

# Notice of CEO Performance and Remuneration Review Committee

Wednesday 14 August 2019

## MEMBERSHIP

Mayor Kevin Knight (*Presiding Member*)

Cr Alicia Schlueter  
Cr Lucas Jones

Cr Brett Rankine  
Cr Peter Field

**NOTICE** is given pursuant to Sections 87 and 88 of the Local Government Act 1999 that the next **CEO PERFORMANCE AND REMUNERATION REVIEW COMMITTEE** will be held in the Civic Centre, 571 Montague Road, Modbury on **WEDNESDAY 14 AUGUST 2019** commencing at **6.30 pm**.

A copy of the Agenda for the above meeting is supplied



**ILONA COOPER**  
**MANAGER GOVERNANCE & POLICY**

Dated: 08 August 2019

*Naturally Better*



# CITY OF TEA TREE GULLY

## CEO PERFORMANCE AND REMUNERATION REVIEW COMMITTEE 14 AUGUST 2019

### AGENDA

#### 1. Opening and Welcome

**Acknowledgement of Country Statement** - to be read out as arranged by the Presiding Member

#### 2. Attendance Record:

- 2.1 Present
- 2.2 Apologies
- 2.3 Record of Officers in Attendance
- 2.4 Record of Number of Persons in the Public Gallery
- 2.5 Record of Media in Attendance

#### 3. Confirmation of Minutes to the Previous Meeting

That the Minutes of the CEO Performance and Remuneration Review Committee held on 3 July 2019 be confirmed as a true and accurate record of proceedings.

#### 4. Public Forum

*Available to the public to address the Committee on policy, strategic matters or items that are currently before the Committee. Total time 10 mins with maximum of 2 mins per speaker. For more information refer to Council's website [www.teatreegully.sa.gov.au](http://www.teatreegully.sa.gov.au)*

#### 5. Deputations - Nil

*Requests from the public to address the meeting must be received in writing prior to the meeting and approved by the Mayor. For more information refer to Council's website [www.teatreegully.sa.gov.au](http://www.teatreegully.sa.gov.au)*

#### 6. Presentations - Nil

*Requests to present to the meeting must be received in writing 5 days prior to the meeting and approved by the Mayor. For more information refer to Council's website [www.teatreegully.sa.gov.au](http://www.teatreegully.sa.gov.au)*

#### 7. Petitions - Nil

**8. Declaration of Conflicts of Interest**

*Members are invited to declare any material, actual and/or perceived conflicts of interest in matters appearing before the Committee.*

**9. Motions Lying on the Table - Nil**

**10. Adjourned Business - Nil**

**11. Management Reports**

**Office of the Chief Executive Officer - Nil**

**Assets & Environment - Nil**

**Organisational Services & Excellence - Nil**

**Community & Cultural Development - Nil**

**12. Notice(s) of Motions - Nil**

**13. Motions without Notice**

**14. Questions on Notice - Nil**

**15. Questions without Notice**

**16. Other Business**

**17. Status Report on Council and Committee Resolutions**

17.1 Status Report on Committee Resolutions.....7

**18. Section 90(2) Local Government Act 1999 – Confidential Items**

*A record must be kept on the grounds that this decision is made.*

18.1 **CONFIDENTIAL** - Draft CEO Performance and Remuneration Review Outcomes 2018-19 ..... 10

**19. Date of Next Meeting**

28 August 2019

**20. Closure**

## Status Report on Committee Resolutions 14 AUGUST 2019

*Note: This report is provided as information only. Actions relating to confidential minutes may not be included in the Status Report.*

*Note: This report will be present on a monthly basis, to the first meeting each month.*

### Pending Actions

Nil

### Completed Actions

Minute No.	Meeting Date	Officer	Subject	Completed
1	3/07/2019	Harrison, Gill	Performance against CEO Key Performance Indicators 2018-19	8/08/2019
D19/43608 8/08/2019 11:20:59 AM - Gill Harrison Action completed by: Harrison, Gill Minutes uploaded to the Council website and 2018-19 CEO KPIs attached to the Minutes.				

Minute No.	Meeting Date	Officer	Subject	Completed
2	3/07/2019	Harrison, Gill	Development of Draft CEO Key Performance Indicators 2019-20	8/08/2019
D19/43608 Action completed by: Harrison, Gill 2019-20 Draft CEO KPIs attached to the Minutes and uploaded.				

## City of Tea Tree Gully

### CEO PERFORMANCE AND REMUNERATION REVIEW COMMITTEE

14 August 2019

#### **Confidential Subject: Draft CEO Performance and Remuneration Review Outcomes 2018-19 (D19/51638)**

It is the recommendation of the Chief Executive Officer that the Draft CEO Performance and Remuneration Review Outcomes 2018-19 be received, discussed and considered in confidence. The CEO Performance and Remuneration Review Committee should determine whether it is necessary and appropriate for the matter to be discussed in confidence as provided for by the provisions of Sections 90 and 91 of the *Local Government Act 1999* (with a recommendation provided as follows):

#### **Recommendation for Moving into Camera**

1. *That pursuant to Section 90(2) of the Local Government Act 1999 ("the Act") the CEO Performance and Remuneration Review Committee orders that the public and staff on duty, with the exception of representatives from Hender Consulting and staff on duty (for minute taking purposes only), be excluded from the meeting to enable discussion on the Draft CEO Performance and Remuneration Review Outcomes 2018-19.*
2. *That the CEO Performance and Remuneration Review Committee is satisfied that pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this item:*
  - o *relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of his performance review will be discussed, which are sensitive and are details that should only be known to those who have participated in the review process.*
3. *In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in the public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances, on the basis that details of the CEO's performance and remuneration may be prematurely disclosed before the details of the review have been discussed with the Chief Executive Officer or Council, and could therefore result in the release of inaccurate or misleading information.*

*[Note: It is anticipated that staff on duty will be attending the meeting for minute taking purposes only.]*

Note: The meeting should pause to allow members of the public to leave the meeting room and the doors should be closed behind as the last person leaves. Discussion on the matter can then proceed. The meeting automatically moves out of confidentiality at the end of consideration of the matter, and the public should then be invited to attend the meeting.