



SUMMARY REPORT

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING

HELD ON

MONDAY, 29 JUNE 2009

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CEO PERFORMANCE REVIEW COMMITTEE
~~COMMUNITY GRANTS COMMITTEE~~ **MEETING HELD AT DAREBIN
CIVIC CENTRE, 350 HIGH STREET, PRESTON ON MONDAY 29 JUNE
2009**

Note: Council at its meeting on 20 July 2009 (See Minute No. 257) made this correction when confirming the Minutes of the 6 July 2009 Council meeting.

THE MEETING OPENED AT 5.37 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. DISCLOSURES OF CONFLICTS OF INTEREST

Nil.

**3. 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 4 August 2008 be confirmed as a correct record of business transacted.

CARRIED

5. CONSIDERATION OF REPORTS

5.1 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

AUTHOR: Manager Customer and Civic Services – Ray McQuillen

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.

This meeting has been arranged with the approval of the then Acting Mayor for the Committee to commence the process for the review of performance for the period to July 2009.

An information package incorporating:

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

will be circulated separately to Committee Members by the Manager Organisation Development for consideration at the meeting.

CONSULTATION:

Acting Mayor – Cr Vince Fontana
Chief Executive Officer
Manager Organisation Development

COMMITTEE RECOMMENDATION

MOVED: Cr. T. Laurence

SECONDED: Cr. N. Katsis

THAT the Performance Review of the Chief Executive Officer be conducted through the process of two meetings as outlined below:

- (1) A meeting to be held at 4.30pm on Monday 13 July 2009 (to be confirmed) where the Manager Organisation Development would provide an information pack for Councillors perusal and discussion containing a copy of the Chief Executive Officer performance information pack for the 2008/2009 performance year and a proposed rating system for the 2008/2009 performance review.
- (2) A meeting to be held at 5.30pm on Monday 3 August 2009 (to be confirmed) where the Committee will discuss with the Chief Executive Officer his performance assessment, review the Chief Executive Officer's current Total Remuneration Package, develop performance criteria for the 2009/2010 performance year and conclude any other actions associated with the performance assessment process.

CARRIED

6. CLOSE OF MEETING

The Meeting closed at 6.20pm.