



# Chief Executive Officer Selection Panel

## AGENDA & REPORTS

for the meeting

Thursday, 8 February 2024  
at 10.30 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 Member
Quorum	3
Presiding Member	The Right Honourable the Lord Mayor, Dr Jane Lomax-Smith
Council Member	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 Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognize and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna 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

Nil

## 4. Items for Consideration and Determination

4.1 CEO Selection Panel Meeting Dates

3 – 7

## 5. Exclusion of the Public

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.

*Report to be distributed separately*

## 6. Items for Consideration and Determination in Confidence

6.1 Selection Report - Recruitment Consultant

*Report to be distributed separately*

## 7. Closure

## CEO Selection Panel Meeting Dates

Strategic Alignment - Our Corporation

**Thursday, 8 February 2024**  
**Chief Executive Officer**  
**Selection Panel**

**Program Contact:**  
Manager Governance

Public

**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 20 February 2024, 1.00 pm to 3.00pm
    - 1.2. Tuesday 26 March 2024, 11.00am to 1.00pm
    - 1.3. Wednesday 3 April 2024, 10am to 12.00 (noon)
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# IMPLICATIONS AND FINANCIALS

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

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## DISCUSSION

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.

1. The Panel is responsible for the following functions and responsibilities:
  - 1.1. Undertake the selection process for the position of Chief Executive Officer of the City of Adelaide;
  - 1.2. 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;
  - 1.3. 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;
  - 1.4. 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
  - 1.5. Identify and recommend to Council a suitable candidate for the position of Chief Executive Officer ensuring that the recruitment process is fair and robust.
2. In accordance with the Panel's adopted Terms of Reference (**Attachment A**), the Panel has been delegated authority from Council to determine the schedule of meetings.
3. The dates and times being proposed are provided below:
  - 3.1. Tuesday 20 February 2024, 1.00 pm to 3.00pm
  - 3.2. Tuesday 26 March 2024, 11.00am to 1.00pm
  - 3.3. Wednesday 3 April 2024, 10am to 12.00 (noon)
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

Nil

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## ATTACHMENTS

**Attachment A** – CEO Selection Panel Terms of Reference

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- END OF REPORT -

# Chief Executive Officer Selection Panel

## Terms of Reference

As adopted 30 January 2024

### 1. Preamble

- 1.1. The Chief Executive Officer Selection Panel (Selection Panel) is established under section 41 of the *Local Government Act (SA) 1999* (the Act).
- 1.2. The Selection Panel may be wound up at any time by resolution of the Council.

### 2. Purpose and Functions of the Committee

- 2.1. The Selection Panel's primary objective is to undertake appointment procedures as outlined under section 98 of the Act.

### 3. Membership

- 3.1 The Selection Panel will comprise:
  - 3.1.1. The Lord Mayor, who shall be the Presiding Member;
  - 3.1.2. The Deputy Lord Mayor;
  - 3.1.3. Two (2) Councillors appointed by the Council; and
  - 3.1.4. One (1) Independent Member appointed by the Council.
- 3.2. A Human Resource Specialist will further support the Selection Panel.
- 3.3. The required quorum shall be half plus one of the total members appointed to the Selection Panel. A quorum must be present within 30 minutes of the scheduled start time for the meeting to proceed.
- 3.4. The Independent Member and/or the Independent Human Resource Specialist must be present for the meeting to commence.
- 3.5. Selection Panel Members must notify the Presiding Member if they cannot attend a Selection Panel meeting.
- 3.6. Subject to Clause 1.2 of these Terms of Reference, membership of the Selection Panel is until Council has appointed a Chief Executive Officer, unless a Selection Panel Member resigns or is otherwise incapable of continuing as a Selection Panel Member or is removed as a Member of the Selection Panel by the Council.

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The *Local Government Act* defines a qualified independent person as a person who is: (a) not a member or employee of the council, and/or (b) determined by the council to have appropriate qualifications or experience in human resource management.

- 3.7. Consideration should be given to equity and diversity of Selection Panel Members.

#### **4. Functions and Responsibilities**

- 4.1. The Selection Panel is responsible for the following functions and responsibilities:
- 4.1.1. Undertake the selection process for the position of Chief Executive Officer of the City of Adelaide;
  - 4.1.2. 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;
  - 4.1.3. Assess applications for the position of Chief Executive Officer, the recommendation of re-advertisement or other additional steps (if necessary) and recommendations to Council regarding appointment terms and conditions and remuneration for the position of Chief Executive Officer;
  - 4.1.4. 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 that is considered against the specific requirements of the role of Chief Executive Officer and as set out in the selection criteria;
  - 4.1.5. Identify and recommend to Council a suitable candidate for the position of Chief Executive Officer, ensuring that the recruitment process is fair and robust; and
  - 4.1.6. Any other matter not stipulated within these Terms of Reference but within the objectives of the Selection Panel or other matters specifically referred by the Council to the Selection Panel and related to the selection of the Chief Executive Officer.
- 5.1. The Selection Panel will make recommendations to Council, and those recommendations will be presented to Council at the next available ordinary council meeting.
- 5.2. The Selection Panel will act in accordance with the relevant provisions of the Act, related Regulations and Behavioral Standards.
- 5.3. For the purposes of section 41 (8) of the Act, the Council's reporting and other accountability requirements are satisfied by a copy of the Selection Panel Minutes being circulated to all Council Members and being displayed on the City of Adelaide website.
- 5.4. The Selection Panel is delegated to determine a schedule of meetings to be held in the Colonel Light Room, Town Hall, Adelaide.
- 5.5. Where a schedule of meetings has yet to be determined the Chief Operating Officer (COO) is authorised to call a meeting after liaising with the Presiding Member.

- 5.6. The COO is authorised to vary the meeting schedule (including the date, commencement time, meeting place, date or cancellation of a meeting) after liaising with the Presiding Member.
- 5.7. The Council Governance team and the Manager Governance will provide administrative support to the Selection Panel for coordinating meetings, agendas and minutes.
- 5.8. All decisions of the Selection Panel will be made based on the majority decision of the members present.
- 5.9. If the Presiding Member of the Selection Panel is absent from a meeting, a member of the Section Panel will be chosen from those present to preside at the meeting.
- 5.10. The Selection Panel will follow the Code of Practice for Meeting Procedures and in accordance with the Act and Parts 1, 2 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations).
- 5.11. All members of the Selection Panel who are present at a meeting (subject to the provisions of the Act or Regulations) must vote on any matter arising for a decision of the Selection Panel.
- 5.12. The Presiding Member shall have a deliberative vote and does not have a casting vote. The decision will be referred to Council for deliberation if the votes are tied.
- 5.13. The agenda and minutes of the Selection Panel will be available to the public in accordance with the Code of Practice – Access to Council and Committee Meetings and Documents.
- 5.14. All Selection Panel members must comply with the Act about Disclosure of Interests.

## 6. Revision History – 2022-2026 Term of Office

In Response to:	Revision to Selection Panel Terms of Reference