

**CEO PERFORMANCE REVIEW PANEL COMMITTEE  
MINUTES OF MEETING 12 APRIL 2018  
63 MT BARKER ROAD STIRLING**

*(These minutes will be confirmed at the next meeting of this Committee)*

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**Members:**

**Presiding Member:** Cr Jan Loveday

Mayor Bill Spragg (by phone)  
Cr Jan-Claire Wisdom (by phone)  
Cr Linda Green (by phone)  
Ms Paula Davies, Independent Member

**In attendance:**

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

**1 Commencement**

The meeting commenced at 6.10pm.

**2 Apologies/Leave of Absence**

**2.1 Apology**

Nil

**2.2 Leave of Absence**

Nil

**2.3 Absent**

Nil

**3 Previous Minutes**

**3.1 CEO Performance Review Panel Meeting – 8 November 2017**

**Moved Mayor Bill Spragg**  
**S/- Paula Davies**

**PRP1/18**

**That the minutes of the CEO Performance Review Panel meeting held on 8 November 2017 as supplied, be confirmed as an accurate record of the proceedings of that meeting.**

<b>Carried Unanimously</b>
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**4 Presiding Member's Opening Comments**

Nil

**5 Delegation of Authority**

The CEO Performance Review Panel operates in accordance with the relevant sections of the *Local Government Act 1999*, and its Terms of Reference.

**6 Declaration of Interest by Members of the Committee**

Nil

**7 Officer Reports – Decision Items**

Leave of the meeting was granted to move items 7.2 and 7.3 forward in the agenda.

**7.2 Internal or External CEO Performance Review 2018**

Moved Cr Jan-Claire Wisdom  
S/- Paula Davies

**PRP3/18**

**That the Panel resolves:**

1. That the report be received and noted
2. That the CEO Performance Review Panel recommends to Council to undertake the 2018 CEO Performance Review and TEC Package review using an external consultant.

<b>Carried Unanimously</b>
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**7.3 2018 CEO Performance Review Panel Meeting and Process Schedule**

Moved Cr Linda Green  
S/- Paula Davies

**PRP4/18**

**That the Panel resolves:**

1. That the report be received and noted.
2. That the 2018 CEO Performance Review Panel Meeting and Process Schedule, as contained in Appendix 1, be adopted.

<b>Carried Unanimously</b>
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**8. OFFICER REPORTS – INFORMATION ITEMS**

**8.1 Proposed 2018 – 2019 CEO Performance Targets**

Moved Paula Davies

PRP2/18

S/- Cr Jan-Claire Wisdom

**That the Panel resolves that the report be received and noted.**

<b>Carried Unanimously</b>
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Cr Jan-Claire Wisdom & Cr Linda Green left the meeting a 6.50pm and did not return.

**7.1 Update on 2017-2018 CEO Performance Review 2018**

Moved Mayor Bill Spragg

PRP5/18

S/- Paula Davies

**That the CEO Performance Review Panel resolves that the report be received and noted.**

<b>Carried unanimously</b>
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**9. Motions Without Notice**

Nil

**10. Questions Without Notice**

Nil

**11. Confidential items**

Nil

**12. Next Meeting**

The next ordinary meeting of the CEO Performance Review Panel will be held at 6.00pm on Tuesday 29 May 2018 at 63 Mount Barker Road, Stirling.

**13. Close Meeting**

The meeting closed at 6.56pm.