



**MINUTES OF CEO REVIEW COMMITTEE MEETING HELD IN WITTBER & DR
RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET,
SALISBURY ON**

5 AUGUST 2024

MEMBERS PRESENT

Mayor G Aldridge (Chair)
Cr C Buchanan (Deputy Chair)
Cr D Hood
Cr S Reardon

OBSERVERS

Mr Andrew Reed, Hender Consulting

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr Charles Mansueto

The meeting commenced at 5.54pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology has been received from Cr P Jensen.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Moved Cr D Hood
Seconded Cr S Reardon

The Minutes of the CEO Review Committee Meeting held on 18 March 2024, be taken as read and confirmed.

CARRIED

REPORTS

Reports

9.1.1 Performance Review Process

Moved Cr C Buchanan
Seconded Cr S Reardon

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

1. Notes that the Performance Review process for the Chief Executive Officer requires the provision and consideration of the advice of a Qualified Independent Person pursuant to section 102A of the *Local Government Act 1999*.
2. Notes that Council previously appointed Mr Andrew Reed from Hender Consulting to the position of the Qualified Independent Person for the remainder of the Chief Executive Officer's contract term, and reaffirms this position in accordance with section 102A of the *Local Government Act 1999* in consideration of Mr Reed's appropriate qualifications and experience in human resource management.
3. Approves for the performance review process for the current and future review to include the assessment of Key Performance Indicators and feedback from the CEO Review Committee on the CEO's behaviours and leadership through the Qualified Independent Person's process.
4. Notes that Council can set the Key Performance Indicators in consultation with, and with input from the Qualified Independent Person and the CEO.

CARRIED

9.1.2 CEO Personal Evaluation System FY2023/2024

Moved Cr C Buchanan
Seconded Cr D Hood

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

1. Notes and acknowledges that the CEO has, to the satisfaction of the CEO Review Committee:
 - delivered the requirements of his position;
 - successfully achieved 2023/24 Key Performance Indicators;
 - achieved a rating of 5 – CEO’s performance exceeded expectations as a result of the assessment of CEO Performance according to the Personal Evaluation System (refer Paragraph 1.2.5 of this report, Item No. 9.1.2, CEO Review Committee, 5 August 2024).
2. Approves for the CEO Position Description, to remain unchanged (Attachment 1, CEO Review Committee, Item no 9.1.2, 5 August 2024).

CARRIED

QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

CEO John Harry left the room at 6:01pm.

ORDERS TO EXCLUDE THE PUBLIC

9.2.1 Annual Review of CEO Total Remuneration 2023/2024 Recommendation

Pursuant to section 83(5) of the Local Government Act 1999 the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the Local Government Act 1999 on grounds that:

1. Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for the consideration of Agenda Item 9.2.1 Annual Review of CEO Total Remuneration 2023/2024 with the exception of the following persons:
 - Chief Executive Officer
 - Deputy Chief Executive Officer
 - Hendering Consulting, Mr Andrew Reed

On the basis that:

- it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

2. In weighing up the factors related to disclosure,
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

On that basis the public's interest is best served by not disclosing the Annual Review of CEO Total Remuneration 2023/2024 item and discussion at this point in time.

3. Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

The meeting moved out of confidence and closed at 6:01pm.

CHAIRMAN.....

DATE.....