

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 2 SEPTEMBER 2014
63 MT BARKER ROAD STIRLING**

Members:**Mayor Bill Spragg**

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

In Attendance

Megan Sutherland	Manager Organisational Development
Lachlan Miller	Manager Governance & Risk
Andrew Aitken	Chief Executive Officer

1 Commencement

The meeting commenced at 4.02pm

1.1 Appointment of acting Presiding Member

Moved Cr Jan Loveday
S/- Cr Jan-Claire Wisdom

Carried unanimously
21

That Cr Jan-Claire Wisdom be appointed as acting Presiding Member for this meeting.

2 Apologies/Leave of Absence**2.1 Apology**

Mayor Bill Spragg

2.2 Leave of Absence

Nil

2.3 Absent

Nil

3 Previous Minutes of CEO Performance Review Panel Committee – 18 August 2014

Moved Paula Davies
S/- Cr Jan Loveday

Carried unanimously
22

That the minutes of the meeting held on 18 August 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

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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 Council

Nil

6 Reports

6.1 2013-14 CEO Performance Review (Confidential)

1. 2013-14 CEO Performance Review – Exclusion of the Public

Moved Cr Jan Loveday
S/- Cr Linda Green

Carried unanimously
23

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:

- CEO, Andrew Aitken
- Manager Governance & Risk, Lachlan Miller
- Manager Organisational Development, Megan Sutherland
- Matthew Hobby, Consultant, McArthur
- Rebecca Hunt, Consultant, McArthur

be excluded from attendance at the meeting for Agenda Item 6.1: 2013-14 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 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 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.

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Rebecca Hunt tabled a document entitled "Summary Report on Performance Review 2013-14 Chief Executive Officer – Andrew Aitken".

Matthew Hobby and Rebecca Hunt addressed the Panel regarding the changes/revisions from the previous version of the Performance Review document.

2. 2013-14 CEO Performance Review – Confidential Item

RELEASED 9 SEPTEMBER 2014

**Moved Cr Linda Green
S/- Paula Davies**

**Carried unanimously
24**

That the Panel:

- 1. Receives and notes the report.**
- 2. Recommends to Council that the CEO has achieved 'Competent Performance' in relation to the 2013-14 Performance Review.**

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3. 2013-14 CEO Performance Review – Period of Confidentiality

Moved Cr Jan Loveday Carried unanimously
S/- Cr Jan-Claire Wisdom 25

That having considered Agenda Item 6.1 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Performance Review process has been completed by the acceptance of a final report by Council.

Leave of the meeting was granted to move to Item 6.3

6.3 2014-15 CEO Key Performance Indicators (Confidential)

1. 2014-15 CEO Key Performance Indicators – Exclusion of the Public

Moved Cr Linda Green Carried unanimously
S/- Cr Jan Loveday 26

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:

- CEO, Andrew Aitken
- Manager Organisational Development, Megan Sutherland
- Manager Governance & Risk, Lachlan Miller
- Matthew Hobby, Consultant, McArthur
- Rebecca Hunt, Consultant, McArthur

be excluded from attendance at the meeting for Agenda Item 6.3: 2014-15 CEO Key Performance Indicators.

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 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 regime will be discussed, which are sensitive and are details only known to those who have participated in the review process.

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 the disclosure of considerations of the Chief Executive Officer's performance review regime may prematurely be disclosed before the details of the regime have been discussed with the Chief Executive Officer.

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Megan Sutherland tabled a document containing an updated version of the CEO Key Performance Indicators.

Andrew Aitken addressed the Panel regarding the revised KPIs.

2. 2014-15 CEO Key Performance Indicators – Confidential Item

RELEASED 9 SEPTEMBER 2014

**Moved Cr Jan Loveday
S/- Paula Davies**

**Carried unanimously
27**

That the Panel:

- 1. Receives and notes the report.**
- 2. Recommends to Council to adopt the suite of KPIs as tabled with the following amendments:**
 - a. KPI 2b – the wording to refer to a framework with timelines rather than a timetable;**
 - b. KPI 6 – to be deleted;**
 - c. KPIs 8 & 9 – the KPIs to be combined and the wording to be revised to make reference to the Customer Services Framework with the two sub elements being the conduct of the Customer Service Survey and the performance reporting against the key customer service standards;**
 - d. KPI 10 – the wording to be revised to “Improve the cultural performance of the organisation to be demonstrated by improvement to the average satisfaction responses from the 2014 to the 2015 Employee Opinion Survey” and the removal of the listing of survey questions (1 -13); and**
 - e. Rationalise the numbering of the KPIs to take into account the changes made.**

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3. 2014-15 CEO Key Performance Indicators – Period of Confidentiality

Moved Cr Jan Loveday Carried unanimously
S/- Cr Linda Green 28

That having considered Agenda Item 6.3 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Key Performance Indicator setting process has been completed by the adoption of a final suite of 2014-15 CEO Key Performance Indicators by Council.

6.2 2013-14 CEO Remuneration Review 2014-14 (Confidential)

1. 2013-14 CEO Remuneration Review – Exclusion of the Public

Moved Cr Linda Green Carried unanimously
S/- Paula Davies 29

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:

- Manager Organisational Development, Megan Sutherland
- Manager Governance & Risk, Lachlan Miller
- Matthew Hobby, Consultant, McArthur
- Rebecca Hunt, Consultant, McArthur

be excluded from attendance at the meeting for Agenda Item 6.2: 2013-14 CEO Remuneration 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 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 remuneration package will be discussed, which are sensitive and are details only known to those who have participated in the review process.

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 the disclosure of considerations of the Chief Executive Officer's remuneration package may prematurely be disclosed before the details of the package have been discussed with the Chief Executive Officer.

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Rebecca Hunt tabled a document entitled "Confidential Remuneration Review Chief Executive Officer Adelaide Hills Council".

Matthew Hobby addressed the Panel on the contents of the document.

2. 2013-14 CEO Remuneration Review – Confidential Item

RELEASED 9 SEPTEMBER 2014

**Moved Cr Linda Green
S/- Cr Jan Loveday**

**Carried unanimously
30**

That the Panel:

- 1. Receives and notes the report.**
- 2. Recommends to Council to increase the CEO's TEC Package by 3.15% to commence from 1 October 2014.**

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3. 2013-14 CEO Remuneration Review – Period of Confidentiality

Moved Cr Jan Loveday
S/- Cr Linda Green

Carried unanimously
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That having considered Agenda Item 6.2 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Remuneration Review process has been completed when Council has determined the 2014-15 Total Employment Cost package.

7 Next Meeting

The next CEO Performance Review Panel Committee meeting will be held on a date to be determined at 63 Mt Barker Road Stirling.

8 Close Committee meeting

The meeting closed at 5.43pm.