

SOUTHERN MALLEE DISTRICT COUNCIL

CONFIDENTIAL MINUTES

OF THE ORDINARY MEETING HELD ON WEDNESDAY 13TH OCTOBER 2010

101011

CHIEF EXECUTIVE OFFICER'S REPORT

19. CEO Performance Review Committee meeting – 7/10/2010

INTO CONFIDENCE.

Moved Cr. Pfeiffer/Seconded Cr. Ramke that:-

a) pursuant to Section 90(2) of the Local Government Act, 1999, an order be made that the public, except the Chief Executive Officer and Minute Secretary, be excluded from attendance at the meeting for Council to discuss this matter in confidence.

b) That the Council is satisfied that it is necessary that the public be excluded to enable the Council to consider the item at the meeting on the following grounds; Section 90 (3) (a) of the Act, information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

c) The Council is satisfied that on this basis the principle that the meeting be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

CARRIED.

Moved Cr. Ramke/Seconded Cr. Toogood that the minutes of the CEO Performance Review Committee meeting held on the 7th October, 2010 be received.

CARRIED.

Moved Cr. Pfeiffer/Seconded Cr. Ramke that Council adopt the CEO Performance review document prepared by Geoff Hill entitled "CEO Performance Review – October 2010" as accepted by both the CEO Performance Review Committee and the Chief Executive Officer.

CARRIED.

Moved Cr. Toogood/Seconded Cr. Ramke that Geoff Hill provide Council with a recommendation on the Chief Executive Officer's remuneration.

CARRIED.

Moved Cr. Ramke/Seconded Cr. Pfeiffer that under the provisions of the Section 91(7) of the Local Government Act, 1999 having considered this agenda item in confidence under Section 90 (2) and (3)(a) of Act the Council orders that the item and the minutes relating to the matter be retained in confidence until the December 2010 Council meeting that this order be reviewed every 12 months.

CARRIED.

SUBJECT TO CONFIRMATION.

MINUTES OF THE MEETING OF THE CEO PERFORMANCE REVIEW COMMITTEE HELD ON THURSDAY 7th OCTOBER, 2010 AT THE COUNCIL CHAMBERS, LAMEROO, COMMENCING AT 10.01 AM.

PRESENT

Committee: Brian Toogood (Chairperson), Neville Pfeiffer, George Gum, John Ramke, Gordon Hancock, Robert Sexton, Jeff Nickolls and Corey Blacksell.

Staff: Rod Ralph (Chief Executive Officer) and Sheryn Bennier (Minute Secretary)

Visitor: Geoff Hill (Consultant)

APOLOGIES

Committee: Allan Dunsford.

Staff: Nil.

CONFIRMATION OF MINUTES

DECISION.

Moved Cr. Sexton/Seconded Cr. Gum that the minutes of the previous meeting held on the 2nd September 2010 be confirmed as a correct record.

CARRIED.

BUSINESS ARISING FROM THE PREVIOUS MINUTES – Nil.

BUSINESS

1. Chief Executive Officer's Performance Review.

In accordance with Section 83(5) I indicate that if the Committee so determines this item may be considered in confidence pursuant to Section 90(2) and 90(3) (a) "information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)"

DECISION.

Moved Cr. Hancock/Seconded Cr. Nickolls that:-

a) pursuant to Section 90(2) of the Local Government Act, 1999, an order be made that the public, except the Chief Executive Officer and Minute Secretary, be excluded from attendance at the meeting for the Committee to discuss this matter in confidence.

b) That the Committee is satisfied that it is necessary that the public be excluded to enable the Committee to consider the item at the meeting on the following grounds; Section 90 (3) (a) of the Act, information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

c) The Committee is satisfied that on this basis the principle that the meeting be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

CARRIED.

Each Committee Member received a copy of a paper prepared by Geoff Hill entitled "Chief Executive Officer's Review – October 2010."

Geoff Hill briefed Committee Members on the proposed process for conducting the Chief Executive Officer's Review. He advised that both parties (Council and the Chief Executive Officer) have to agree on the process. General discussion ensued.

CEO PERFORMANCE REVIEW COMMITTEE MEETING – 7/10/2010**BUSINESS CONTINUED****1. Chief Executive Officer's Performance Review – Continued.**

Geoff Hill suggested that he meets with the Council (Committee) to get a consolidated response on the document entitled "Chief Executive Officer's Review – October 2010" and then meets with the Chief Executive Officer for his self assessment on the document.

DECISION.

Moved Cr. Hancock/Seconded Cr. Gum that the Committee recommend to Council that Council adopt the CEO Performance review document prepared by Geoff Hill entitled "CEO Performance Review – October 2010" as accepted by both the CEO Performance Review Committee and the Chief Executive Officer.

CARRIED.

The Chief Executive Officer left the meeting at 10.25 am.

The Committee went through Part III (2009/2010 Business Plan Priorities) of the "CEO Performance Review – October 2010" document with Geoff Hill and provided comments.

Councillor Sexton left the meeting at 11.05 am.

Councillor Sexton returned to the meeting at 11.06 am.

Councillor Ramke left the meeting at 11.26 am.

Councillor Ramke returned to the meeting at 11.27 am.

Discussion ensued on the Chief Executive Officer's remuneration.

Councillor Ramke left the meeting at 12.14 pm.

Councillor Ramke returned to the meeting at 12.15 pm.

* The Committee went through Part II (CEO Skills and Characteristics) of the "CEO Performance Review – October 2010" document with Geoff Hill and provided comments.

DECISION.

Moved Cr. Ramke/Seconded Cr. Nickolls that under the provisions of the Section 91(7) of the Local Government Act, 1999 having considered this agenda item in confidence under Section 90 (2) and (3)(a) of Act the Committee orders that the item and the minutes relating to the matter be retained in confidence until the December 2010 Council meeting that this order be reviewed every 12 months.

CARRIED.**LUNCHEON****DECISION.**

Moved Cr. Ramke/Seconded Cr. Gum that the meeting adjourn for the luncheon break at 12.32 pm.

CARRIED.

The meeting recommenced at 1.22 pm.

The Chief Executive Officer not present at meeting at 1.22 pm.

CEO PERFORMANCE REVIEW COMMITTEE MEETING – 7/10/2010**BUSINESS CONTINUED****1. Chief Executive Officer's Performance Review – Continued.****DECISION.**

Moved Cr. Gum/Seconded Cr. Nickolls that:-

a) pursuant to Section 90(2) of the Local Government Act, 1999, an order be made that the public, except the Chief Executive Officer and Minute Secretary, be excluded from attendance at the meeting for the Committee to discuss this matter in confidence.

b) That the Committee is satisfied that it is necessary that the public be excluded to enable the Committee to consider the item at the meeting on the following grounds; Section 90 (3) (a) of the Act, information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

c) The Committee is satisfied that on this basis the principle that the meeting be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

CARRIED.

The Committee continued going through Part II (CEO Skills and Characteristics) of the "CEO Performance Review – October 2010" document with Geoff Hill and provided comments.

Councillor Sexton left the meeting at 2.12 pm.

Councillor Sexton returned to the meeting at 2.13 pm.

The Chairperson vacated the Chair at 2.26 pm.

Councillor (Mayor) Gum took the Chair at 2.26 pm while the Chairperson was absent from the meeting.

The Chairperson (Councillor Toogood) returned to the meeting and took the Chair at 2.28 pm.

Councillor Ramke left the meeting at 2.50 pm.

DECISION.

Moved Cr. Gum/Seconded Cr. Sexton that the Committee recommend to Council that Geoff Hill provide Council with a recommendation on the Chief Executive Officer's remuneration.

CARRIED.

The Chief Executive Officer returned to the meeting at 3.02 pm.

Geoff Hill advised the Chief Executive Officer that the Committee has spent a bit of time going through the CEO Skills and Characteristics and 2009/2010 Business Plan Priorities within the document entitled "CEO Performance Review – October 2010."

Geoff Hill suggested that the Chief Executive Officer now gives his self assessment on the skills and characteristics and 2009/2010 Business Plan Priorities and then a report will be presented to the Chairperson of the Committee to distribute to Committee members.

The Chief Executive Officer commented on the previous review matters (Part I) of the "CEO Performance Review – October 2010" document and then commenced on Part II (CEO Skills and Characteristics) and then Part III 2009/2010 Business Plan priorities.

The Chief Executive Officer tabled to the Committee a copy of a report prepared by Ken Coventry entitled "CEO Contract – Performance based Bonus for CEO". Each Committee Member present received a copy of the report.



CEO PERFORMANCE REVIEW COMMITTEE MEETING – 7/10/2010

BUSINESS CONTINUED

1. Chief Executive Officer’s Performance Review – Continued.

The Chairperson thanked Geoff Hill for his assistance today.

DECISION.

Moved Cr. Nickolls/Seconded Cr. Gum that under the provisions of the Section 91(7) of the Local Government Act, 1999 having considered this agenda item in confidence under Section 90 (2) and (3)(a) of Act the Committee orders that the item and the minutes relating to the matter be retained in confidence until the December 2010 Council meeting that this order be reviewed every 12 months.

CARRIED.

CLOSE

There being no further business the Chairperson thanked those in attendance and declared the meeting closed at 3.56 pm.

CONFIRMED CHAIRPERSON

..... DATED

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