



Item No: 19.2

Date: 19 June 2023

Attachment: A

Meeting: Council

Title: CEO Performance Review Committee Special Meeting Minutes

Responsible Manager: Mayor Melissa Jones

Author: Acting CEO, Scott Reardon

Key Pillar: Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation

Type of Report: Information

That Council receive and note the CEO Performance Review Committee Special Meeting Minutes from 30 May 2023 and 7 June 2023.

Summary

The CEO Performance Review committee met at two Special Meetings held on 30 May 2023 (Attachment A) and 7 June 2023 (Attachment B) and discussed the items outlined in the below tables..

Background

The minutes of the CEO Performance Review Committee special meeting held on 30 May 2023 appear as Attachment A to this report for Members' information.

Items discussed at this meeting are as follows:

Item Number	Report	Resolution Number
4.1	CEO Recruitment Process – Candidate Shortlisting	CEO27/22-23 - CEO29/22-23

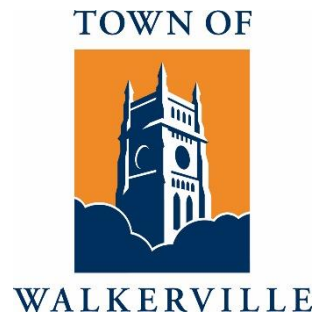
The minutes of the CEO Performance Review Committee special meeting held on 7 June 2023 appear as Attachment B to this report for Members' information.

Items discussed at this meeting are as follows:

Item Number	Report	Resolution Number
5.1	CEO Recruitment Process – Preferred Candidate Nomination	CEO32/22-23 - CEO34/22-23

Attachments

Attachment A	CEO Performance Review Committee Special Meeting Minutes 30 May 2023
Attachment B	CEO Performance Review Committee Special Meeting Minutes 7 June 2023



MINUTES
of
**CEO PERFORMANCE REVIEW COMMITTEE
SPECIAL MEETING**

Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999

held at

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

TUESDAY 30 MAY 2023 AT 8:30PM

MINUTES
30 MAY 2023

The Presiding Member declared the meeting open at 9:00pm.

ACKNOWLEDGEMENT OF COUNTRY

Town of Walkerville would like to acknowledge the Kaurna people as the traditional custodians of the land we are meeting on today, and respect their spiritual relationship with their country.

We recognise the many generations of stewardship the Kaurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

1. ATTENDANCE RECORD

1.1 Present

Mayor Melissa Jones
Deputy Mayor Liz Trotter
Cr Steven Rypp
Cr John Zeppel

Staff in Attendance

Acting Chief Executive Officer Scott Reardon

Consultants in Attendance

Mr Steve Nolis (McArthur)
Mr Sathish Dasan (Norman Waterhouse Lawyers)

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence

1.3.1 Cr Allanson is on a leave of absence from 27 May 2023 to 3 June 2023, inclusive (**CNC287/22-23**).

1.3.2 Mayor Jones is on a leave of absence from 1 July 2023 to 21 July 2023, inclusive (**CNC286/22-23**).

1.3.3 Cr Allanson is on a leave of absence from 1 August 2023 to 30 November 2023, inclusive (**CNC185/22-23**).

2. DECLARATIONS OF INTEREST

Nil.

3. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

4. CONFIDENTIAL REPORTS

4.1 CEO Recruitment Process – Candidate Shortlisting

CEO27/22-23

Moved: Cr Rypp

Seconded: Cr Trotter

Recommendation (Public)

Pursuant to section 90(3)(a)&(d)

Pursuant to section 90(2) of the *Local Government Act 1999* (the **Act**) the CEO Performance Review Committee orders that all members of the public, except the Acting Chief Executive Officer Scott Reardon, Mr Steve Nolis (McArthur), and Mr Sathish Dasan (Norman Waterhouse Lawyers) be excluded from attendance at the meeting for Agenda Item 4.1 CEO Recruitment Process – Candidate Shortlisting, and that the CEO Performance Review Committee is satisfied that pursuant to section 90(3)(a)&(d) of the Act, the information to be received, discussed and considered in relation to this Agenda Item is both information pertaining to the personal affairs of a person (living or dead) and information that could confer a commercial advantage on a third party.

CARRIED UNANIMOUSLY

The time being 9:01pm the meeting moved into confidence.

CEO28/22-23

Moved: Cr Trotter

Seconded: Cr Zeppel

Recommendation (Confidential)

That the following candidates be invited to attend and present to the CEO Performance Review Committee on Wednesday 7 June 2023 from 5:45pm:

- Ms Rachel Brophy
- Ms Sandy Verschoor
- Mr Andrew MacDonald

CARRIED UNANIMOUSLY

CEO29/22-23

Moved: Cr Zeppel

Seconded: Cr Rypp

Recommendation (Public)

Pursuant to section 91(7)

That having considered Agenda Item 4.1 CEO Recruitment Process - Candidate Shortlisting in confidence under section 90(3)(a)&(d) of the Act, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the report, attachments, and minutes relevant to this Agenda Item be retained in confidence for a period of 12 months, and that pursuant to section 91(9)(c) of the Act the the CEO Performance Review Committee delegates to the Chief Executive Officer the review and power to revoke this Order;

and

That the the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to section 90(2) of the Act and re-admit the public.

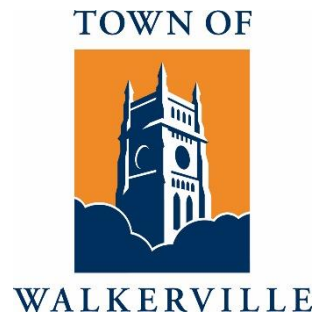
CARRIED UNANIMOUSLY

The time being 9:03pm the meeting moved out of confidence.

5. CLOSURE

The Presiding Member declared the meeting closed at 9:03pm.

CONFIDENTIAL



MINUTES
of
**CEO PERFORMANCE REVIEW COMMITTEE
SPECIAL MEETING**

Pursuant to the provisions of Sections 87(6)&(7) and 91 of the
Local Government Act 1999

held at

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

WEDNESDAY 7 JUNE 2023 AT 9:30PM

MINUTES

7 June 2023

The Presiding Member declared the meeting open at 10:02pm.

ACKNOWLEDGEMENT OF COUNTRY

Town of Walkerville would like to acknowledge the Kurna people as the traditional custodians of the land we are meeting on today, and respect their spiritual relationship with their country.

We recognise the many generations of stewardship the Kurna people have provided to this land, and respect that their cultural heritage and beliefs are as important today as they were for their ancestors.

1. ATTENDANCE RECORD**1.1 Present**

Mayor Melissa Jones
Deputy Mayor Liz Trotter
Cr Jay Allanson
Cr Steven Rypp
Cr John Zeppel

Staff in Attendance

Acting Chief Executive Officer Scott Reardon

Consultants in Attendance

Mr Steve Nolis (McArthur)
Mr Lincoln Smith (Norman Waterhouse Lawyers)

1.2 Apologies

Nil.

1.3 Not Present / Leave of Absence

1.3.1 Mayor Jones is on a leave of absence from 1 July 2023 to 21 July 2023, inclusive (**CNC286/22-23**).

1.3.2 Cr Allanson is on a leave of absence from 1 August 2023 to 30 November 2023, inclusive (**CNC185/22-23**).

1.3.3 Cr Rypp is on a leave of absence from 18 June 2023 to 25 June 2023, inclusive (**CNC311/22-23**).

2. CONFIRMATION OF MINUTES

2.1 Special Meeting of the CEO Performance Review Committee held on 8 May 2023

CEO30/22-23

Moved: Cr Trotter

Seconded: Cr Rypp

That the minutes of the Special Meeting of the CEO Performance Review Committee held on **8 May 2023** be confirmed as a true and accurate record of the proceedings.

CARRIED UNANIMOUSLY

2.2 Special Meeting of the CEO Performance Review Committee held on 30 May 2023

CEO31/22-23

Moved: Cr Trotter

Seconded: Cr Zeppel

That the minutes of the Special Meeting of the CEO Performance Review Committee held on **30 May 2023** be confirmed as a true and accurate record of the proceedings.

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST (GENERAL / MATERIAL)

Nil.

4. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

5. CONFIDENTIAL REPORTS

5.1 CEO Recruitment Process – Preferred Candidate Nomination

CEO32/22-23

Moved: Cr Zeppel

Seconded: Cr Allanson

Recommendation (Public)

Pursuant to section 90(3)(a)&(d)

Pursuant to section 90(2) of the *Local Government Act 1999* (the **Act**) the CEO Performance Review Committee orders that all members of the public, except the Acting Chief Executive Officer Scott Reardon, Mr Steve Nolis (McArthur), and Mr Lincoln Smith (Norman Waterhouse Lawyers) be excluded from attendance at the meeting for Agenda Item 4.1 CEO Recruitment Process – Preferred Candidate Nomination, and that the CEO Performance Review Committee is satisfied that pursuant to section 90(3)(a)&(d) of the Act, the information to be received, discussed and considered in relation to this Agenda Item is both information pertaining to the personal affairs of a person (living or dead) and information that could confer a commercial advantage on a third party.

CARRIED UNANIMOUSLY

CEO33/22-23

Moved: Cr Rypp

Seconded: Cr Zeppel

Recommendation (Confidential)

That the CEO Performance Review Committee recommend to Council:

1. that, upon agreement as to satisfactory terms, Mr Andrew MacDonald be appointed as the Town of Walkerville's Chief Executive Officer;
2. that Mr Steve Nolis of McArthur and Her Worship Mayor Melissa Jones be authorised to offer Mr Andrew MacDonald the position of the Town of Walkerville's Chief Executive Officer for a term of 3 years with a proposed annual commencing Total Employment Package of \$255,000 (comprised of cash and superannuation);
3. that in line with the aforementioned Total Employment Package, Her Worship Mayor Melissa Jones be authorised to negotiate the other terms and conditions of Mr Andrew MacDonald's engagement.

CARRIED UNANIMOUSLY

CEO34/22-23

Moved: Cr Trotter

Seconded: Cr Allanson

Recommendation (Public)

Pursuant to section 91(7)

That having considered Agenda Item 4.1 CEO Recruitment Process – Preferred Candidate Nomination in confidence under section 90(3)(a)&(d) of the Act, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the report, attachments, and minutes relevant to this Agenda Item be retained in confidence for a period of 12 months, and that pursuant to section 91(9)(c) of the Act the the CEO Performance Review Committee delegates to the Chief Executive Officer the review and power to revoke this Order;

and

That the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to section 90(2) of the Act and re-admit the public.

CARRIED UNANIMOUSLY

The time being 10:09pm the meeting moved out of confidence.

6. CLOSURE

The Presiding Member declared the meeting closed at 10:09pm.