

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 SEPTEMBER 2020
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Paula Davies	Independent Member
Acting Mayor Nathan Daniell	
Cr Kirsty Parkin	

In Attendance:

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

1. COMMENCEMENT

The meeting commenced at 6.00pm

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

At its 25 August 2020 meeting, Council approved a leave of absence for Mayor Wisdom from 24 August to 25 September 2020.

2.3 Absent

Nil

Presiding Member _____ 26 November 2020

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 9 July 2020

Moved Paula Davies
S/- Cr Kirsty
Parkin
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PRP14/2

That the minutes of the CEO Performance Review Panel meeting held on 9 July 2020 as distributed, be confirmed as an accurate record of the proceedings of that meeting with the amendment that Cr Daniell was an apology.

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Nil

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

7.1 CEO Performance Targets Update

Moved Cr Nathan Daniell
S/- Cr Kirsty Parkin

PRP15/20

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

Carried

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8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

10.1 CEO Performance Review and Remuneration Review – Exclusion of the Public

Moved Cr Kirsty Parkin

S/- Cr Nathan Daniell

PRP16/20

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

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

be excluded from attendance at the meeting for Agenda Item 10.1: (2020 CEO Performance and Remuneration Review) in confidence.

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), 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

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RELEASED 16 OCTOBER 2020

10.1.1 CEO Performance Review and Remuneration Review – Confidential Item

Moved Paula Davies
S/- Cr Nathan Daniell

PRP17/20

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 2020 CEO Performance Review.
3. To recommend to Council with regard to the performance outcome, that no specific performance improvement plan is needed.
4. To recommend to Council to increase the CEO's TEC Package by 1.0% to commence from 1 July 2020.
5. To recommend to Council to increase the CEO's annual leave allocation by five (5) days annual leave making a total of five (5) weeks annual leave per annum.

Carried

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10.1.2 2020 CEO Performance and Remuneration Review – Period of Confidentiality

Moved Cr Nathan Daniell

S/- Cr Kirsty Parkin

PRP18/20

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 Council 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 one month from the date of the decision of Council.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Executive Manager Governance and Performance.

Carried

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 26 November 2020, 6.00pm, at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.30pm.