

**ADELAIDE HILLS COUNCIL**  
**CEO PERFORMANCE REVIEW PANEL COMMITTEE**  
**MINUTES OF MEETING**  
**WEDNESDAY 2 APRIL 2025**  
**63 MOUNT BARKER, STIRLING**

In Attendance

**Presiding Member:** Ms Vanessa Godden

**Members:**

Cr Lucy Huxter	
Cr Nathan Daniell	
Cr Kirsty Parkin	
Cr Adrian Cheater	

In Attendance:

Zoë Gill	Executive Governance Officer
Michael Kelledy	Qualified Independent Person
Collette Ordish	HR Consultant

**1. COMMENCEMENT**

The meeting commenced at 6.30pm.

***OPENING STATEMENT***

**1.1** Council acknowledges that we meet on the traditional Country of the Peramangk and Kaurna people. We pay our respects to Ancestors and Elders past and present as the Custodians of this ancient and beautiful land.

**1.2** Together we will care for this place for the generations to come and in this context the decisions we make should be guided by the principle that nothing we do should decrease our children's ability to live on this land.

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1 Apology**

Cr Lucy Huxter

**2.2 Leave of Absence**

Nil

**2.3 Absent**

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Nil

**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 CEO Performance Review Panel Meeting – 18 December 2025**

**Moved Cr Adrian Cheater**

**S/- Cr Kirsty Parkin**

**PRP 1/25**

**That the minutes of the CEO Performance Review Panel meeting held on 18 December 2025 as distributed, be confirmed as an accurate record of the proceedings of that meeting**

**Carried Unanimously**

**4. PRESIDING MEMBER'S OPENING COMMENTS**

The Presiding Member:

- Thanked Collette Ordish for facilitating the CEO Performance Review and producing the CEO Review Report
- Outlined that the primary purpose of the meeting is to discuss the CEO Review Report and provide recommendations to Council
- Noted that the Executive Governance Officer had not seen the report
- Indicated she intended to seek leave of meeting to suspend formal meeting proceedings for agenda item 10.1

**5. DELEGATION OF AUTHORITY**

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

**6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE COMMITTEE**

Nil

**7. OFFICER REPORTS – DECISION ITEMS**

Nil

**8. MOTIONS WITHOUT NOTICE**

Nil

**9. QUESTIONS WITHOUT NOTICE**

Nil

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**10. CONFIDENTIAL ITEMS**

**10.1 CEO Review Report – Exclusion of the Public**

Moved Cr Nathan Daniell  
 S/- Cr Adrian Cheater

**PRP 2/25**

**The Committee resolves:**

**Pursuant to section 90(2) of the *Local Government Act 1999* the CEO Performance Review Panel (the Panel) orders that all members of the public, except:**

- Executive Governance Officer, Zoë Gill
- Independent Qualified Person, Michael Kelledy
- HR Consultant, Collette Ordish

**be excluded from attendance at the meeting for Agenda Item 10.1: (CEO Review Report) in confidence.**

**The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) above, be excluded to enable the Panel to consider the report at the meeting on the following grounds:**

**Section 90(3) (a) of the Local Government Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)**

**Accordingly, on this basis the principle that meetings of the Panel should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.**

**Carried Unanimously**

At 6.33pm, the Presiding Member, with leave of at least two thirds of the members present, suspended formal meeting procedures to discuss the CEO Review Report.

- The HR consultant, Collette Ordish, provided an overview of the process of developing the report and the outcomes of the report. She:
  - Noted that she wanted to ensure the report was transparent and that all feedback was captured
  - Noted there was a significant difference within elected member feedback
  - Noted that overall the CEO has achieved the KPIs and KRAs and that is in line with the CEOs self-assessment

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- Noted that there was a significant number of recommendations, but that these were all for discussion, and the Panel may want to consider whether adopting all at one time is necessary or achievable for the CEO
- The Panel asked the HR consultant questions about the report
- The HR consultant indicated that based on the questions, she wished to clarify some wording in the report that was open to misinterpretation and redistribute the report
- The QIP provided advice that the administrative law principle of procedural fairness requires that the CEO be given an opportunity to respond to the report prior to the Panel's recommendations to Council

At 7.39pm the Presiding Member determined that the period of suspension should be brought to an end and resumed formal meeting procedures.

**10.1.1 CEO Review Report**

**Moved Cr Adrian Cheater**  
**S/- Cr Nathan Daniell**

**PRP 3/25**

**The CEO Performance Review Panel resolves:**

1. **To note that the Panel has discussed the draft CEO Review Report.**
2. **To note that the Panel asked clarifying questions of the HR Consultant.**
3. **To receive and note the draft CEO Review Report, noting the HR consultant will make minor changes as highlighted by the consultant.**
4. **To note that step 8 of the CEO Performance Review process (“Full Performance Review – March 2025”) endorsed by Council provides:**

*At the conclusion of the entire process, the Chair of the panel and the HR Consultant provide timely, balanced feedback to the CEO, including recognition of any outstanding achievements, as well as constructive feedback regarding any areas requiring improvement or further development. The Chair of the panel and the HR Consultant can provide immediate feedback after the report is discussed by the Panel if required.*

5. **To note that it is necessary to provide the CEO with procedural fairness.**
6. **To note that in order to provide the CEO with procedural fairness and to inform the Panel's recommendations to Council, it is required that the draft report be provided to the CEO.**
7. **As per step 8 of the CEO Performance Review, the Chair of the Panel and HR consultant will provide the report to the CEO as soon as possible after the meeting.**

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8. That the CEO be invited to attend the 16 April 2025 CEO PRP Meeting and provide a response to the report so as to inform the recommendations the Panel will make to Council.

	Carried Unanimously
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**10.1.2 CEO Review Report – Duration of Confidentiality**

**Moved Cr Kirsty Parkin**  
**S/- Cr Nathan Daniell**

**PRP 4/25**

The CEO Performance Review Panel resolves:

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality
	NB: Item to be reviewed every 12 months if not released
Report	Until further order
Related Attachments	Until further order
Minutes	Until further order
Other (presentation, documents, or similar)	Until further order

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Council delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

	Carried Unanimously
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**11. NEXT MEETING**

The next ordinary meeting of the CEO Performance Review Panel will be held on Wednesday 16 April 2025 from 6.00pm at 63 Mt Barker Road Stirling.

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**12. CLOSE MEETING**

The meeting closed at 7.43pm