



## **SUMMARY REPORT**

### **CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE**

**MEETING HELD ON**

**6 AUGUST 2012**

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**CHIEF EXECUTIVE OFFICER  
PERFORMANCE REVIEW COMMITTEE MEETING HELD  
AT DAREBIN CIVIC CENTRE, 350 HIGH STREET PRESTON  
ON MONDAY 6 AUGUST 2012**

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THE MEETING OPENED AT 4.55 P.M.

**1. PRESENT**

**Councillors**

Cr. Steven Tsitas (Chairperson)

Cr. Stanley Chiang

Cr. Nick Katsis

**Officers**

Fred Warner - Group Manager People and Performance

Jacinta Stevens – Acting Corporate Governance Manager

**2. APOLOGIES**

An apology was lodged for the absence of Cr. Ben Morgan and Cr. Diana Asmar.

**3. DISCLOSURES OF CONFLICTS OF INTEREST**

Nil.

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

<b>COMMITTEE RESOLUTION</b>
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**MOVED:** Cr. N. Katsis  
**SECONDED:** Cr. S. Chiang

**THAT** the Minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 17 October 2011 be confirmed as a correct record of business transacted.

**CARRIED**

**5. CONSIDERATION OF REPORTS****5.1 PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER****AUTHOR: Acting Corporate Governance Manager – Jacinta Stevens****REVIEWED BY: Group Manager – Fred Warner****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 was arranged at the request of the Mayor for the Committee to commence the process for the review of performance for the period 12 May 2011 to 11 May 2012.

The meeting examined the Performance Criteria for the Chief Executive Officer (circulated separately) and a report prepared by the Chief Executive addressing outcomes in relation to the agreed performance criteria for 2011/2012 (circulated separately).

**CONSULTATION:**

Group Manager People and Performance

**COMMITTEE RECOMMENDATION**

**MOVED: Cr. N. Katsis**  
**SECONDED: Cr. S. Chiang**

**THAT:**

- (1) The report on performance for 2011/2012 tabled by the Chief Executive be endorsed.
- (2) A confidential report and Committee recommendations be prepared for consideration by Council.

**CARRIED**

**6. CLOSE OF MEETING**

The meeting closed at 5.24pm.

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