

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Chris Grant

Members:

Ms Vanessa Godden	Independent Member
Mayor Jan-Claire Wisdom	
Deputy Mayor Melanie Selwood	
Cr Kirsty Parkin	

In Attendance:

Greg Georgopoulos	Chief Executive Officer
Zoë Gill	Governance and Risk Coordinator
Collette Ordish	Senior HR Consultant, Perks People Solutions

1. COMMENCEMENT

The meeting commenced at 6.33pm

1.1. Opening Statement

Council 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

2.1 Apology

Mayor Jan-Claire Wisdom

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

CEO Performance Review Panel Meeting – 28 March 2024

**Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden**

PRP 30/24

That the minutes of the CEO Performance Review Panel meeting held on 28 March 2024 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, Cr Chris Grant, thanked members for attending the meeting, noting it was difficult to determine an appropriate meeting time. He invited attendees to observe the meeting times the panel resolve at the meeting.

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

CEO Performance Review Panel Meeting Dates 2024 and 2025

**Moved Cr Melanie Selwood
S/- Cr Kirsty Parkin**

PRP 31/24

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To determine that the 2024 CEO Performance Review Panel Meetings will be conducted at 6.30pm at 63 Mt Barker Road, Stirling on the following dates:**
 - Wednesday 25 September 2024**

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

- **Wednesday 18 December 2024**

3. To determine that the 2025 CEO Performance Review Panel Meetings will be conducted at 6.30pm at 63 Mt Barker Road, Stirling following the schedule below:

- **Wednesday 5 February 2025**
- **Wednesday 26 March 2025**
- **Wednesday 25 June 2025**

4. That the CEO PRP Presiding Member be delegated to amend the meeting dates as required in consultation with the Administration.

Carried Unanimously

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Ms Vanessa Goddin sought clarification on the role of the qualified independent person compared to the independent member on the panel with HR experience.

Cr Kirsty Parkin sought clarification on Ms Collete Ordish's role.

10. CONFIDENTIAL ITEMS

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.1. CEO Performance Review Process Recommendations – Exclusion of Public

Moved Cr Melanie Selwood
S/- Cr Kirsty Parkin

PRP 32/23

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:

- Chief Executive Officer, Greg Georgopoulos
- Governance and Risk Coordinator, Zoë Gill
- Collette Ordish, Perks People Solutions, HR Consultant
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.1: CEO Performance Review Process Recommendations 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 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 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

Ms Ordish introduced the report

- CEO has undergone a 360° process as part of his probationary performance review
- KPIs have been recently endorsed and the review of these has begun at this meeting
- Proposing that the CEO PRP assesses the CEO against a matrix shaped around the KPIs, Key Results Areas from the CEO Position Description, and Personal Attributes from the CEO Position Description (with these replaced by the Values identified through the values project)

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

At 7.06pm the Presiding Member, with leave of at least two thirds of the members present, suspended the operations of the formal meeting procedures.

The Panel discussed the proposed review process, including:

- The importance of fairness and equity to the current CEO review process in comparison to previous processes
- That the CEO has been subjected to a number of unusual organisational challenges this year
- The timing of the review, noting:
 - Council's resolution that the review must be 6 months after the process is approved by Council (resolution on 19 December 2023 (344/23) and
 - there is a legislative obligation to conduct a review once in each year of the CEO's service (July-June)
- That reporting on the KPIs on a quarterly basis allows for ongoing monitoring by the CEO PRP, including in September, December, March and June
- That the staff values survey will provide feedback on values and culture of the organisation
- The need to develop a mechanism for key stakeholder to provide input to the CEO's performance

At 8.38pm the Presiding Member brought the period of suspension to an end.

10.1.1. CEO Performance Review Process Recommendations – Confidential Item

**Moved Ms Vanessa Godden
S/- Cr Kirsty Parkin**

PRP 33/23

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To recommend that Council approve the CEO Performance Review Process as supplied by Perks People Solutions with the following addition:**
 - (a) Develop a mechanism for key stakeholder input into the CEO's performance**
- 3. Council notes that the CEO PRP will continue to engage with the CEO on his progress against Key Performance Indicators on a quarterly basis**

Carried Unanimously

Presiding Member _____ 25 September 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.1.2. CEO Performance Review Process Recommendations – Duration of Confidentiality

Moved Cr Kirsty Parkin
S/- Cr Melanie Selwood

PRP 34/23

The Committee 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

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.2. Key Performance Indicators Report – Exclusion of Public

Moved Cr Kirsty Parkin
S/- Cr Melanie Selwood

PRP 35/24

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:

- Chief Executive Officer, Greg Georgopoulos
- Governance and Risk Coordinator, Zoë Gill
- Collette Ordish, Perks People Solutions, HR Consultant
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.2: Key Performance Indicators Report in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified 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 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 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

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
Monday 12 August 2024
63 MT BARKER ROAD STIRLING**

10.2.1. Key Performance Indicators Report – Confidential Item

The CEO presented his progress against the KPIs for June 2024.

**Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden**

PRP 36/24

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To advise Council that the CEO has substantially met the June 2024 Key Performance Indicators.**

Carried Unanimously

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on 25 September 2024 from 6.30pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 9.00pm.