

# 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.

- 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