

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING 31 MAY 2017
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

Members:

Presiding Member: Cr Jan Loveday

Mayor Bill Spragg

Cr Ian Bailey

Ms Paula Davies, Independent Member (9.10am)

In attendance:

Andrew Aitken	Chief Executive Officer
Megan Sutherland	Executive Manager Organisational Development
Lachlan Miller	Executive Manager Governance & Performance

1 Commencement

The meeting commenced at 9.05am.

2 Apologies/Leave of Absence

2.1 Apology

An apology was received from Cr Jan-Claire Wisdom.

2.2 Leave of Absence

Nil

2.3 Absent

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting – 9 March 2017

Moved Mayor Bill Spragg

8/17

S/- Cr Ian Bailey

That the minutes of the CEO Performance Review Panel meeting held on 9 March 2017 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 the Committee

Nil

6 Officer Reports – Decision Items

9.10am Ms Paula Davies entered the meeting.

6.1 2016-17 CEO Performance Targets Update

Moved Cr Ian Bailey
S/- Mayor Bill Spragg

9/17

The Panel resolves that the report be received and noted.

Carried Unanimously

6.2 Internal Process proposed for CEO Performance Review 2017

Moved Mayor Bill Spragg
S/- Cr Ian Bailey

10/17

That the Panel resolves:

1. That the report be received and noted
2. That the Panel recommends to Council to undertake the 2017 CEO performance review using the internal process proposed in Appendix 1 with the CEO Performance Review Panel members as the reviewers.

Carried Unanimously

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6.3 Proposed 2017-2018 CEO Performance Targets

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

11/17

That the Panel:

- 1. Receives and notes the report**
- 2. Recommends to Council to adopt the suite of performance targets as presented in Appendix 1 of this report.**

Carried Unanimously

7 Confidential items
Nil

8 Next Meeting

The next ordinary meeting of the CEO Performance Review Panel will be held at 9.00am on Wednesday 6 July 2017 at 63 Mount Barker Road, Stirling.

9 Close Meeting

The meeting closed at 10.06am.