



# Chief Executive Officer Selection Panel

## AGENDA & REPORTS

for the Special Meeting

Friday, 12 April 2024  
at 11.45 am

in the Colonel Light Room, Adelaide Town Hall

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Membership	The Lord Mayor The Deputy Lord Mayor 2 Council Members 1 External Independent Members
Quorum	3
Presiding Member	The Right Honourable the Lord Mayor, Dr Jane Lomax-Smith
Council Members	Deputy Lord Mayor, Councillor Snape Councillor Noon Councillor Dr Siebentritt
Independent Member	Jeff Tate

## 1. Acknowledgement of Country

At the opening of the Chief Executive Officer Selection Panel meeting, the Chair will state:

‘Council acknowledges that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.’

## 2. Apologies and Leave of Absence

Nil

## 3. Confirmation of Minutes

That the Minutes of the meeting of the Chief Executive Officer Selection Panel held on 27 February 2024, be taken as read and be confirmed as an accurate record of proceedings.

View the public Chief Executive Officer Selection Panel 27 February 2024 Minutes [here](#).

## 4. Items for Consideration and Determination

4.1 Proposed Recruitment Process 3 - 6

4.2 CEO Selection Panel Meeting Dates 7 - 9

## 5. Exclusion of the Public 10 - 11

In accordance with sections 90(2),(3) and (7) of the *Local Government Act 1999 (SA)* the Council will consider whether to discuss in confidence the reports contained within section 6 of this Agenda.

## 6. Items for Consideration and Determination in Confidence

6.1 CEO Recruitment - Applicant Update [s 90(3)(a),(a)] 12 - 13

## 7. Closure

## Proposed Recruitment Process

Strategic Alignment - Our Corporation

Public

**Friday, 12 April 2024**  
**Chief Executive Officer**  
**Selection Panel**

**Program Contact:**

Kathryn Goldy, Acting Manager  
Governance

**Approving Officer:**

Anthony Spartalis, Acting Chief  
Operating Officer

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## EXECUTIVE SUMMARY

Recently the Chief Executive Officer Selection Panel (the Panel) appointed Davidson as the qualified independent person (Human Resource Specialist as required by section 98 (4a) (b) of the *Local Government Act 1999* (SA) (the Act), to assist the Panel in the recruitment for the Chief Executive Officer position at the City of Adelaide.

The Panel is now asked to consider the proposed process outlined by Davidson.

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## RECOMMENDATION

### THAT THE CHIEF EXECUTIVE OFFICER SELECTION PANEL

1. Approves the proposed process as recommended by Davidson (qualified independent Human Resource Specialist, as required by section 98 (4a) (b) of the *Local Government Act 1999* (SA) as contained in Attachment A to Item 4.1 on the Agenda for the meeting of the Chief Executive Officer Selection Panel held on 12 April 2024.
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# IMPLICATIONS AND FINANCIALS

Consultation	Not Applicable
23/24 Budget Allocation	The independent panel member receives a sitting fee for Panel meetings attended.

## DISCUSSION

1. At a Panel Meeting on 27 February 2024, the Panel resolved to appoint Davidson as the qualified independent person (Human Resource Specialist as required by section 98 (4a) (b) of the *Local Government Act 1999* (SA).
2. Davidson has since provided Administration with a preferred process (Attachment A) regarding the recruitment of the Chief Executive Officer.
3. A summary of the process being recommended is outlined below:
  - 3.1. Discuss the longlist of applicants and determine the list of applicants who will progress to the next stage (Davidson will complete initial interviews and request that the shortlisted applicants complete video introductions, prior to the next step).
  - 3.2. The Panel will receive a presentation from Davidson which will contain a shortlisting report. The Panel will then resolve the applicants to be shortlisted.
  - 3.3. The Panel will conduct the first round of interviews and determine which applicants will proceed to the second round of interviews.
  - 3.4. A second round of interviews will be held, and applicants will be asked to present to the Panel. The second round of interviews will be held in the forum of a CEO Briefing. An invitation will be extended to the full Council to attend in confidence and observe.
  - 3.5. Following the second round of interviews, the Panel will meet to determine the preferred candidate.
  - 3.6. Davidson will complete the professional reference checks which will include the finalisation of probity checks including criminal history, right to work and qualifications checks.
  - 3.7. A report will be presented to Council with a recommendation from the Panel to the Council seeking an endorsement of the preferred candidate.
4. The Panel is now asked to approve the proposed process as outlined in Attachment A.

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## DATA AND SUPPORTING INFORMATION

Nil

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## ATTACHMENTS

**Attachment A** – Proposed Process for CEO Recruitment

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- END OF REPORT -

Recruitment Timeline

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# CEO – City of Adelaide

April 2024

## Recruitment Stage

### Defining Success

- Workshop with Councillors to discuss brief for their next CEO
- Davidson develop key documents for search (Adverts, Candidate Success Profile)
- Davidson commence market research and talent mapping.

### 4 Week Advertising and Targeted Search Campaign

- Online Advertising 'go live'.
- Davidson confidential identification and engagement with targeted executives.
- Davidson to meet with prospective candidates and commence application screening (resume, phone, virtual).
- Applications close.

### Davidson Interviews / Assessment

- Davidson to meet with selection panel to discuss longlist including a list of all applications before progressing.
- Davidson to complete initial interviews.
- Shortlisted candidates complete video introductions.

### Shortlist Meeting with Selection Panel

- Davidson to meet with Subcommittee to present Shortlisting report including recommendations for interview and full applicant list (2 Hours required).
- Selection Panel to confirm who will progress through to first round interview.

### First Round Panel Interviews with Selection Panel

- Full day panel interviews with the sub committee.
- Sub committee to determine preferred candidates to progress to 2<sup>nd</sup> round interview with full council.

### Second Round Panel Interviews with Full Council

### Finalise Appointment

- Davidson to complete professional reference checks.
- Davidson to finalise all probity including criminal history check, right to work and qualification checks.

### CEO Appointment and Announcement

- Contract executed with preferred candidate
- Special meeting to endorse appointment
- Coordinate CEO appointment announcement and start date

## CEO Selection Panel Meeting Dates

Strategic Alignment - Our Corporation

Public

**Friday, 12 April 2024**  
**Chief Executive Officer**  
**Selection Panel**

**Program Contact:**  
Kathryn Goldy, Acting Manager  
Governance

**Approving Officer:**  
Anthony Spartalis, Acting Chief  
Operating Officer

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## EXECUTIVE SUMMARY

This report seeks approval for the meeting schedule for the CEO Selection Panel (Panel). Under the Panel's adopted Terms of Reference, the Panel has been provided delegated authority from Council to determine a schedule of meetings.

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## RECOMMENDATION

### THAT THE CHIEF EXECUTIVE OFFICER SELECTION PANEL

1. Approves the following meeting dates and times:
    - 1.1. Tuesday 30 April 2024, commencing at 2.00pm
    - 1.2. Monday 13 May 2024, commencing at 1.30pm
    - 1.3. Monday 20 May 2024, commencing at 9.00am
    - 1.4. Thursday 23 May 2024, commencing at 10.45am
    - 1.5. Wednesday 29 May 2024, commencing at 2.00pm
    - 1.6. Friday 31 May 2024, commencing at 2.00pm
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# IMPLICATIONS AND FINANCIALS

Consultation	Members of the Panel have been consulted regarding their availability to attend future meetings.
23/24 Budget Allocation	The Independent Panel Member will receive a sitting fee of \$500.00 per meeting attended.

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## DISCUSSION

1. The Panel has been established under section 41 of the *Local Government Act (SA) 1999* (the Act) and the primary objective of the Panel is to undertake appointment procedures as outlined under section 98 of the Act.
2. The Panel is responsible for the following functions and responsibilities:
  - 2.1. Undertake the selection process for the position of Chief Executive Officer of the City of Adelaide;
  - 2.2. Appoint and obtain the advice of a qualified independent person (Human Resource Specialist) on the assessment of the applications and the proposed recommendations to Council;
  - 2.3. Assess applications for the position of Chief Executive Officer, the recommendation of readvertisement or other additional steps (if necessary) and recommendations to Council regarding appointment terms and conditions and remuneration for the position of Chief Executive Officer;
  - 2.4. Conduct an assessment process that ensures that the applicant's suitability is based on merit selection principles which take into account knowledge, skills, qualifications and experience, along with any future development which is considered against the specific requirements of the role and as set out in the selection criteria; and
  - 2.5. Identify and recommend to Council a suitable candidate for the position of Chief Executive Officer ensuring that the recruitment process is fair and robust.
3. The Panel has no current meeting dates set and in accordance with the Panel's adopted Terms of Reference [\[Link 1\]](#) the following dates and times are being proposed:
  - 3.1. Tuesday 30 April 2024, commencing at 2.00pm
  - 3.2. Monday 13 May 2024, commencing at 1.30pm
  - 3.3. Monday 20 May 2024, commencing at 9.00am
  - 3.4. Thursday 23 May 2024, commencing at 10.45am
  - 3.5. Wednesday 29 May 2024, commencing at 2.00pm
  - 3.6. Friday 31 May 2024, commencing at 2.00pm
4. Under the Panel's Terms of Reference the Chief Operating Officer is authorised to vary the meeting schedule (including the commencement time, meeting place, date or cancellation of a meeting) after liaising with the Presiding Member.

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## DATA AND SUPPORTING INFORMATION

Link 1 – [Chief Executive Officer Selection Panel Terms of Reference](#)

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# ATTACHMENTS

Nil

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- END OF REPORT -

## Exclusion of the Public

Friday, 12 April 2024

Chief Executive Officer  
Selection Panel

**Program Contact:**

Kathryn Goldy, Acting  
Manager Governance

**Approving Officer:**

Anthony Spartalis, Acting  
Chief Operating Officer

Public

## EXECUTIVE SUMMARY

Section 90(2) of the *Local Government Act 1999 (SA)* (the Act), states that a Council may order that the public be excluded from attendance at a meeting if the Council considers it to be necessary and appropriate to act in a meeting closed to the public to receive, discuss or consider in confidence any information or matter listed in section 90(3) of the Act.

It is the recommendation of the Acting Chief Operating Officer that the public be excluded from this Chief Executive Officer Selection Panel meeting for the consideration of information and matters contained in the Agenda.

For the following Reports for Recommendation to Council seeking consideration in confidence

**6.1** CEO Recruitment – Applicant Update [section 90(3) (a) of the Act]

The Order to Exclude for Items 6.1:

1. Identifies the information and matters (grounds) from section 90(3) of the Act utilised to request consideration in confidence.
2. Identifies the basis – how the information falls within the grounds identified and why it is necessary and appropriate to act in a meeting closed to the public.
3. In addition, identifies for the following grounds – section 90(3) (b), (d) or (j) of the Act - how information open to the public would be contrary to the public interest.

## ORDER TO EXCLUDE FOR ITEM 6.1

THAT THE CHIEF EXECUTIVE OFFICER SELECTION PANEL:

1. Having taken into account the relevant consideration contained in section 90(3) (a) and section 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the Chief Executive Officer Selection Panel dated 12 April 2024 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 6.1 [CEO Recruitment – Applicant Update] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

This item relates to applicants received for the position of Chief Executive Officer at the City of Adelaide, which is sensitive and contains information of the personal affairs of any person (living or dead), the disclosure of which would be unreasonable.

2. Pursuant to section 90(2) of the *Local Government Act 1999 (SA)* (the Act), this meeting of the Chief Executive Officer Selection Panel dated 12 April 2024 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 6.1 [CEO Recruitment – Applicant Update] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in section 90(3) (a) of the Act.

# DISCUSSION

1. Section 90(1) of the *Local Government Act 1999 (SA)* (the Act) directs that a meeting of Council must be conducted in a place open to the public.
2. Section 90(2) of the Act, states that a Council may order that the public be excluded from attendance at a meeting if Council considers it to be necessary and appropriate to act in a meeting closed to the public to receive, discuss or consider in confidence any information or matter listed in section 90(3) of the Act.
3. Section 90(3) of the Act prescribes the information and matters that a Council may order that the public be excluded from.
4. Section 90(4) of the Act, advises that in considering whether an order should be made to exclude the public under section 90(2) of the Act, it is irrelevant that discussion of a matter in public may -
  - (a) *cause embarrassment to the council or council committee concerned, or to members or employees of the council; or*
  - (b) *cause a loss of confidence in the council or council committee; or*
  - (c) *involve discussion of a matter that is controversial within the council area; or*
  - (d) *make the council susceptible to adverse criticism.*
5. Section 90(7) of the Act requires that an order to exclude the public:
  - 5.1 Identify the information and matters (grounds) from section 90(3) of the Act utilised to request consideration in confidence.
  - 5.2 Identify the basis – how the information falls within the grounds identified and why it is necessary and appropriate to act in a meeting closed to the public.
  - 5.3 In addition identify for the following grounds – section 90(3) (b), (d) or (j) of the Act - how information open to the public would be contrary to the public interest.
6. Section 83(5) of the Act has been utilised to identify in the Agenda and on the Report for the meeting, that the following reports are submitted seeking consideration in confidence.
  - 6.1 Information contained in Item 6.1 – CEO Recruitment – Applicant Update
    - 6.1.1 The grounds utilised to request consideration in confidence is section 90(3) (a) of the Act
      - (a) *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)*

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# ATTACHMENTS

Nil

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- END OF REPORT -

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