

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 AUGUST 2021
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	(via electronic participation)
Cr Chris Grant	

In Attendance:

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

1. COMMENCEMENT

The meeting commenced at 6.10pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kurna 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

Nil

2.3 Absent

Nil

Presiding Member _____ 11 November 2021

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3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 8 July 2021

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP9/21

That the minutes of the CEO Performance Review Panel meeting held on 8 July 2021 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

The Presiding Member thanked Members and Officers for attending.

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 2021 – 2022 Update

Moved Janet Miller
S/- Cr Chris Grant

PRP10/21

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

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

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10. CONFIDENTIAL ITEMS

RELEASED 27 AUGUST 2021

10.1 2021 CEO Performance and Remuneration Review – Exclusion of the Public

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

PRP11/21

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

- Chief Executive Officer, Andrew Aitken
- Executive Manager Governance and Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland
- Richard Altman, Consultant

be excluded from attendance at the meeting for Agenda Item 10.1: (2021 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 27 AUGUST 2021

10.1.1 2021 CEO Performance and Remuneration Review – Confidential Item

Moved Mayor Jan-Claire Wisdom
S/- Cr Chris Grant

PRP12/21

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 2021 CEO Performance Review.
3. To recommend to Council with regard to the performance outcome, that no specific performance improvement plan is needed as the CEO is not underperforming.

Carried

RELEASED 27 AUGUST 2021

10.1.2 2021 CEO Performance and Remuneration Review – Confidential Item

Moved Mayor Jan-Claire Wisdom
S/- Cr Chris Grant

PRP13/21

The CEO Performance Review Panel resolves to recommend to Council to increase the CEO's TEC Package from 1 July 2021 by 2.5% in recognition of the CEO's performance exceeding expectations plus 0.5% as a market adjustment.

Carried

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10.1.3 2021 CEO Performance and Remuneration Review – Period of Confidentiality

Moved Cr Chris Grant

S/- Janet Miller

PRP14/21

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 11 November 2021 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 8.07pm.