



CEO PERFORMANCE REVIEW PANEL MINUTES

for the meeting

Monday, 5 June 2023

in the Colonel Light Room, Adelaide Town Hall

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Present:

Presiding Member	The Right Honourable the Lord Mayor, Dr Jane Lomax-Smith
Deputy Presiding Member	Deputy Lord Mayor, Councillor Martin
Independent Members	Gael Fraser Jeff Tate

Apology:

Council Member	Councillor Abrahamzadeh
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1 Acknowledgement of Country

The Chair stated:

‘Council acknowledges that we are meeting on traditional Country of the Kaurna 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 Kaurna 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

Apology:

Councillor Abrahamzadeh

3 Item 3 - Confirmation of Minutes - 24 April 2023

Moved by Gail Fraser,
Seconded by Jeff Tate -

That the Minutes of the meeting of the CEO Performance Review Panel held on 24 April 2023, be taken as read and be confirmed as an accurate record of proceedings.

Carried

4 Item for Consideration and Determination

5 Item 4.1 - CEO Performance Review Panel Meeting Dates

Moved by Deputy Lord Mayor, Councillor Martin,
Seconded by Jeff Tate -

THAT THE CEO PERFORMANCE REVIEW PANEL:

1. Approves the following meeting times for 2023/24:
 - 1.1. Monday 4 December 2023 3.00-5.00 pm
 - 1.2. Monday 4 March 2024 3.00- 5.00 pm
 - 1.3. Monday 3 June 2024 3.00 – 5.00 pm.

Carried

6 Item 5 - Exclusion of the Public

Moved by Deputy Lord Mayor, Councillor Martin,
Seconded by Gail Fraser -

THAT THE CEO PERFORMANCE REVIEW PANEL:

1. Having taken into account the relevant consideration contained in section 90(3) (a) and section 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the CEO Performance Review Panel dated 5 June 2023 resolves that it is necessary and appropriate to act in a meeting closed to the public as the consideration of Item 6.1 [2021/2022 CEO Performance Review Evaluation] listed on the Agenda in a meeting open to the public would on balance be contrary to the public interest.

Grounds and Basis

Having taken into account the relevant consideration contained in section 90(3) (a) and sections 90(2) & (7) of the *Local Government Act 1999 (SA)*, this meeting of the CEO Performance Review Panel dated 5 June 2023 is satisfied that it is necessary and appropriate to act in a meeting closed to the public to receive and discuss information associated with Item [2021/2022 CEO Performance Review Evaluation] listed on the Agenda.

Receipt and discussion of this report and attachments associated with this Item is required in confidence to protect the personal affairs of the Chief Executive Officer.

The CEO Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of this information would involve unreasonable disclosure of information concerning the personal affairs of any person.

2. Pursuant to section 90(2) of the *Local Government Act 1999 (SA)* (the Act), this meeting of the CEO Performance Review Panel dated 5 June 2023 orders that the public (with the exception of members of Corporation staff and any person permitted to remain) be excluded from this meeting to enable this meeting to receive, discuss or consider in confidence Item 6.1 [2021/2022 CEO Performance Review Evaluation] listed in the Agenda, on the grounds that such item of business, contains information and matters of a kind referred to in section 90(3) (a) of the Act.

Carried

There were no members of the public present in the gallery and no staff in attendance not associated with Item 6.1. The Item moved into confidence with doors to the Colonel Light Room closed at 3.04pm.

- 7 **Items for Consideration and Determination in Confidence**
- 8 **Item 6.1 - 2021/2022 CEO Performance Review Evaluation - Decision 1**
- 9 **Item 6.1 - 2021/2022 CEO Performance Review Evaluation - Decision 2**

The Colonel Light Room re-opened to the public at 3.13 pm.

Confidentiality Order

Minute 8 - Item 6.1 – 2021/2022 CEO Performance Review Evaluation – Decision 1

Confidentiality Order

In accordance with Section 91 (7) & (9) of the *Local Government Act 1999* (SA) and on the grounds that Leadership Circle Reflections associated with Item 6.1 [2021/2022 CEO Performance Review Evaluation] listed on the Agenda for the meeting of the CEO Performance Review Panel held on 5 June 2023 was received, discussed and considered in confidence pursuant to Section 90 (3) (a) of the *Local Government Act 1999* (SA), this meeting of the CEO Performance Review Committee, do order that:

1. The discussion held in confidence in relation to the matter remain confidential and not available for public inspection until 31 December 2028.
2. The confidentiality of the matter be reviewed in December 2024.
3. The Chief Operating 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 received.

Minute 9 - Item 6.1 – 2021/2022 CEO Performance Review Evaluation – Decision 2

Confidentiality Order

In accordance with Section 91 (7) & (9) of the *Local Government Act 1999* (SA) and on the grounds that Leadership Circle Reflections associated with Item 6.1 [2021/2022 CEO Performance Review Evaluation] listed on the Agenda for the meeting of the CEO Performance Review panel held on 5 June 2023 was received, discussed and considered in confidence pursuant to Section 90 (3) (a) of the *Local Government Act 1999* (SA), this meeting of the CEO Performance Review Committee, do order that:

1. The discussion held in confidence in relation to the matter remain confidential and not available for public inspection until 31 December 2028.
2. The confidentiality of the matter be reviewed in December 2024.
3. The Chief Operating 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 received.

10 Items for Consideration and Determination

11 Item 7.1 - 2022/23 CEO Performance Review Assessment

Moved by Jeff Tate,
Seconded by Deputy Lord Mayor, Councillor Martin -

THAT THE CEO PERFORMANCE REVIEW PANEL RECOMMENDS TO COUNCIL

That Council

1. Approves the adjustment of the CEO's performance review period to reflect the nine months from 1 October 2022 - 30 June 2023 based on an assessment of the Key Result Areas (KRAs) outlined in the CEO position description as follows:
 - 1.1. Leadership and Strategic Plan Delivery
 - 1.2. Financial and Risk Management
 - 1.3. Operational and Project Delivery
 - 1.4. Organisational Health (including Innovation and Service Improvement)
 - 1.5. Stakeholder Management
 - 1.6. Lord Mayor and Councillors
2. Notes that the CEO will present a self-assessment report to the meeting of the CEO Performance Review Panel, scheduled for 23 August 2023.
3. The CEO Performance review for the nine months from 1 October 2022 – 30 June 2023 will be informed by a 360-degree review survey to be conducted by Hender Consulting.

Carried

12 Item 7.2 - 2023/24 CEO Performance KPIs

Moved by Deputy Lord Mayor, Councillor Martin,
Seconded by Jeff Tate -

THAT THE CEO PERFORMANCE REVIEW PANEL

1. Approves that the Chief Executive Officers performance for 1 July 2023-30 June 2024 will be:
 - 1.1 Assessed against the achievement of KPIs aligned to the Key Result Areas relevant in the CEO Position Description and contained in Attachment A to Item 7.2 on the Agenda for the meeting of the CEO Performance Review Panel held on 5 June 2023 , as provisional KPIs to allow for further discussions with the CEO with the final KPIs to be presented to a meeting of the CEO Performance Review Panel on 14 June 2023.
 - 1.2 Informed by a 360-degree review survey to be conducted by Hender Consulting.

Carried

Closure

The meeting closed at 4.19 pm

The Lord Mayor, Dr Jane Lomax-Smith
Chair
CEO Performance Review Panel

Documents Attached:

Nil