

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 21 MARCH 2024
63 MT BARKER ROAD STIRLING**

Presiding Member: Cr Chris Grant

Members:

Ms Vanessa Godden	Independent Member
Mayor Jan-Claire Wisdom	Leave of Absence
Cr Nathan Daniell	
Cr Kirsty Parkin	

In Attendance:

Mr Greg Georgopoulos	Chief Executive Officer
Tracy Riddle	Governance Support, Kelledy Jones Lawyers

1. COMMENCEMENT

The meeting commenced at 7:02pm

The Committee acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

Apology

Nil

Leave of Absence

Mayor Jan-Claire Wisdom

Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

That the minutes of the CEO Performance Review Panel meeting held on Thursday 8 February 2024 as distributed, be confirmed as an accurate record of the proceedings of that meeting at the next Panel meeting.

Moved Cr Daniell

PRP 13/24

S /- Ms V Godden

CARRIED UNANIMOUSLY

Presiding Member _____ 28 March 2024

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4. PRESIDING MEMBER'S OPENING COMMENTS

Recognised email circulated by Mayor this date re process on the CEO Performance Review, response provided to Mayor's queries.

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

10. CONFIDENTIAL ITEMS

Presiding Member _____ 28 March 2024

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10.1 CEO - Setting of KPIs – Exclusion of the Public

Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except:

- CEO, Greg Georgopoulos
- Tracy Riddle, Kelledy Jones Lawyers, Governance Support

be excluded from attendance at the meeting for Agenda Item 10.2: CEO - Setting of KPIs.

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

Section 90(3) (a) of the Local Government Act 1999, 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 Council should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

Moved Cr Parkin
S/- Acting Mayor Daniell

PRP 14/24

CARRIED UNANIMOUSLY

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10.2 CEO - Setting of KPIs – Confidential Item

At 7:08pm, the Presiding Member, with approval of at least two thirds of members present, suspended the operation of the formal meeting procedures.

The CEO was invited to speak to the draft KPI's and answer questions from Members.

Discussion included:

- CEO Development not a KPI, but rather a 'stand-alone' body of work to assist the CEO achieve the KPI's.
- To include 'success measures' of KPI's, not just 'activity progress'.
- Amend delivery of the KPI's to cover 12 months.

General discussion around support and resources to assist the CEO meet the KPI's

Cr Parkin left the meeting at 8:04pm.

Cr Parkin returned to the meeting at 8:06pm.

At 8:29 pm the Presiding Member determined that the period of suspension should be brought to an end.

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. That the CEO will refine the draft KPI's, to be returned to a Special Meeting of the CEO Performance Review Panel on 28 March 2024, for the consideration of the Panel, and proposed recommendation to the Council;
3. That a report be returned to the Panel with respect to the proposed CEO professional development plan.

Moved Acting Mayor Daniell
S/- Ms V Godden

PRP 15/24

CARRIED UNANIMOUSLY

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10.3 CEO – Setting of KPIs - Duration of Confidentiality

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 11.4 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 that the report, related attachments and the minutes of Committee and the discussion and considerations of the subject matter be retained in confidence until further order and be reviewed every twelve months.

Moved Acting Mayor Daniell
S/- Cr K Parkin

PRP 16/24

CARRIED UNANIMOUSLY

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10.4 CEO Performance Review Process – Exclusion of the Public

Moved Cr Daniell
S/- Cr Parkin

PRP 17/24

Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except:

- CEO, Greg Georgopoulos
- Tracy Riddle, Kelledy Jones Lawyers, Governance Support

be excluded from attendance at the meeting for Agenda Item 10.5: CEO Performance Review Process.

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

Section 90(3) (a) of the Local Government Act 1999, 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 Council 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 8:32pm, the Presiding Member, with approval of at least two thirds of members present, suspended the operation of the formal meeting procedures.

At 8:38 pm the Presiding Member determined that the period of suspension should be brought to an end.

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10.5 CEO Performance Review Process – Confidential Item

- 1. That Perks People Solutions be recommend to the Council to be engaged to assist with the CEO Performance Review process.**
- 2. That Administration contact the following legal services providers to provide a quotation to fulfil the position of Qualified Independent Person as part of the CEO Performance Review Process, with such quotations to be returnable Wednesday 27 March 2024, for the consideration of the Panel:**
 - Wallmans Lawyers
 - Mellor Olsson Lawyers
 - Kelledy Jones Lawyers
 - Norman Waterhouse Lawyers

**Moved Ms V Godden
S/- Acting Mayor Daniell**

PRP 18/24

CARRIED UNANIMOUSLY

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10.6 CEO Performance Review Process - Duration of Confidentiality

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 11.4 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 that until appointments are confirmed the report, related attachments and the minutes of Panel and the discussion and considerations of the subject matter be retained in confidence

Moved Cr K Parkin
S/- Ms V Goddens

PRP 19/24

CARRIED UNANIMOUSLY

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11. NEXT MEETING

The next meeting of the CEO Performance Review Panel to be held Thursday 28 March 2024 from 6.00pm, being a Special Meeting, at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 8:40pm

Presiding Member _____ 28 March 2024