

**ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

13

(These minutes will be confirmed at the next meeting of this Panel)

Members:

Presiding Member: Cr Jan Loveday

Cr Jan-Claire Wisdom
Cr Ian Bailey
Ms Paula Davies, Independent Member

In attendance:

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

- 1 Commencement**
The meeting commenced at 9.04am
- 2 Apologies/Leave of Absence**
 - 2.1 Apology**
An apology was received from Mayor Bill Spragg
 - 2.2 Leave of Absence**
Nil
 - 2.3 Absent**
Nil

Presiding Member _____

**ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

14

(These minutes will be confirmed at the next meeting of this Panel)

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting – 20 September 2017

Moved Paula Davies

CEO 18/17

S/- Cr Jan-Claire Wisdom

That the minutes of the CEO Performance Review Panel meeting held on 20 September 2017 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

4 Presiding Member's Opening Comments

Cr Jan Loveday advised that this was the last meeting of the current Panel. She thanked Cr Ian Bailey for his contribution and advised the panel that Cr Linda Green will be the incoming Council Member.

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 Interest by Members of the Committee

Nil

7 Officer Reports – Decision Items

7.1 Update on CEO Performance Targets 2017-2018

Moved Paula Davies

CEO 19/17

S/- Cr Jan-Claire Wisdom

That the CEO Performance Review Panel resolves that the report be received and noted.

Carried Unanimously

8 Motions Without Notice

Nil

9 Questions Without Notice

Nil

ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING

15

(These minutes will be confirmed at the next meeting of this Panel)

10 Confidential items

10.1 CEO Performance Review 2017 – Exclusion of the Public

Moved Cr Ian Bailey

CEO 20/17

S/- Cr Jan-Claire Wisdom

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:

- Executive Manager Organisational Development, Megan Sutherland
- Executive Manager Governance and Performance, Lachlan Miller

be excluded from attendance at the meeting for Agenda Item 10.1: (CEO Remuneration Review 2017) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) 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), being the personal affairs of the Chief Executive Officer, in that details of his performance review will be discussed.

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
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING

16

(These minutes will be confirmed at the next meeting of this Panel)

10.1.1 CEO Performance Review 2017 – Confidential Item

RELEASED 1 FEBRUARY 2018

Moved Cr Ian Bailey
S/- Paula Davies

CEO 21/17

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council that the CEO 'exceeds expectations' in relation to the 2017 CEO Performance Review.
3. To recommend to Council to update the position description key responsibilities as follows:
 - 3.1 'Stakeholder Management and Communication' update point 9 to read: '*9. liaise with community and business groups to facilitate economic growth and community development for the AHC district.*'
 - 3.2 'Operational Management, Governance and Major Projects', update point 4 to read: '*4. Endeavour to have major projects completed on time and within budget and project status is regularly monitored and communicated to CM's.*'

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

17

(These minutes will be confirmed at the next meeting of this Panel)

10.1.2 CEO Performance Review 2017 – Period of Confidentiality

Moved Cr Jan-Claire Wisdom
S/- Paula Davies

CEO 22/17

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 at Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of the Panel and the discussion and considerations of the subject matter be retained in confidence until the CEO has been advised in writing, but not longer than 1 month from the date of the decision of Council.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Panel delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

18

(These minutes will be confirmed at the next meeting of this Panel)

10.2 CEO Remuneration Review 2017 – Exclusion of the public

Moved Paula Davies
S/- Cr Ian Bailey

CEO 23/17

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:

- Executive Manager Organisational Development, Megan Sutherland
- Executive Manager Governance and Performance, Lachlan Miller

be excluded from attendance at the meeting for Agenda Item 10.2: (CEO Remuneration Review 2017) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) 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), being the personal affairs of the Chief Executive Officer, in that details of his remuneration package will be discussed.

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
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

19

(These minutes will be confirmed at the next meeting of this Panel)

10.2.1 2017 CEO Remuneration Review – Confidential Item

RELEASED 1 FEBRUARY 2018

Moved Paula Davies
S/- Cr Ian Bailey

CEO 24/17

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. That no increase is paid as part of the 2017 performance review due to the renegotiation of the new Employment Agreement and Total Employment Cost Package that commenced from 1 July 2017.

Carried Unanimously

**ADELAIDE HILLS COUNCIL
MINUTES OF CEO PERFORMANCE REVIEW PANEL
WEDNESDAY 8 NOVEMBER 2017
63 MT BARKER ROAD STIRLING**

20

(These minutes will be confirmed at the next meeting of this Panel)

10.2.2 2017 CEO Remuneration Review – Period of Confidentiality

Moved Cr Ian Bailey
S/- Paula Davies

CEO 25/17

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 at Agenda Item 10.2 in confidence under sections 90(2) and 90(3)(a) of the Local Government Act 1999, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of the Panel and the discussion and considerations of the subject matter be retained in confidence until the CEO has been advised in writing, but not longer than 1 month from the date of the decision of Council.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, that the Panel delegates the power to revoke the confidentiality order to the Chief Executive Officer, or his sub-delegate.

Carried Unanimously

11 Next Meeting

The next CEO Performance Review Panel meeting will be called as a Special Meeting

12 Close Meeting

The meeting closed at 9.35am