



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Members**

Cr Chris Grant, Presiding Member

Mayor Jan-Claire Wisdom

Deputy Mayor Melanie Selwood

Cr Kirsty Parkin

Ms Vanessa Godden, Independent Member

Notice is given pursuant to the provisions under Section 87 of the *Local Government Act 1999* that the next meeting of the CEO Performance Review Panel will be held on:

Monday 12 August 2024
6.30pm
63 Mt Barker Road Stirling

A copy of the Agenda for this meeting is supplied under Section 87 of the Act.

Committee meetings are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 88 of the Act.

A handwritten signature in black ink, appearing to read 'GG', is positioned above the printed name of the Chief Executive Officer.

Greg Georgopoulos
Chief Executive Officer



CEO PERFORMANCE REVIEW PANEL

AGENDA FOR MEETING
Monday 12 August 2024
6.30pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

- 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.

2. APOLOGIES/LEAVE OF ABSENCE

- 2.1. Apology
2.2. Leave of Absence
2.3. Absent

3. MINUTES OF PREVIOUS MEETINGS

CEO Performance Review Panel – 28 March 2024

That the minutes of the CEO Performance Review Panel meeting held on Thursday 28 March 2024 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4. PRESIDING MEMBER'S OPENING REMARKS

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 PANEL

7. OFFICER REPORTS – DECISION ITEMS

7.1. CEO Performance Review Panel Meeting Dates 2024 and 2025

8. MOTIONS WITHOUT NOTICE

9. QUESTIONS WITHOUT NOTICE

10. CONFIDENTIAL ITEMS

10.1. CEO Performance Review Process Recommendations

10.2. Key Performance Indicators Report

11. NEXT MEETING

The next CEO Performance Review Panel meeting time to be advised.

12. CLOSE MEETING

Minutes of CEO Performance Review Panel

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 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
Dr Zoë Gill	Governance & Risk Coordinator

1. COMMENCEMENT

The meeting commenced at 6.00pm

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

2.1 Apology

Nil

2.2 Leave of Absence

Mayor Jan-Claire Wisdom

2.3 Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

Moved Cr Kirsty Parkin
S /- Ms Vanessa Godden

PRP 20/24

That the minutes of the CEO Performance Review Panel meeting held on Thursday 21 March 2024 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Presiding Member _____ 23 May 2024

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

Carried Unanimously

4. PRESIDING MEMBER'S OPENING COMMENTS

Thanked members for their efforts so far in relation to the setting of KPIs and the CEO performance review process, noting it has been rigorous and produced a positive outcome.

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 PANEL

Nil

7. OFFICER REPORTS – DECISION ITEMS

Nil

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.1 CEO - Setting of KPIs – Exclusion of the Public

Moved Cr Nathan Daniel
S/- Cr Kirsty Parkin

PRP 21/24

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

- CEO, Greg Georgopoulos
- Zoë Gill, Governance and Risk Coordinator

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

The Panel is satisfied that it is necessary that the public, with the exception of the persons 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
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.1.2 CEO – Setting of KPIs - Duration of Confidentiality

Moved Cr Kirsty Parkin
S/- Cr Nathan Daniel

PRP 23/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel’s decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, 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 the KPIs have been endorsed by Council
Related Attachments	Until the KPIs have been endorsed by Council
Minutes	Until the KPIs have been endorsed by Council
Other (presentation, documents, or similar)	Until the KPIs have been endorsed by Council

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.2 Chief Executive Officer’s Performance Review 2024/25– Exclusion of the Public

Moved Cr Kirsty Parkin
S/- Ms Vanessa Godden

PRP 24/24

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

- CEO, Greg Georgopoulos
- Zoë Gill, Governance and Risk Coordinator

be excluded from attendance at the meeting for Agenda Item 10.2: Chief Executive Officer’s Performance Review 2024/25.

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).
- Section 90(3)(b) of the *Local Government Act 1999*, information the disclosure of which (i) could reasonably be expected to confer a commercial advantage on a person with whom the Panel is conducting, or proposing to conduct business, or to prejudice the commercial position of the Panel; and (ii) would, on balance be contrary to the public interest.
- Section 90(3)(d) of the *Local Government Act 1999*, information the disclosure of which (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and (ii) would, on balance, be contrary to the public interest.

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
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.2.2 Chief Executive Officer's Performance Review 2024/25 - Duration of Confidentiality

Moved Ms Vanessa Godden
S/- Cr Kirsy Parkin

PRP 26/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered Agenda Item 10.2 Chief Executive Officer's Performance Review 2024/25 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	28 March 2027
Related Attachments	28 March 2027
Minutes	until the appointment has been confirmed
Other (presentation, documents, or similar)	28 March 2027

Carried Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.3 Chief Executive Officer’s Professional Development 2024 - Duration of Confidentiality

Moved Cr Nathan Daniel
S/- Cr Kirsty Parkin

PRP 27/24

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

- CEO, Greg Georgopoulos
- Zoë Gill, Governance and Risk Coordinator

be excluded from attendance at the meeting for Agenda Item 10.3: Chief Executive Officer’s Development Plan 2024.

The Panel is satisfied 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
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

10.3.2 Chief Executive Officer's Professional Development 2024 - Duration of Confidentiality

Moved Cr Nathan Daniel
S/- Cr Kirsty Parkin

PRP 29/24

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered Agenda Item 10.3 Chief Executive Officer's Professional Development 2024 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 the development plan has been endorsed by Council, but not longer than 21 March 2025
Related Attachments	until the development plan has been endorsed by Council, but not longer than 21 March 2025
Minutes	until the development plan has been endorsed by Council, but not longer than 21 March 2025
Other (presentation, documents, or similar)	until the development plan has been endorsed by Council, but not longer than 21 March 2025

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 28 MARCH 2024
63 MT BARKER ROAD STIRLING**

Carried Unanimously

11. NEXT MEETING

The next meeting of the CEO Performance Review Panel to be held Thursday 23 May 2024 from 6.00pm, at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.10pm

Administration Reports Decision Items

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Monday 12 August 2024
AGENDA BUSINESS ITEM**

Item: 7.1

Responsible Officer: Zoë Gill
Governance and Risk Coordinator
CEO's Office

Subject: CEO Performance Review Panel Meeting Dates 2024 and 2025

For: Decision

SUMMARY

The role of the CEO Performance Review Panel (the 'Panel') is to provide advice to Council on matters relating to the performance and development of the CEO. The purpose of this report is to review the 2024 meeting dates for the Panel and to schedule dates for early 2025.

RECOMMENDATION

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 6.00pm at 63 Mt Barker Road, Stirling on the following dates:
 - Wednesday 25 September 2024
 - Wednesday 18 December 2024
3. To determine that the 2025 CEO Performance Review Panel Meetings will be conducted at 6.00pm 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 CEOPRP PRP Presiding Member be delegated to amend the meeting dates as required in consultation with the Administration.

1. BACKGROUND

Currently there are CEO PRP Meetings scheduled for:

- Thursday 19 September 2024

- Thursday 21 November 2024
- Wednesday 18 December 2024

Due to some significant availability challenges within members of the Review Panel it is necessary to review the meeting dates for the rest of 2024 and to plan the 2025 schedule to align with the CEO Key Performance Indicators dates.

Panel's Functions

The Panel Terms of Reference (the 'TOR') sets out that the overall role of the Panel is to provide advice to Council on matters relating to the performance and development of the CEO. The TOR further provides for the following specific functions:

- 3.1 The Panel is to provide advice to Council on the CEO's performance and development, including, but not limited to, the following matters:
 - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
 - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
 - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular assessing performance against the agreed Performance Targets and Position Description requirements;
 - 3.1.4 Identifying development opportunities for the CEO;
 - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO in accordance with Section 99A of the Act, as well as any Determination made by the Remuneration Tribunal; and
 - 3.1.6 Making recommendations to Council on the conclusion of the review, including with respect to the Employment Agreement as between Council and the CEO.

Panel Meeting Schedule

The Panel has historically met approximately quarterly to undertake its performance monitoring function with additional meetings and workshops as required to undertake the various steps of the annual performance review process. It is recommended that the meetings are aligned with the dates in the CEO Key Performance Indicators to maximise the reporting opportunities of each meeting.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal Organisation

- Objective O1 We have the right people with the right knowledge and skills in the right jobs and they are supported and developed.
- Priority O1.4 Continue to support all staff through training, mentoring, coaching and development to enable the achievement of organisational and community goals

The requirement for the Panel to undertake regular review of performance enables accountability to be demonstrated and any recommendations on performance and development of the CEO to be identified, supported and managed.

➤ **Legal Implications**

The CEO Performance Review Panel is a Section 41 Committee of Council under the *Local Government Act 1999* (the 'Act').

Section 87 of the Act sets out the provisions for the calling and timing of Council Committee meetings. Section 88 of the Act sets out the provisions relating to public notice of Council Committee meetings.

Section 102A of the Act is also a newer provision which requires the council to review the performance of its CEO at least once each year and, if relevant, before the reappointment of its CEO. Further in the course of the performance review, the council must obtain and consider the advice of a qualified independent person.

➤ **Risk Management Implications**

The holding of regular meetings allows the CEO PRP to regularly review the CEO's performance. Undertaking regular review of the CEO's performance will assist in mitigating the risk of:

Deficient CEO performance review practices resulting in a lack of accountability and loss of stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
Medium (3C)	Low (2D)	Low (2D)

Non-achievement of CEO Performance Targets resulting in loss of community benefit and/or opportunities and/or stakeholder confidence.

Inherent Risk	Residual Risk	Target Risk
High (3B)	Medium (3C)	Medium (3C)

Note: there are many other controls that also assist in managing these risks.

➤ **Financial and Resource Implications**

There are no financial or resources implications in accepting this report.

➤ **Customer Service and Community/Cultural Implications**

There is an expectation that the requirements of the Terms of Reference will be adhered to and the CEO Performance Review Panel will have nominated meetings to undertake the work of the Panel and make recommendations to Council.

As a section 41 Committee, the schedule of meetings will be posted on Council's website and meetings are open to the public unless the provisions of s90 (Meetings to be held in public except in special circumstances) apply to specific agenda items.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

<i>Council Committees:</i>	Not applicable
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	Not applicable

➤ **Additional Analysis**

Delegation to amend meeting dates

It is recommended that the CEOPRP Presiding Member be delegated to amend the meeting dates as required in consultation with the Administration. This delegation is envisaged for Panel Member or CEO absences.

Alignment with Key Performance Indicators and Review Process

It is recommended that in determining the meeting schedule the relevant reporting dates and review process schedule is considered. It is recommended that meetings are held in September 2024 and December 2024 and February, March and June 2025 to enable the Panel to progress the proposed CEO performance review process once endorsed by Council. A proposed timeline is provided in the Confidential Recommended Process for CEO Performance Review report (Agenda item 10.1)

Meeting Dates

The following dates are proposed for the rest of the 2024 meetings which will be held at 6.30pm at 63 Mount Barker Road, Stirling:

- **Wednesday 25 September 2024**
- **Wednesday 18 December 2024**

A panel member will be on leave until 21st September 2024, necessitating a change to the September meeting.

The following dates are proposed for the 2025 quarterly meeting dates which will be held at 6.30pm at 63 Mount Barker Road, Stirling:

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

A consistent approach to scheduling meetings is recommended to allow for community access to meetings that are not confidential and to allow scheduling of the panels other commitments.

3. OPTIONS

The Panel has the following options:

1. That the Panel adopts the proposed meeting dates or adjusts these to suit Panel Member availability. (Recommended)
2. That the Panel does not adopt the proposed meeting dates and no meetings are held regarding CEO PRP. (Not Recommended)

4. APPENDICES

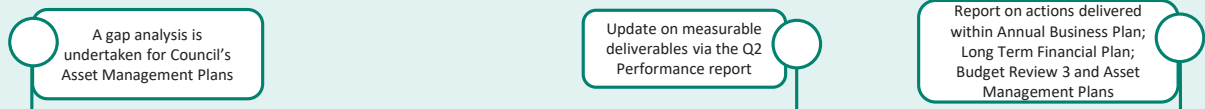
- (1) CEO Key Performance Indicators 2024

Appendix 1

CEO Key Performance Indicators 2024

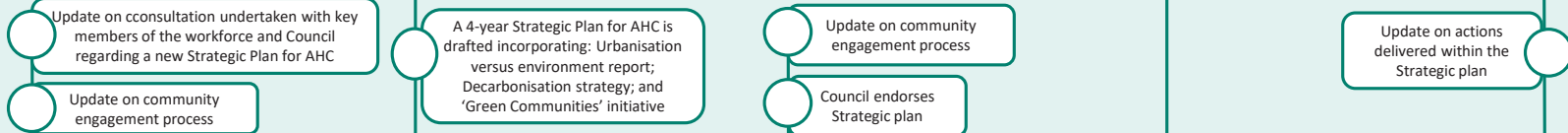
Pillar 1 - Organisational Health

KPI #1– Develop, Implement and Deliver against Council’s 2024/2025 Operational Plans on time and within budget (+ or – 10%)



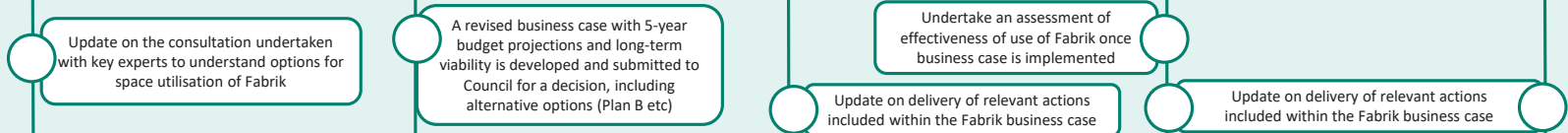
Pillar 2 - Council Vision & Strategy

KPI #2 – Develop, implement and deliver against a new strategic plan for Adelaide Hills Council



Pillar 3 - Strategic Projects

KPI #3 – Develop and implement a business case for space utilisation for Fabrik (Art Hub)

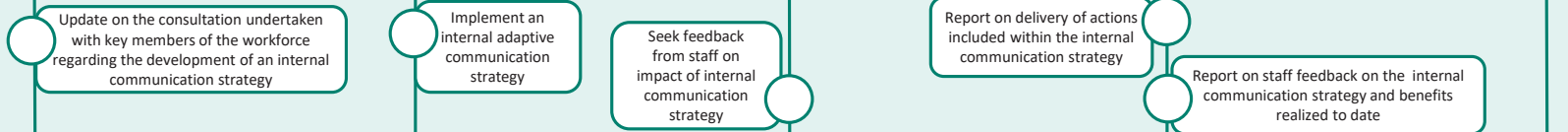


KPI #4 – Complete the Essential Build of the CRM System Upgrade, ensuring there are effective processes for communicating updates and outcomes/resolutions to customers

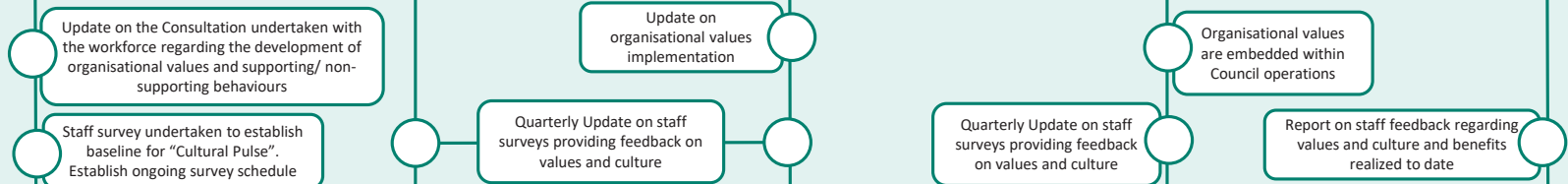


Pillar 4 - Organisational Culture

KPI#5 – Develop, implement and deliver upon an internal communications strategy



KPI# –6 Develop and implement a revised set of organisational values



- Legend**
- ✔ = complete
 - = in progress
 - ✘ = attention needed

