

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

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.

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.

DATA AND SUPPORTING INFORMATION

Nil

ATTACHMENTS

Attachment A – Proposed Process for CEO Recruitment