



## CEO PERFORMANCE REVIEW PANEL

### NOTICE OF MEETING

To: **Presiding Member** Mayor Bill Spragg

#### **Members**

Cr Jan Loveday  
Cr Jan-Claire Wisdom  
Cr Linda Green  
Ms Paula Davies, Independent Member

Notice is hereby 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 18 August 2014**  
**63 Mt Barker Road Stirling**  
**4.00pm**

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

Meetings of the Council and Committees are open to the public and interested members of this community are welcome to attend.

**Andrew Aitken**  
**Chief Executive Officer**



**AGENDA FOR CEO PERFORMANCE REVIEW PANEL MEETING**  
**Monday 18 August 2014**  
**63 Mt Barker Road, Stirling**  
**4.00pm**

**ORDER OF BUSINESS**

*Council Vision*

*Nurturing our unique place and people*

*Council Mission*

*Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy*

**1. COMMENCEMENT**

**2. APOLOGIES**

**2.1 Leave of Absence**

**3. MINUTES OF PREVIOUS MEETING – 15 July 2014**

That the minutes of the meeting held on 15 July 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

**4. 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.

**5. DECLARATION OF INTEREST BY MEMBERS OF COMMITTEE**



**6. REPORTS**

- 6.1. Debrief on CEO Performance Review Draft Report, remuneration information & proposed KPIs (Confidential)**

**7. NEXT MEETING**

The next CEO Performance Review Panel Committee meeting will be held on at date to be advised at 63 Mount Barker Road, Stirling.

**8. CLOSE CEO PERFORMANCE REVIEW PANEL MEETING**

**ADELAIDE HILLS COUNCIL CEO PERFORMANCE REVIEW PANEL  
MONDAY 18 AUGUST 2014  
AGENDA BUSINESS ITEM**

**Item:** 6.1

**Originating Officer:** Megan Sutherland, Manager Organisational Development

**Subject:** Debrief on CEO Performance Review Draft Report, remuneration information and proposed KPI's

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1. Debrief on CEO Performance Review Draft Report, remuneration information and proposed KPI's – Exclusion of the Public

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

- Manager Organisational Development, Megan Sutherland
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.1 (Debrief on CEO Performance Review Draft Report, remuneration information and proposed KPI's).

The CEO Performance Review Panel is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the 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), being the personal affairs of the Chief Executive Officer, in that details of his performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The CEO Performance Review Panel is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the Chief Executive Officer's performance may prematurely be disclosed before the details of the review have been discussed with the Chief Executive Officer.

**7. Debrief on CEO Performance Review Draft Report, remuneration information and proposed KPI's – Exclusion of the Public**

**That having considered Agenda Item 6.1 (Debrief on CEO Performance Review Draft Report, remuneration information and proposed KPI's) in confidence under section 90(2) and 90(3)(a) of the *Local Government Act 1999*, the CEO Performance Review Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and report pertaining to this matter be retained in confidence until the 2013/14 CEO Performance Review process is complete.**

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING TUESDAY 15 JULY 2014  
63 MT BARKER ROAD STIRLING**

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Present:

Mayor Bill Spragg

Councillors	Ward
Councillor Jan Loveday	Marble Hill
Councillor Linda Green	Onkaparinga Valley
Ms Paula Davies	Independent Member

In Attendance

Megan Sutherland	Manager Organisational Development
Pam Williams	Minute Secretary

**1 Commencement**

The meeting commenced at 3.10pm.

**2 Apologies/Leave of Absence**

**2.1 Apology**

Cr Jan-Claire Wisdom

**2.2 Leave of Absence**

Nil

**3 Previous Minutes**

**3.1 CEO Performance Review Panel Committee**

**Moved Mayor Bill Spragg**  
**S/- Cr Jan Loveday**

**11**

**That the minutes of the meeting held on 4 February 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

**Carried Unanimously**

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING TUESDAY 15 JULY 2014  
63 MT BARKER ROAD STIRLING**

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**4 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.

**5 Declaration of Interest by Members of Panel**

Cr Loveday has used the services of one of the consultants in her capacity as a board member.

**6 Reports**

**6.1 Process & Schedule for CEO Performance Review Process**

Moved Cr Jan Loveday  
S/- Cr Linda Green

12

1. That the report be received and noted.
2. That after discussion the Panel agrees to the process and schedule to undertake the CEO Performance Review for 2014, noting the change of date for the next meeting to Monday 18 August from 4.00pm.

**Carried Unanimously**

**6.2 Engaging Consultant, Questionnaire & Report Format for CEO Performance Review**

Moved Cr Linda Green  
S/- Cr Jan Loveday

13

That the Panel resolves:

1. That the report be received and noted
2. To delegate Mayor Bill Spragg to discuss and agree the questionnaire with the consultant, using the feedback from the Panel from this meeting, including consultation with the CEO, by the consultant.
3. To delegate Mayor Bill Spragg to discuss and agree the report format with the consultant, using the feedback from the Panel from this meeting and through further consultation with the Panel outside the meeting (via email and/or phone).

**Carried Unanimously**

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING TUESDAY 15 JULY 2014  
63 MT BARKER ROAD STIRLING**

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**6.3 Confidential Items**

**6.3.1 Appointment of Consultant to facilitate Review – Exclusion of the Public**

**Moved Mayor Bill Spragg  
S/- Cr Jan Loveday**

**14**

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

- Independent Member, Paula Davies
- Manager Organisational Development, Megan Sutherland
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.3: Appointment of Consultant to undertake the CEO Performance Review.

The Panel is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item 6.3 is information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person (firm) who supplied the information and/or convey a commercial advantage on a third party.

The Panel is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because consideration of the item in a public forum would unreasonably disclose information of commercial sensitivity of the consultants that provided a proposal.

**Carried Unanimously**



**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING TUESDAY 15 JULY 2014  
63 MT BARKER ROAD STIRLING**

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**6.3.4 Appointment of Consultant to facilitate Review – Period of Confidentiality**

Moved Cr Jan Loveday  
S/- Cr Linda Green

16

That having considered Agenda Item 6.3 (Appointment of Consultant to undertake the CEO performance Review) in confidence under section 90(2) and 90(3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7)(b) of the Act, orders that the documents, reports and minutes pertaining to this matter be retained in confidence for a period of 12 months.

**Carried Unanimously**

**7 Next Meeting**

The next CEO Performance Review Panel Committee meeting will be held on Monday 18 August, 4.00pm – 6.00pm, at 63 Mt Barker Road Stirling.

**8 Close Committee meeting**

The meeting closed at 4.45pm.