

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
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 Jan-Claire Wisdom
Cr Linda Green
Ms Paula Davies, Independent Member (by phone 6.02pm)

In attendance:

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

1 Commencement

The meeting commenced at 6.00pm.

2 Apologies/Leave of Absence

2.1 Apology

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting – 12 April 2018

Moved Cr Jan-Claire Wisdom
S/- Cr Linda Green

PRP6/18

That the minutes of the CEO Performance Review Panel meeting held on 12 April 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

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

4 Presiding Member's Opening Comments
Nil

5 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.

Paula Davies joined the meeting by phone at 6.02pm.

6 Declaration of Interest by Members of the Committee
Nil

7 Officer Reports – Decision Items

7.1 Update on CEO Performance Targets 2017 - 2018

Moved Mayor Bill Spragg
S/- Cr Jan-Claire Wisdom

PRP7/18

That the CEO Performance Review Panel resolves that the report be received and noted.

Carried Unanimously

7.2 Proposed CEO Performance Targets 2018 – 2019

Moved Paula Davies
S/- Cr Linda Green

PRP8/18

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend Council adopt the amended proposed 2018-2019 CEO Performance Targets from the 29 May 2018 CEO Performance Review Panel.

Carried Unanimously

8 Motions Without Notice
Nil

9 Questions Without Notice
Nil

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

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

ITEM 10.1.1 RELEASED 07 DECEMBER 2018

10 Confidential items

10.1 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Exclusion of the Public

Moved Mayor Bill Spragg
S/- Cr Jan-Claire Wisdom

PRP9/18

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

- Executive Manager Governance & Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland

be excluded from attendance at the meeting for Agenda Item 10.1: (Appointment of Consultant to undertake the CEO Performance and Remuneration Review) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified 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 TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING

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

ITEM 10.1.1 RELEASED 07 DECEMBER 2018

10.1.1 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Confidential Item

Moved Paula Davies
S/- Cr Jan-Claire Wisdom

PRP10/18

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To select Consultant B, at a cost of \$4,500 + GST to undertake the CEO performance review for 2018.

Carried Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

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

10.1.2 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Period of Confidentiality

Moved Cr Jan-Claire Wisdom
S/- Cr Linda Green

PRP11/18

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of the Panel and the discussion and considerations of the subject matter be retained in confidence until 7 December 2018.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Panel delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

11 Next Meeting

The next ordinary meeting of the CEO Performance Review Panel will be held at 6.00pm on Thursday 9 August 2018 at 63 Mount Barker Road, Stirling.

12 Close Meeting

The meeting closed at 7.34pm.