

**ADELAIDE HILLS COUNCIL
SPECIAL CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
WEDNESDAY 18 SEPTEMBER 2024
45 ALBERT ST GUMERACHA**

In Attendance

Presiding Member: Cr Chris Grant

Members:

Cr Lucy Huxter	
Cr Melanie Selwood	
Cr Kirsty Parkin	Telephone

In Attendance:

Dr Zoe Gill	Executive Governance Officer
Greg Georgopoulos	Chief Executive Officer
Michael Kelledy	Kelledy Jones – Independent Qualified Person

1. COMMENCEMENT

The meeting commenced at 7.56pm.

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

Ms Vanessa Godden, Independent Member.

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 18 December 2024

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 12 August 2024

Moved Cr Melanie Selwood
S/- Cr Lucy Huxter

PRP 37/24

That the minutes of the CEO Performance Review Panel meeting held on 12 August 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 welcomed Cr Huxter as a member of the committee and thanked her for nominating to be on the Committee.

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

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10.1 CEO Key Performance Indicators – Exclusion of the Public

Moved Cr Lucy Huxter
S/- Cr Melanie Selwood

PRP 38/24

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
- Executive Governance officer, Zoë Gill
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.1: 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

10.1.1 CEO Key Performance Indicators – Confidential Item

At 8.00pm the Presiding Member, with leave of at least two thirds of the members present, suspended the operations of the formal meeting procedures.

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

At 8.48pm the Presiding Member brought the period of suspension to an end.

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Moved Cr Kirsty Parkin
S/- Cr Lucy Huxter

PRP 39/24

The Committee resolves:

1. That the report be received and noted.
2. To advise Council that the CEO has substantially met the September 2024 Key Performance Indicators to the satisfaction of the Committee.

Carried Unanimously

10.2 CEO Performance Review Process and Performance Criteria – Exclusion of the Public

Moved Cr Melanie Selwood
S/- Cr Lucy Huxter

PRP 40/24

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
- Executive Governance Officer, Zoë Gill
- Michael Kelledy, Kelledy Jones Lawyers, Qualified Independent Person

be excluded from attendance at the meeting for Agenda Item 10.2: (*CEO Review Process and Performance Criteria*) 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

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10.2.1 CEO Performance Review Process and Performance Criteria – Confidential Item

At 8.50 pm the Presiding Member, with leave of at least two thirds of the members present, suspended the operations of the formal meeting procedures.

Members discussed the changes to the performance review process and the performance criteria and suggested one change for clarity.

Members discussed the remuneration review process.

At 9.15pm the Presiding Member brought the period of suspension to an end.

**Moved Cr Melanie Selwood
S/- Cr Lucy Huxter**

PRP41/24

The Committee resolves:

- 1. That the report be received and noted.**
- 2. To recommend that Council adopts the CEO Performance Review Process (*Appendix 1*) and Performance Criteria (*Appendix 2*), with the following amendment:**
 - i. In relation to the CEO Performance Review Process (*Appendix 1*), point 2 of the 'KPI Progress Review – December 2024', removing the words 'and will include data and insights in addition to verbal commentary' on the last line and inserting 'evidentiary based' between the words 'provide' and 'insight' on the second line.**
- 3. That the Administration develop a remuneration review process report for consideration at the next CEO PRP Meeting, noting the current delay is due to this remuneration review being connected to the performance review process.**

Carried Unanimously

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10.2.2 CEO Performance Review Process and Performance Criteria – Duration of Confidentiality

Moved Cr Melanie Selwood
S/- Cr Lucy Parkin

PRP 42/24

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 10.2 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

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Wednesday 18 December 2024 from 6.30pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 9.32pm