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 13 December 2016, in the Laura Oval Complex, 2 East Terrace, Laura.

PRESENT

<u>Members</u> Cr. D.V. Clark (Mayor) Cr. B.J. Browne Cr. G.W. Lange Cr. S.V. Scarman (Proxy)

<u>Staff</u>

Colin Byles(Chief Executive Officer)Jenny Hillam(Governance Officer)

APOLOGIES

Nil

ABSENT

Nil

MEETING COMMENCED: 4:45 pm

1. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr. Browne SECONDED Cr. Lange That the Minutes of the Northern Areas Council CEO Performance Management Panel meeting held 19 January 2016, as circulated, be taken as read and confirmed.

CARRIED

- 2. BUSINESS ARISING FROM THE MINUTES
- 3. BUSINESS

3.1 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), Jenny Hillam (Governance Officer) be excluded from attendance at the meeting for Agenda Item 3.1 – Confidential Item CEO Performance Management Panel.

CARRIED

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 pubic 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. Browne SECONDED Cr. Lange 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 Item1.1 be retained in confidence for a period of 3 months or until earlier reviewed by Council.

CARRIED

MOVEDCr. BrowneSECONDEDCr. LangeThat the meeting now resume in open session.(4:59 pm).

3.2 BUSINESS

- 3.2.1 Annual Performance Review of CEO
 - 3.2.1.1 Internal or External Review? (Quotes attached for External Review)
 - 1. McArthur
 - 2. BDO
 - 3. LGA (awaiting quote, will be sent prior to the panel meeting)

MOVED Cr. Browne

SECONDED Mayor Clark

- 1. That the CEO Performance Annual Review for 2017 be carried out by External Review.
- 2. That McArthur consultants be engaged to carry out the CEO Performance Review for a fixed fee of \$3,950.00 (Ex-GST) for 2017. CARRIED

	Option 1	Option 2
Review Type	CEO 360 Degree Performance Review – 1 year agreement	CEO 360 Degree Performance Review – 1 year agreement
Participants	CEO and Council Members, Direct Reports/Senior Team Members	CEO and Council Members, Direct Reports/Senior Team Members and External Stakeholders
Review conduct	Face to face interview or Emailed/posted questionnaire	Face to face interview or Emailed/posted questionnaire
Fixed Fee excluding GST	\$3,950	\$4,750

4. OTHER BUSINESS

5. DATE OF NEXT MEETING

6. MEETING CLOSED

The Mayor declared the meeting closed at 4.59 pm

Confirmed at the meeting held.....

Mayor