

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING TUESDAY 1 JULY 2015  
63 MT BARKER ROAD STIRLING**

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Members:

Presiding Member Councillor Jan-Claire Wisdom

Mayor Bill Spragg
Councillor Jan Loveday
Ms Paula Davies

In Attendance

Andrew Aitken	Chief Executive Officer
Megan Sutherland	Manager Organisational Development
Lachlan Miller	Manager Governance & Risk
Pam Williams	Minute Secretary

**1 Commencement**

The meeting commenced at 3.06pm.

**2 Apologies/Leave of Absence**

**2.1 Apology**

Cr Andrew Stratford

**2.2 Leave of Absence**

Nil

**3 Previous Minutes**

**3.1 CEO Performance Review Panel Committee – 18 March 2015**

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

**5**

**That the minutes of the meeting held on 18 March 2015 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

**Carried Unanimously**

**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.

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**5 Declaration of Interest by Members of Council**  
Nil

**6 Reports**

**6.1 CEO KPI Update**

**Moved Ms Paula Davies**  
**S/- Cr Jan Loveday**

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**That the Panel resolves:**

- 1. That the report be received and noted**
- 2. To recommend to Council to adopt the revised KPI timeframes as follows:**
  - 2.1 KPI 2 (the development of a District Master Plan), recommending a change in timeframe from June to August 2015**
  - 2.2 KPI 3 (the development of a Precinct Planning & Placemaking Concept), recommending a change in timeframe from June to August 2015**
  - 2.3 KPI 4 (producing an Economic Development Strategy), recommending a change in timeframe from June to September 2015.**

**Carried unanimously**

4.06pm The meeting adjourned for a short break

4.11pm The meeting resumed

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**6.2 Confidential Items**

**6.2.1 Appointment of Consultant to undertake CEO Performance 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
- Chief Executive Officer, Andrew Aitken
- Manager Governance & Risk, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.2.2.

The Panel is satisfied that, pursuant to section 90(3)(d) 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**

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

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**That the meeting adjourn for 30 minutes.**

**Carried unanimously**

4.31pm The meeting adjourned for 30 minutes.  
5.01pm The meeting resumed.

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**6.2.2 Appointment of Consultant to undertake CEO Performance Review – Confidential Item**

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**6.2.3 Appointment of Consultant to undertake CEO Performance Review – Period of Confidentiality**

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

**10**

That having considered Agenda Item 6.2.2 (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:

1. the documents and reports pertaining to this matter be retained in confidence for a period of 12 months.
2. The minutes pertaining to this matter be retained in confidence until the contract of appointment is executed and, in any event, no longer than 6 months.

**Carried unanimously**

**7. Next Meeting**

The next CEO Performance Review Panel Committee meeting will be held on Wednesday 30 September 2015, 3.00pm, at 63 Mt Barker Road Stirling.

**8. Close Committee meeting**

The meeting closed at 5.36pm.