

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 AUGUST 2022
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	

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.

1.1. Acknowledgement of Country

Council 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

Cr Chris Grant has a Leave of Absence from 29 July – 26 September 2022 approved by Council at the 26 July 2022 meeting.

2.3 Absent

Nil

Presiding Member _____ 13 October 2022

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 21 July 2022

Moved Janet Miller
S/- Cr Nathan Daniell

PRP13 /22

That the minutes of the CEO Performance Review Panel meeting held on 21 July 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

It was with great sadness that we learned of the CEO's resignation. Andrew has been a wonderful asset for the community, the Council and is a good friend. He has been an excellent CEO, a great administrator who has provided outstanding advice and guidance to the elected body and has managed the human and financial resources of the organisations in a prudent and responsible manner. Andrew has been a member of many groups and committees, both within and outside the sector, and his contributions to these bodies have been much appreciated and will be sorely missed.

We extend out best wishes to Andrew for his future career and thank him for his service to Council and the community.

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

Nil

7. OFFICER REPORTS – DECISION ITEMS

7.1 CEO Performance Targets Status Update

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP14/22

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 & Remuneration Report – Exclusion of the Public

Moved Cr Nathan Daniell
S/- Mayor Jan-Claire Wisdom

PRP15/22

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

be excluded from attendance at the meeting for Agenda Item 10.1: (2022 CEO Performance and Remuneration Reviews) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in 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, 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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10.1.1 CEO Performance & Remuneration Report – Confidential Item

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10.1.2 CEO Performance & Remuneration Report – Duration of Confidentiality

Moved Cr Nathan Daniell
S/- Janet Miller

PRP17/22

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* 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 matter has been decided by Council and the CEO has been advised in writing of the decision.
Related Attachments	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Minutes	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.
Other (CEO Performance Review)	Until the matter has been decided by Council and the CEO has been advised in writing of the decision.

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

Carried

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11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 13 October 2022 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.23pm.