



NORTHERN AREAS  
COUNCIL

# CEO PERFORMANCE MANAGEMENT PANEL MEETING

15 December 2015

Members of Panel

Mayor DV Clark

Councillors:

BJ Browne, GW Lange, SV Scarman.

## Notice of Meeting

A Panel Meeting will be held in the Council Chambers,  
94 Ayr Street, Jamestown on  
Tuesday 15 December 2015

Commencing at the conclusion of the Ordinary Council Meeting  
and following afternoon tea

The business to be considered at the above mentioned meeting  
is set out on the attached Agenda.

Mr Colin Byles  
Chief Executive Officer  
10/12/2015

# Northern Areas Council

**AGENDA FOR CEO PERFORMANCE MANAGEMENT PANEL TO BE HELD AT LAURA CIVIC CENTRE HUGHES STREET, LAURA ON TUESDAY 15 DECEMBER 2015 (at the conclusion of the Ordinary Council Meeting and afternoon tea).**

**PRESENT:**

**APOLOGIES:**

**ABSENT:**

**MEETING COMMENCED:**

## **1. CONFIRMATION OF PREVIOUS MINUTES**

**Recommendation:**

**That the Minutes of the Northern Areas Council CEO Performance Management Panel meeting held 7 July 2015, as circulated, be taken as read and confirmed.**

## **2. BUSINESS ARISING FROM THE MINUTES**

## **3. BUSINESS**

### **3.1 CEO PERFORMANCE MANAGEMENT PANEL**

**Moved Cr. \_\_\_\_\_ seconded Cr. \_\_\_\_\_ that pursuant to section 90 (2) of the Local Government Act 1999, the Council orders that all members of the public, except Colin Byles (Chief Executive Officer), Bernadette Semler (Executive Assistant) be excluded from attendance at the meeting for Agenda Item 3.1 – Confidential Item CEO Performance Management Panel.**

**That Council is satisfied that pursuant to section 90 (9) (b) of the Act, the information to be received, discussed or considered in relation to this Agenda item is related to the employment performance of the staff member.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the item is related to the employment performance of a staff member.**

**Moved Cr. \_\_\_\_\_ seconded Cr. \_\_\_\_\_ that having considered Agenda Item 1.1 Confidential Item –CEO Performance Management Panel in confidence under Section 90 (9) (b) of the Local Government Act 1999, the Council pursuant to section 91(7) of the Act orders that the confidential report, documents and minutes relevant to Agenda Item 1.1 be retained in confidence for a period of 3 months or until earlier reviewed by Council.**

Moved Cr. \_\_\_\_\_ seconded Cr. \_\_\_\_\_  
That the meeting now resume in open session. (      pm).

**3.2 BUSINESS**

3.2.1 Annual Performance Review of CEO

**4. OTHER BUSINESS**

**5. DATE OF NEXT MEETING**

**6. MEETING CLOSED**

## NORTHERN AREAS COUNCIL

### C.E.O. PERFORMANCE MANAGEMENT PANEL

(Established as a Committee of Council pursuant to Section 41 of the Local Government Act 1999, on 18 January 2011)

#### Minutes of the C.E.O. Performance Management Panel held on Tuesday 7 July 2015 in the Council Office, 94 Ayr Street, Jamestown.

#### **PRESENT**

##### Members

Cr. D.V. Clark (Mayor)  
Cr. B.J. Browne  
Cr. G.W. Lange  
Cr. S.V. Scarman

##### Staff

Colin Byles (Chief Executive Officer)  
Bernadette Semler (Executive Assistant)

#### **APOLOGIES**

Nil

#### **ABSENT**

Nil

**MEETING COMMENCED:** 9.02 am

#### **1. BUSINESS**

##### **1.1 CEO PERFORMANCE MANAGEMENT PANEL**

**MOVED Cr. Lange                      SECONDED Cr. Browne**  
**That pursuant to section 90 (2) of the Local Government Act 1999, the Council orders that all members of the public, except Colin Byles (Chief Executive Officer), Bernadette Semler, (Executive Assistant), be excluded from attendance at the meeting for Agenda Item 1.1 – Confidential Item CEO Performance Management Panel.**

**That Council is satisfied that pursuant to section 90 (9) (b) of the Act, the information to be received, discussed or considered in relation to this Agenda item is related to the employment performance of the staff member.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because of the item is related to the employment performance of a staff member.**

**CARRIED**

#### **7. OTHER BUSINESS**

Nil

8. **DATE OF NEXT MEETING**

9. **MEETING CLOSED**

The Mayor declared the meeting closed at 11.11 am.

Confirmed at the meeting held on Monday 13 July 2015

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Mayor



**MEETING:** CEO PERFORMANCE MANAGEMENT PANEL  
**DATE:** 15 December 2015

**DEPARTMENT:** Chief Executive Officer Unit  
**OFFICER:** Colin Byles, Chief Executive Officer

<b>REPORT ITEM:</b>	3.2.1
<b>REPORT TITLE:</b>	ANNUAL PERFORMANCE REVIEW OF CEO

<b>Implementation</b>	Immediate
<b>Budget Impact</b>	Nil
<b>Risk Assessment</b>	Low
<b>File Reference</b>	

<b>STRATEGIC REFERENCE:</b>	
<b>Goal Outcome Action</b>	4 Council recruits and retains highly skilled staff
4.1	Staff are capable, approachable and have a high level of skills and knowledge about Local Government

<b>RECOMMENDATION:</b>
For discussion.

<b>EXECUTIVE SUMMARY:</b>
<p>The last meeting of the CEO Performance Management Panel was held on 7 July, 2015.</p> <p>CEO Employment Contract states:</p> <p><i>“Council will ensure that a review of the CEO performance is conducted annually, or more frequently, if the Council determines there is a need to do so.</i></p> <p><i>The Council shall give the CEO a minimum of 10 working days notice, in writing, that a performance review is to be conducted to enable the CEO sufficient time to prepare.</i></p> <p><i>At least two working days prior to the performance review, the CEO will submit to the CEO Performance Management Panel an assessment of his/her own performance”</i></p> <p>CEO’s 12 month anniversary is 2 February 2016.</p> <p>The following KPI’s were set by the Panel and endorsed by Council at their meeting held on 2 June 2015.</p>

1. Demonstrate leadership and manage the organization in a way that develops and supports an innovative service and governance culture;
2. Ensure that all Managers are responsible for their Departmental budgets and timelines and report to the CEO and to Council;
3. Ensure Managers put properly costed and responsible recommendations before Council and practice due diligence;
4. Ensure Council has a workable Asset Management Plan (target completion date July 2016);
5. Ensure the effective and accountable application of financial and physical resources.

Confidential