Adelaide Economic Development Agency Appointment of Board Members

Tuesday, 25 August 2026
Council

Strategic Alignment - Our Economy

Program Contact:
Carole Johns, Executive Manager Office of the CEO

Confidential - s 90(3) (a) unreasonable disclosure of personal affairs

Approving Officer:
Michael Sedgman, Chief Executive Officer

EXECUTIVE SUMMARY

Pursuant to Clause 4.4.1.3(b) of the Adelaide Economic Development Agency (AEDA) Charter, the AEDA Board shall consist of up to six Board Members with an appropriate range of skills and experience, including at least three Board Members who are business owners within the City of Adelaide, with at least one being a small business owner.

The terms of office of two current Board Members will expire on 31 August 2026.

In accordance with Clause 4.4.1.3 of the AEDA Charter, an Expression of Interest process was undertaken and the Board Selection Panel was convened.

The Board Selection Panel recommends that Jaimee-Lee Charlton and Jim Kouts be re-appointed to the AEDA Board.

Consideration in confidence is sought because public discussion and disclosure of information in this report prior to a resolution being determined by Council may potentially implicate the reputation of all Board nominees in the business community.

RECOMMENDATION

THAT COUNCIL

1. Approves the re-appointment of Jaimee-Lee Charlton to the Adelaide Economic Development Agency as a Board Member commencing 1 September 2026 and expiring on 30 June 2029.
2. Approves the re-appointment of Jim Kouts to the Adelaide Economic Development Agency as a Board Member commencing 1 September 2026 and expiring on 30 June 2029.
3. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* (SA) and because Item ____ [Adelaide Economic Development Agency Appointment of Board Members] listed on the Agenda for the meeting of Council held on 25 August 2026 was received, discussed and considered in confidence pursuant to Section 90(3)(a) of the *Local Government Act 1999* (SA), this meeting of Council do order that:
   - 3.1. The resolution, report, discussion and any other associated information submitted to this meeting in relation to the matter remain confidential and not available for public inspection until the successful candidates have accepted the positions and the unsuccessful applicants have been advised of the recruitment process outcome.
   - 3.2. The Chief Executive Officer be delegated the authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been revoked.

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IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Economy
Policy	The AEDA Charter shown at Link 1 outlines the role and term of the AEDA Board and has informed the selection process.
Consultation	An Expression of Interest process was undertaken from 1 June 2026 to 14 June 2026. The Selection Panel met on 11 August 2026 to discuss the expressions of interest received and determined to interview four candidates.
Resource	Not as a result of this report
Risk / Legal / Legislative	Pursuant to Clause 4.4.1.3(b) of the Adelaide Economic Development Agency (AEDA) Charter, the AEDA Board shall consist of up to six Board Members with an appropriate range of skills and experience, including at least three Board Members who are business owners within the City of Adelaide, with at least one being a small business owner.
Opportunities	Not as a result of this report
26/27 Budget Allocation	No additional budget impact. Board Member meeting attendance fees are funded through the approved AEDA budget.
Proposed 27/28 Budget Allocation	No additional budget impact. Board Member meeting attendance fees will be funded through the approved AEDA budget.
Life of Project, Service, Initiative or (Expectancy of) Asset	Term of office until 30 June 2029.
26/27 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Board sitting fees and reimbursement of expenses for the appointed term.
Other Funding Sources	Not as a result of this report

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GROUNDS AND BASIS FOR CONSIDERATION IN CONFIDENCE

Grounds

Section 90(3) (a) of the *Local Government Act 1999* (SA) [unreasonable disclosure of personal affairs]

Basis

This Item is confidential as it contains information that must be considered in confidence in order to protect the personal affairs of the nominees.

The disclosure of information in this report prior to a resolution being determined by Council could reasonably implicate the nominee's reputation in the business community.

DISCUSSION

1. Current Adelaide Economic Development Agency (AEDA) Board Members, Jaimee-Lee Charlton and Jim Kouts, were appointed as Board Members with their terms of office to expire on 30 June 2026.
2. In accordance with clause 4.4.1.3(c) of the AEDA Charter, nominations for Board Member appointment *will be recommended to the Council by the Board Member selection panel, for Council endorsement*.
3. Pursuant to clause 4.4.1.3(b) of the AEDA Charter, the Board Member selection panel (the Panel) shall comprise the Council's CEO, the Council's senior manager in charge of human resources, the Chairperson and two Council Members.
4. In accordance with clause 4.4.1.3 of the AEDA Charter, an expression of interest process for the two Board Member roles opened on Monday 1 June 2026 and closed at 11.59pm on Sunday 14 June 2026.
5. Council at its meeting on 9 June 2026 approved an extension of the term of office for Ms Charlton and Mr Kouts from 1 July 2026 to 31 August 2026 due to the lack of availability of Board Member selection panel (the Panel) members to convene at the conclusion of the expression of interest process and make a recommendation to Council.
6. In accordance with Clause 4.4.3 of the AEDA Charter, both Ms Charlton and Mr Kouts were eligible to apply through the expression of interest process for re-appointment at the expiration of their term of office.
7. Council at its meeting on 27 May 2024 resolved that Councillors Couros and Giles be appointed to the Panel for the remainder of the 2022-2025 Council term.
8. At its meeting on 28 July 2026, Council was asked to consider and appoint an alternate Council Member and a proxy Council Member to the Panel for the remainder of the 2022-2026 Council term to progress the recruitment of two Board Members and any subsequent processes that maybe required during the remainder of the Council term. The appointment of the alternate Council Member and proxy Council Member ensured two Council Members are able to participate in the next stages of the selection process, including candidate short listing for interview and interview processes, if Councillors Couros or Giles were unavailable due to existing professional or personal commitments.
9. Council subsequently appointed Councillor Cabada as the alternate member and Councillor Maher as the proxy member of the Panel.
10. The Panel met on 11 August 2026 to consider the applications received through the Expression of Interest process and determined to interview four candidates.
11. The four shortlisted candidates were interviewed by the Panel on 18 August and 19 August 2026.
12. At the conclusion of the interview process, the Panel agreed that Jaimee-Lee Charlton and Jim Kouts were the preferred candidates and would be nominated to Council for re-appointment to the AEDA Board.
13. The Panel in its deliberations noted the key skills and experience that each candidate brings to the Board as follows:
    - 13.1. Ms Charlton has extensive retail, commercial and brand experience including digital and physical retail channels.

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13.2. Mr Kouts is a professional director and corporate advisor, with experience in external affairs and organisation positioning gained across private and public sectors, including 18 years as Head of Corporate Affairs in Australia for a global publicly listed energy business.

14. It is recommended to Council that Ms Charlton and Mr Kouts each be re-appointed as AEDA Board Members for a term of three years commencing 1 September 2026 and concluding 30 June 2029 to ensure that no more than half of the Board Members' terms of office expire in the same year in accordance with Clause 4.4.2 of the AEDA Charter.

15. Consideration of this report in confidence is to protect the personal affairs of the individuals whilst Council considers the appointment of these Board positions and subsequent contact is made with all applicants. Once these discussions have been completed, it is proposed that the Chief Executive Officer uses his delegation to release Council's resolution, report, discussion and any other associated information submitted to this meeting in relation to the matter from confidence and announcement of the appointments be provided to all key stakeholders.

DATA AND SUPPORTING INFORMATION

Link 1 – Adelaide Economic Development Agency Charter

ATTACHMENTS

Nil

- END OF REPORT -

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[redacted]

23 Confidential Reports for Council (Chief Executive Officer's Reports)

23.1 Adelaide Economic Development Agency Appointment of Board Members [S90(3) (a)]

Moved by Councillor Snape,
Seconded by Councillor Cabada -

THAT COUNCIL

1. Approves the re-appointment of Jaimee-Lee Charlton to the Adelaide Economic Development Agency as a Board Member commencing 1 September 2026 and expiring on 30 June 2029.

2. Approves the re-appointment of Jim Kouts to the Adelaide Economic Development Agency as a Board Member commencing 1 September 2026 and expiring on 30 June 2029.

3. In accordance with Section 91(7) and (9) of the *Local Government Act 1999* (SA) and because Item 23.1 [Adelaide Economic Development Agency Appointment of Board Members] listed on the Agenda for the meeting of Council held on 25 August 2026 was received, discussed and considered in confidence pursuant to Section 90(3)(a) of the *Local Government Act 1999* (SA), this meeting of Council do order that:

   3.1. The resolution, report, discussion and any other associated information submitted to this meeting in relation to the matter remain confidential and not available for public inspection until the successful candidates have accepted the positions and the unsuccessful applicants have been advised of the recruitment process outcome.

   3.2. The Chief Executive Officer be delegated the authority to review and revoke all or part of the order herein and directed to present a report containing the Item for which the confidentiality order has been revoked.

Carried