

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 15 JULY 2014
63 MT BARKER ROAD STIRLING**

Present:

Mayor Bill Spragg

| | |
|------------------------|--------------------|
| Councillors | Ward |
| Councillor Jan Loveday | Marble Hill |
| Councillor Linda Green | Onkaparinga Valley |
| Ms Paula Davies | Independent Member |

In Attendance

| | |
|------------------|------------------------------------|
| Megan Sutherland | Manager Organisational Development |
| Pam Williams | Minute Secretary |

1 Commencement

The meeting commenced at 3.10pm.

2 Apologies/Leave of Absence

2.1 Apology

Cr Jan-Claire Wisdom

2.2 Leave of Absence

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Committee

Moved Mayor Bill Spragg

S/- Cr Jan Loveday

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That the minutes of the meeting held on 4 February 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

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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 Panel

Cr Loveday has used the services of one of the consultants in her capacity as a board member.

6 Reports

6.1 Process & Schedule for CEO Performance Review Process

Moved Cr Jan Loveday
S/- Cr Linda Green

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1. That the report be received and noted.
2. That after discussion the Panel agrees to the process and schedule to undertake the CEO Performance Review for 2014, noting the change of date for the next meeting to Monday 18 August from 4.00pm.

Carried Unanimously

6.2 Engaging Consultant, Questionnaire & Report Format for CEO Performance Review

Moved Cr Linda Green
S/- Cr Jan Loveday

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That the Panel resolves:

1. That the report be received and noted
2. To delegate Mayor Bill Spragg to discuss and agree the questionnaire with the consultant, using the feedback from the Panel from this meeting, including consultation with the CEO, by the consultant.
3. To delegate Mayor Bill Spragg to discuss and agree the report format with the consultant, using the feedback from the Panel from this meeting and through further consultation with the Panel outside the meeting (via email and/or phone).

Carried Unanimously

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6.3 Confidential Items

6.3.1 Appointment of Consultant to facilitate Review – Exclusion of the Public

**Moved Mayor Bill Spragg
S/- Cr Jan Loveday**

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

- Independent Member, Paula Davies
- Manager Organisational Development, Megan Sutherland
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.3: Appointment of Consultant to undertake the CEO Performance Review.

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 6.3 is information of a confidential nature (not being a trade secret) the disclosure of which 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.

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 consideration of the item in a public forum would unreasonably disclose information of commercial sensitivity of the consultants that provided a proposal.

Carried Unanimously

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6.3.2 Appointment of Consultant to facilitate Review – Confidential Item

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6.3.4 Appointment of Consultant to facilitate Review – Period of Confidentiality

Moved Cr Jan Loveday
S/- Cr Linda Green

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That having considered Agenda Item 6.3 (Appointment of Consultant to undertake the CEO performance Review) in confidence under section 90(2) and 90(3)(d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7)(b) of the Act, orders that the documents, reports and minutes pertaining to this matter be retained in confidence for a period of 12 months.

Carried Unanimously

7 Next Meeting

The next CEO Performance Review Panel Committee meeting will be held on Monday 18 August, 4.00pm – 6.00pm, at 63 Mt Barker Road Stirling.

8 Close Committee meeting

The meeting closed at 4.45pm.