

**ADELAIDE HILLS COUNCIL  
CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING  
THURSDAY 28 September 2023  
63 MT BARKER ROAD STIRLING**

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In Attendance

**Presiding Member:** Cr Chris Grant

**Members:**

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	
Cr Kirsty Parkin	

In Attendance:

Mr Greg Georgopoulos	Chief Executive Officer
Ms Rebecca Hunt	Recruitment & HR Consulting Manager, McArthur Management (Consultant)
Ms Jody Atkins	Minute Secretary

**1. COMMENCEMENT**

The meeting commenced at 6.04pm

**1.1. Acknowledgement of Country**

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna 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.

6.05pm Cr Kirsty Parkin arrived at the meeting

**2. APOLOGIES/LEAVE OF ABSENCE**

**2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

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**3. MINUTES OF PREVIOUS MEETINGS**

**3.1 CEO Performance Review Panel Meeting – 27 July 2023**

Moved Cr Nathan Daniell  
S/- Janet Miller

PRP9/23

**That the minutes of the CEO Performance Review Panel meeting held on 27 July 2023 as distributed, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
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**4. PRESIDING MEMBER'S OPENING COMMENTS**

Presiding Member, Cr Chris Grant praised the honesty and transparency that the CEO PRP Committee continues to display. He outlined that upon Committee review of the draft Terms of Reference high-level overview to some current practices may occur and will be welcomed.

**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**

**6.1 Nil**

**7. OFFICER REPORTS – DECISION ITEMS**

With leave of the meeting, all members present approved to move late report items 7.3 and 7.4 as the next items of business.

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**7.1      7.3    Late Report – Revised CEO Probation Review Process**

Moved Janet Miller

S/- Mayor Jan-Claire Wilson

PRP10/23

The CEO Performance Review Panel resolves:

1. That the late report be received and noted.
2. That the panel rescinds number 3 in minute number PRP6/23 at its meeting held on 6 July 2023, namely *“to recommend to Council to approve the proposed CEO Probationary Period Performance Review Process as detailed in Item 7.2, CEO Performance Review Panel Agenda – 6 July 2023”*.
3. That the panel recommend to Council to approve the revised CEO Probationary Period Performance Review Process and Key Performance Indicators during the probationary period as detailed in Appendix 1 in item 7.3, CEO Performance Review Panel Agenda 28 September 2023.

<b>Carried Unanimously</b>
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**7.2      7.4    Late Report – Draft CEO Performance Review Panel Terms of Reference**

Moved Mayor Jan-Claire Wisdom

S/- Cr Nathan Daniell

PRP11/23

The CEO Performance Review Panel resolves:

1. That the late report be received and noted.
2. That the Panel provided feedback to Administration on the draft Terms of Reference for incorporation into the final document for Council consideration.

<b>Carried Unanimously</b>
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**7.3      7.1    Interim Performance Review & Development Report**

Moved Cr Parkin

S/- Cr Nathan Daniell

PRP12/23

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The CEO Performance Review Panel resolves:

1. That the panel rescinds Item 7.1 Interim Performance Review & Development Report and replaces it with Item 7.3 revised CEO Probation Review Process.

<b>Carried Unanimously</b>
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**7.4      7.2      CEO Probation Review Survey and Key Performance Indicators Report**

Moved Cr Kirsty Parkin  
S/- Cr Nathan Daniell

**PRP13/23**

The CEO Performance Review Panel resolves:

1. That the panel rescinds Item 7.2 CEO Probationary Period Performance Review Process and Key Performance Indicators and replaces it with Item 7.3 revised CEO Probation Review Process.

<b>Carried Unanimously</b>
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**8.            MOTIONS WITHOUT NOTICE**

Moved Mayor Jan-Claire Wisdom  
S/- Cr Kirsty Parkin

**PRP14/23**

That CEO PRP Committee thanks Janet Miller for her excellent assistance, professional advice and service during her term and wish her well in her future endeavours.

<b>Carried Unanimously</b>
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**9.            QUESTIONS WITHOUT NOTICE**

Nil

**10.          CONFIDENTIAL ITEMS**

Nil

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**11. NEXT MEETING**

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 14 December 2023 from 6.00pm at 63 Mt Barker Road Stirling.

**12. CLOSE MEETING**

The meeting closed at 7.17pm