

CEO Performance Review Panel Meeting Dates

Strategic Alignment - Our Corporation

Public

Monday, 1 December 2025
CEO Performance Review Panel

Program Contact:
Rebecca Hayes, Associate
Director Governance & Strategy

Approving Officer:
Anthony Spartalis, Chief
Operating Officer

EXECUTIVE SUMMARY

The purpose of this report is to seek approval of the proposed meeting schedule for the CEO Performance Review Panel (the Panel) until the conclusion of the Council term in November 2026.

In accordance with section 102A of the *Local Government Act 1999* (SA) and the Panel's adopted Terms of Reference, the Panel is required to meet with the Chief Executive Officer (CEO) (at least annually).

The Panel meets to discuss progress on Key Performance Indicators (KPIs), to understand the context in which the CEO's performance is being achieved, which includes organisational issues or external factors that are impacting the CEO's performance and how the performance of Council is impacting on organisational performance.

RECOMMENDATION

THAT THE CEO PERFORMANCE REVIEW PANEL

1. Approves the following meeting dates and times for the CEO Performance Review Panel to be held in the Colonel Light Room, Town Hall, Adelaide:
 - 1.1. Monday 2 March 2026, 3.00pm to 5.00pm
 - 1.2. Monday 1 June 2026, 3.00pm to 5.00pm
 - 1.3. Monday 17 August 2026, 3.00pm to 5.00pm
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IMPLICATIONS AND FINANCIALS

CEO Contract	In accordance with section 102A of the <i>Local Government Act 1999</i> (SA), a Council must review the performance of its CEO at least once a year.
Consultation	Not as a result of this report
25/26 Budget Allocation	Independent Members of the Panel are paid a sitting fee of \$500.00 per meeting attended, which is within the allocated budget.

DISCUSSION

1. The CEO Performance Review Panel (the Panel) was established by Council pursuant to section 41 of the *Local Government Act 1999* (SA) (the Act) on 14 March 2023, until the end of the 2022-26 Council Term.
2. The Panel has been established by Council to determine and assess the Chief Executive Officer's (CEO) performance against identified measures.
3. In accordance with section 102A of the Act and the Panel's adopted Terms of Reference ([Link 1](#)), the Panel is required to meet with the CEO (at least annually).
4. The Panel meets to discuss progress on Key Performance Indicators (KPIs), to understand the context in which the CEO's performance is being achieved, which includes organisational issues or external factors that are impacting the CEO performance and how the performance of Council is impacting on organisational performance.
5. While the Panel must meet at least once per year, it is proposed that the Panel meets three times in 2026.
6. It is requested that the Panel consider the following meeting dates:
 - 6.1. Monday 2 March 2026, 3.00pm to 5.00pm
 - 6.2. Monday 1 June 2026, 3.00pm to 5.00pm
 - 6.3. Monday 17 August 2026, 3.00pm to 5.00pm
7. 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 and CEO.
8. Forward Panel dates will be resolved once the Panel is reestablished following the 2026 Local Government Elections.

DATA AND SUPPORTING INFORMATION

Link 1 - CEO Performance Review Panel Terms of Reference

ATTACHMENTS

Nil

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