

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 4 FEBRUARY 2014
63 MT BARKER ROAD STIRLING**

Members:

Elected Members	Ward
Mayor Bill Spragg	
Councillor Jan-Claire Wisdom	Manoah
Councillor Jan Loveday	Marble Hill

Mr Matt Hobby	Independent Member
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In Attendance

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Manager Governance & Risk
Pam Williams	Minute Secretary

1 Commencement

The meeting commenced at 3.12pm.

2 Apologies/Leave of Absence

2.1 Apology

Moved Cr Jan Loveday
S/- Cr Jan-Claire Wisdom

**Carried Unanimously
1**

That the apology from Councillor Bill Gale for unavoidable absence be accepted and leave of absence from the meeting granted.

2.2 Leave of Absence

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Committee

Nil

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 Council

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Nil

6 Reports

**6.1 CEO Performance Review 2012-13 – Exclusion of the Public
09.14.8**

**Moved Cr Jan Loveday
S/- Cr Jan-Claire Wisdom**

**Carried Unanimously
2**

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

- CEO, Andrew Aitken**
- Manager Governance & Risk, Lachlan Miller**
- Minute Secretary, Pam Williams**

be excluded from attendance at the meeting for Agenda Item 6.1: CEO Performance Review 2012-13.

The Panel is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the 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, which are sensitive and are details only known to those who have participated in the review process.

The Panel is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the Chief Executive Officer's performance may prematurely be disclosed before the details of the review have been discussed with the Chief Executive Officer.

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6.1.1 CEO Performance Review 2012-13 – Confidential Item
09.14.8

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6.1.2 CEO Performance Review 2012-13 – Period of Confidentiality
09.14.8

Moved Cr Jan Loveday **Carried Unanimously**
S/- Cr Jan-Claire Wisdom **4**

That having considered Agenda Item 6.1 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Performance Review process has been completed by the acceptance of a final report by Council.

6.2 CEO Remuneration Review 2012 – 2013 – Exclusion of the Public
09.14.8

Moved Cr Jan-Claire Wisdom **Carried Unanimously**
S/- Cr Jan Loveday **5**

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

- CEO, Andrew Aitken
- Manager Governance & Risk, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.2: CEO Remuneration Review 2012-13.

The Panel is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the 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 remuneration package will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The Panel is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of considerations of the Chief Executive Officer's remuneration package may prematurely be disclosed before the details of the package have been discussed with the Chief Executive Officer.

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6.2.1 CEO Remuneration Review 2012 – 2013 – Confidential Item
09.14.8

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6.2.2 CEO Remuneration Review 2012 – 2013 – Period of Confidentiality
09.14.8

Moved Mayor Spragg
S/- Cr Jan-Claire Wisdom

Carried Unanimously
7

That having considered Agenda Item 6.2 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Remuneration Review process has been completed by the provision of a final report to Council.

6.3 CEO Key Performance Indicators 2013 – 2014 – Exclusion of the Public
09.14.8

Moved Mayor Spragg
S/- Cr Jan Loveday

Carried Unanimously
8

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

- CEO, Andrew Aitken
- Manager Governance & Risk, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.3: CEO Key Performance Indicators 2013-14.

The Panel is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the 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 evaluation system will be discussed, which are sensitive until the composition of the system is agreed. will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The Panel is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of considerations of the Chief Executive Officer's performance evaluation system may prematurely be disclosed before the details of the system have been agreed by the parties included.

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6.3.1 CEO Key Performance Indicators 2013 – 2014 – Confidential Item
09.14.8

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6.3.2 CEO Key Performance Indicators 2013 – 2014 – Period of Confidentiality
09.14.8

Moved Mayor Spragg
S/- Cr Jan Loveday

Carried Unanimously
10

That having considered Agenda Item 6.3 in confidence under section 90(2) and 90 (3)(a) of the Local Government Act 1999, the Panel, pursuant to section 91(7)(b) of that Act, orders that the documents and all minutes be retained in confidence until the Key Performance Indicator setting process has been completed by the acceptance of a final report by Council.

7 Next Meeting

The next CEO Performance Review Panel Committee meeting will be held on Tuesday 5 August 2014 at 3.00pm at 63 Mt Barker Road Stirling.

8 Close Committee meeting

The meeting closed at 4.23pm.