

APPENDIX A



SUMMARY REPORT

**CHIEF EXECUTIVE OFFICER
PERFORMANCE REVIEW COMMITTEE**

**MEETING HELD ON
MONDAY, 17 AUGUST 2009**

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**CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW
COMMITTEE MEETING HELD AT
DAREBIN CIVIC CENTRE,
350 HIGH STREET, PRESTON ON MONDAY 17 AUGUST 2009**

THE MEETING OPENED AT 4.17 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
Ray McQuillen – Manager Customer and Civic Services (at commencement of the meeting)

RESUMPTION OF MEETING

It was noted that this meeting had initially been convened for 10 August 2009. The meeting had been re-scheduled when it became clear a quorum would not be in attendance.

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 13 July 2009 be confirmed as a correct record of business transacted.

CARRIED

Ray McQuillen left the meeting at the conclusion of this item –4.20pm

5. CONSIDERATION OF REPORTS

5.1 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

AUTHOR: Acting Manager Customer and Civic Services – Sally Curran

MANAGER: General Manager Corporate Services – Bruce Dobson

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 and 13 July 2009.

This meeting of the Committee on 17 August (postponed from 10 August) 2009 has been arranged to:

- Review and discuss the 2008/2009 performance report provided by the CEO.
- Review the CEO's remuneration package in accordance with his contract of employment.
- Confirm the performance criteria for the 2009/2010 performance year.

CONSULTATION:

Chief Executive Officer
Manager Organisation Development

COMMITTEE RECOMMENDATION

MOVED: Cr. Tim Laurence

SECONDED: Cr. Nick Katsis

THAT:

- (1) The report on performance for 2008/2009, including the additional information provided by the Chief Executive Officer, be noted.
- (2) The performance criteria for 2009/2010, incorporating the additional criteria provided by the Chief Executive Officer, be noted.
- (3) The Manager Organisation Development document the Committee's comments on both the 2008/2009 review and the 2009/2010 performance criteria for incorporation into a final 2009 annual review report to be signed by the Committee Chairperson and the Chief Executive Officer.
- (4) A confidential report incorporating the Committee recommendations be prepared for consideration by the Council.

CARRIED

6. CLOSE OF MEETING

The meeting closed at 5.45pm.