

# CEO Selection Panel Meeting Dates

Strategic Alignment - Our Corporation

Public

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

**Program Contact:**  
Manager Governance

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

## 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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