



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Presiding Member** Cr Jan-Claire Wisdom

Members

Mayor Bill Spragg
Cr Jan Loveday
Cr Ian Bailey
Ms Paula Davies, Independent Member

Notice is hereby given pursuant to the provisions under Section 87 of the *Local Government Act 1999* that the next meeting of the **CEO Performance Review Panel** will be held on:

Monday 10 October 2016
3.00pm
63 Mt Barker Road Stirling

A copy of the Agenda for this meeting is supplied under Section 83 of the Act.

Meetings of the Council and Committees are open to the public and interested members of the community are welcome to attend.

Andrew Aitken
Chief Executive Officer



CEO PERFORMANCE REVIEW PANEL

AGENDA FOR MEETING
Monday 10 October 2016
3.00pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

Council Vision

Nurturing our unique place and people

Council Mission

Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy

1. COMMENCEMENT

2. APOLOGIES/LEAVE OF ABSENCE

- 2.1 Apology
Apologies were received from
- 2.2 Leave of Absence
- 2.3 Absent

3. MINUTES OF PREVIOUS MEETINGS

CEO Performance Review Panel – 27 July 2016

Recommendation

That the minutes of the CEO Performance Review Panel meeting held on 27 July 2016, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4. 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.

5. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL

6. OFFICER REPORTS – DECISION ITEMS

Nil reports

7. OFFICER REPORTS – INFORMATION ITEMS

Nil reports

8. CONFIDENTIAL ITEMS

8.1. 2016 CEO Performance Review Report

8.2. CEO Remuneration Review

8.3. CEO Performance Targets

9. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on a date to be determined at 63 Mount Barker Road, Stirling.

10. CLOSE MEETING

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 27 JULY 2016
63 MT BARKER ROAD STIRLING**

(These minutes are unconfirmed until 21 October 2016)

Members:

Presiding Member: Cr Jan-Claire Wisdom

Mayor Bill Spragg
Cr Ian Bailey
Ms Paula Davies, Independent Member

In attendance:

Megan Sutherland Manager Organisational Development
Lachlan Miller A/Manager Governance & Risk

1 Commencement

The meeting commenced at 3.03pm.

2 Apologies/Leave of Absence

2.1 Apology

An apology was received from Cr Jan Loveday.

2.2 Leave of Absence

Nil

2.3 Absent

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting 20 May 2016

Moved Cr Ian Bailey
S/- Paula Davies

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That the minutes of the CEO Performance Review Panel meeting held on 20 May 2016 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 27 JULY 2016
63 MT BARKER ROAD STIRLING**

(These minutes are unconfirmed until 21 October 2016)

4 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.

5 Declaration of Interest by Members of the Committee

Nil

6 Officer Reports – Decision Items

6.1 CEO Performance Review Schedule 2016

Moved Paula Davies 25
S/- Mayor Bill Spragg

That the CEO Performance Review Panel agrees to the schedule to undertake the CEO performance review for 2016.

Carried Unanimously

6.2 Review of CEO PRP Terms of Reference

Moved Ian Bailey 26
S/- Mayor Bill Spragg

To recommend to Council to adopt the revised CEO Performance Review Panel Terms of Reference as contained in Appendix 1:

a. with the inclusion of the words:

- Clause 2.1 'to provide advice to Council' following '(CEO)'
- Clause 4.3 'Council following 'one'
- Clause 4.5 'appointed Council'
- Clause 5.1a 'Oversee and facilitate the conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* in place of '1999'

b. removal of words 'to reach agreed outcomes' in clause 5.1c

Carried Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 27 JULY 2016
63 MT BARKER ROAD STIRLING**

(These minutes are unconfirmed until 21 October 2016)

7 Officer Reports – Information Items
Nil

8 Confidential Items

8.1 Appointment of Consultant to undertake CEO Performance Review - Exclusion of the Public

Moved Mayor Bill Spragg
S/- Cr Ian Bailey

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a) That under the provisions of section 90(2) of the *Local Government Act 1999* an order is made that the public be excluded from the meeting, with the exception of:

- Manager Organisational Development, Megan Sutherland
- A/Manager Governance & Risk, Lachlan Miller

in order to consider Agenda Item 8.1: Appointment of Consultant, to undertake the CEO Performance Review , in confidence.

b) The CEO Performance Review Panel (the Panel) is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) above, be excluded to enable the Panel to consider the report at the meeting on the following grounds:

Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to Agenda Item 8.1 is information of a confidential nature (not being a trade secret) the disclosure of which

- (i) could reasonably be expected to prejudice the commercial position of the person (firm) who supplied the information and/or convey a commercial advantage on a third party.

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 Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 27 JULY 2016
63 MT BARKER ROAD STIRLING**

(These minutes are unconfirmed until 21 October 2016)

8.1.1 Appointment of Consultant to undertake CEO Performance Review - Confidential Item

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 27 JULY 2016
63 MT BARKER ROAD STIRLING**

(These minutes are unconfirmed until 21 October 2016)

9 Next Meeting

The next ordinary meeting of the CEO Performance Review Panel will be held on Friday 21 October 2016, 3.30pm at 63 Mount Barker Road, Stirling.

10 Close Meeting

The meeting closed at 5.10pm.