



SUMMARY REPORT

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING

HELD ON

ON

MONDAY, 13 JULY 2009

Table of Contents

Item Number		Page Number
1.	PRESENT.....	1
2.	APOLOGIES	1
3.	DISCLOSURES OF CONFLICTS OF INTEREST	1
4.	CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING OF THE COMMITTEE	1
5.	CONSIDERATION OF REPORTS.....	2
	5.1 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER	2
6.	CLOSE OF MEETING.....	4

**CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW
COMMITTEE MEETING HELD AT DAREBIN CIVIC CENTRE, 350
HIGH STREET, PRESTON ON MONDAY 13 JULY 2009**

THE MEETING OPENED AT 4.39 P.M.

1. PRESENT

Councillors:

Cr. Diana Asmar (Chairperson)

Cr. Vince Fontana

Cr. Gaetano Greco

Cr. Nick Katsis

Cr. Tim Laurence

Officers:

Sharon Hutchinson – Manager Organisation Development

Sally Curran – Acting Manager Customer and Civic Services (*part of the meeting*)

Ron Downes – Council Business Coordinator (*part of the meeting*)

2. APOLOGIES

Nil.

3. DISCLOSURES OF CONFLICTS OF INTEREST

Nil.

**4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS
MEETING OF THE COMMITTEE**

COMMITTEE RESOLUTION

MOVED: Cr. V. Fontana

SECONDED: Cr. N. Katsis

THAT the Minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 29 June 2009 be confirmed as a correct record of business transacted.

CARRIED

5. CONSIDERATION OF REPORTS

5.1 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

AUTHOR: Acting Manager Customer and Civic Services – Sally Curran

MANAGER: Acting General Manager Corporate Services – Pradeep Agrawal

BUDGET

IMPLICATIONS: Within Budget

SUMMARY:

The Chief Executive Officer Performance Review Committee has been appointed to assist the Council with the review of performance of the Chief Executive Officer required under section 97A of the Local Government Act 1989.

The Committee Charter provides for the Committee to conduct and recommend to Council on:

- A review of performance of the Chief Executive Officer in accordance with the Officer's Contract of Employment.
- A review of the Chief Executive Officer's Position Description and Performance Criteria.
- A review of the remuneration package of the Chief Executive Officer in accordance with the Officer's Contract of Employment.

The CEO Performance Review Committee previously met on 29 June 2009.

An information package incorporating:

- Approved performance criteria for 2008/2009
- Review processes conducted during the term of the employment contract
- Comparative remuneration data

previously circulated to Committee Members by the Manager Organisation Development was discussed at the meeting on 29 June 2009.

The Committee agreed to hold two further meetings to complete the process of:

- Reviewing the CEO's performance for 2008/2009
- Reviewing the CEO's position description and confirming of performance criteria for 2009/2010
- Reviewing the remuneration package of the CEO in accordance with the Officer's contract of employment.

This meeting of the Committee on 13 July 2009 has been arranged to review the CEO Performance Information Pack for 2008/2009 and the proposed rating system for the 2008/2009 year.

The Manager Organisation Development has separately provided an information pack to Committee Members that includes the CEO Performance Information Pack, a proposed rating scale and a copy of the CEO's position description.

CONSULTATION:

Chief Executive Officer
Manager Organisation Development

<p>COMMITTEE RECOMMENDATION</p>
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MOVED: Cr. G. Greco
SECONDED: Cr. T. Laurence

THAT:

- (1) The report on performance for 2008/2009 presented by the Chief Executive Officer be endorsed.
- (2) The performance criteria for 2009/2010 as amended with the above named priority areas included be endorsed.
- (3) The additional information requested from the CEO by the Performance Review Committee be considered in discussion with the CEO as part of the next meeting of the Committee on 3 August 2009 (to be confirmed).
- (4) The Committee endorse the 5 point Performance Review Rating Scale and application process.

CARRIED

6. CLOSE OF MEETING

The meeting closed at 5.16pm.