr>
<th>Outcomes:</th>
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<tbody>
<tr>
<td>4.1 Key economic drive of the State</td>
</tr>
<tr>
<td>4.2 Robust local economy with local job opportunities</td>
</tr>
<tr>
<td>4.3 Part of Southern Food Bowl with national and international links</td>
</tr>
<tr>
<td>4.4 Re-focused manufacturing to support economic growth in the north of the State</td>
</tr>
</tbody>
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## Strategy 5 - Building our capabilities

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.

<table>
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<tr>
<th>Outcomes:</th>
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<tbody>
<tr>
<td>5.1 Highly performing organisation</td>
</tr>
<tr>
<td>5.2 Delivering value for money services</td>
</tr>
<tr>
<td>5.3 Effective government and private sector partnerships</td>
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CHIEF EXECUTIVE OFFICER’S SELECTION PANEL

CHARTER

Last Endorsed by Ordinary Council on 9th June 2015

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 report, 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.

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*.

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.

<table>
<thead>
<tr>
<th>Term of Office</th>
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<tbody>
<tr>
<td><strong>Appointed Members</strong></td>
</tr>
<tr>
<td>Mayor Glenn Docherty</td>
</tr>
<tr>
<td>Deputy Mayor Duncan MacMillan</td>
</tr>
<tr>
<td>Cr Carol Muzyk</td>
</tr>
<tr>
<td>Cr Adam Sherwood</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Approval by</th>
<th>Change</th>
</tr>
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<tbody>
<tr>
<td>09/06/2015 – Special Council Meeting as per Resolution No. 2178</td>
<td>Council</td>
<td>• New Document</td>
</tr>
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</table>
City of Playford
Chief Executive Officer Selection Panel Meeting

AGENDA
MONDAY, 7 DECEMBER 2015 AT 7:30PM

1. ATTENDANCE RECORD
   1.1 Present
   1.2 Apologies
   1.3 Not Present

2. CONFIRMATION OF MINUTES

   RECOMMENDATION

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 22 June 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 23 June 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 15 July 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 21 July 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 3 September 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 17 September 2015 be confirmed as a true and accurate record of proceedings.

   The Minutes of the Special Chief Executive Officer Selection Panel Meeting held 18 September 2015 be confirmed as a true and accurate record of proceedings.

3. DECLARATIONS OF INTEREST

4. DEPUTATION / REPRESENTATIONS

   Nil
5. **STAFF REPORTS**

Matters to be considered by the Committee and referred to Council

Matters which cannot be delegated to a Committee or Staff

5.1 Chief Executive Officer Selection Panel Revocation .................................................. 12

6. **INFORMAL DISCUSSION**

6.1 Mayor's Communique ........................................................................................................ 15

7. **INFORMAL ACTIONS**

8. **CONFIDENTIAL MATTERS**

Nil

9. **COMMITTEE WORKPLAN**

Nil

10. **CLOSURE**
STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

Matters which cannot be delegated to a Committee or Staff
14.1 CHIEF EXECUTIVE OFFICER SELECTION PANEL CONCLUSION

Contact Person: Mr Steven Watson

Why is this matter before the Council or Committee?

Matters which cannot be delegated to a Committee or Staff

Purpose

For the Chief Executive Officer Selection Panel to consider the conclusion of the Chief Executive Officer Selection Panel in line with the Panel Charter.

STAFF RECOMMENDATION

The Chief Executive Officer Selection Panel acknowledges its work in recruiting the Chief Executive Officer is complete and recommends Revoking the Chief Executive Officer Selection Panel.

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

The Chief Executive Officer Selection Panel was established by Council on the 09 June 2015, Resolution No. 2178 to undertake the recruitment of a Chief Executive Officer.

The Council appointed Mal Hemmerling to the position of Chief Executive Officer, upon signing of the Employment Contract, on the 22 October 2015.

The Chief Executive Officer Selection Panel role in recruiting the Chief Executive Officer is complete and the Panel has no further work to undertake.
Options

Option 1

The Chief Executive Officer Selection Panel acknowledges its work in recruiting the Chief Executive Officer is complete and recommends Revoking the Chief Executive Officer Selection Panel.

Option 2

The Chief Executive Officer Selection Panel acknowledges its work in recruiting the Chief Executive Officer is complete and recommends Revoking the Chief Executive Officer Selection Panel with the following amendments;

1. ________________________________
2. ________________________________
3. ________________________________

Analysis of Options

Option 1

Option 1 Revokes the Chief Executive Officer Selection Panel, as the Panels role in recruiting the Chief Executive Officer is complete and the Panel has no further work to undertake.

Option 2

Option 2 Revokes the Chief Executive Officer Selection Panel, as the Panels role in recruiting the Chief Executive Officer is complete and the Panel has no further work to undertake with amendments the Panel decides.

Financial Implications

There are no financial implications linked to Option 1.

Option 2 may have financial implications, although that depends on the decision(s) made by the Chief Executive Officer Selection Panel.

Preferred Options and Justification

Option 1 is the preferred option, as the role in recruiting the Chief Executive Officer is complete and the Panel has no further work to undertake.
INFORMAL DISCUSSION
6.1 Mayor's Communique

**Presenter:** Mr Steven Watson

**Purpose:** For the Chief Executive Officer Selection Panel to provide input for the Mayor's Communique.

**Outcome:** The Mayor's Communique is developed to provide an update on Chief Executive Officer Selection Panel outcomes to Council Members.

**Duration:** 5 Minutes