## **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 Monday 8 April 2019, at 94 Ayr Street, Jamestown

#### **PRESENT**

Members

Cr. D.V. Clark (Mayor)

Cr. B.J. Browne Cr. L.J. Pollard

Cr. S.V. Scarman (Proxy)

**Staff** 

Colin Byles (Chief Executive Officer)
Paula Duncan-Tiver (Executive Assistant)

Rebecca Hunt (McArthurs)

# **APOLOGIES**

Nil

# <u>ABSENT</u>

Nil

**MEETING COMMENCED**: 10.00am

1. BUSINESS

#### 1.1 CEO PERFORMANCE REVIEW

MOVED Cr. Pollard 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) and Paula Duncan-Tiver and Rebecca Hunt (McArthurs), be excluded from attendance at the meeting for Agenda Item 1.1 – Confidential Item CEO Performance Review.

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** 

#### 1.1.1 ANNUAL PERFORMANCE REVIEW

- 1.1.1.1 Review of Draft Summary Report on Performance of CEO by Panel Members and Consultant (to be distributed once received).
- 1.1.1.2 Discussion with CEO on Draft CEO Performance Report.
- 1.1.1.3 CEO Remuneration Review.

# MOVED Cr. Browne SECONDED Cr. Pollard That the meeting adjourn for a 10 minute break.

Meeting adjourned at 11.20am

Meeting resumed at 11.30am

Colin Byles entered the room at 11.30am.

Colin Byles left the room at 1.05pm.

## **MOVED Cr. Pollard**

**SECONDED Cr. Browne** 

That the meeting adjourn for a 30 minute break for lunch.

Meeting adjourned at 1.05pm

Meeting resumed at 1.43pm.

Colin Byles entered the room at 3.15pm.

Colin Byles left the room at 3.25pm.

#### **MOVED Cr. Pollard**

**SECONDED Cr. Browne** 

That Council offer an initial 2 year contract with an option for a further 2 year extension with the same terms and conditions as the initial contract.

CARRIED

**MOVED Cr. Browne** 

**SECONDED Cr. Clark** 

That Council offer a 2.5% increase on the cash component of the Chief Executive Officers remuneration package.

**CARRIED** 

MOVED Cr. Pollard SECONDED Cr. Browne Draft Key Performance Indicator's as listed below be presented to the

Council subject to agreement with the Chief Executive Officer.

 Develop processes that ensure all capital projects/purchases that are presented to council for inclusion in the annual budget are in a full cost benefit analysis format.

Timeframe: To be fully implemented for the preparation of the 2021 budget.

2. A comprehensive review of all Council financial delegations to the Chief Executive Officer (and staff):

Timeframe: November 2019

3. Conduct a Staff Culture Survey

Timeframe: Within 4 months (by 16 August 2019)

4. To provide a plan that outlines efficiencies that can be delivered over the term of Council

Timeframe: None given

5. Develop a comprehensive work plan to support/underpin the Council Asset Management plans for the asset class – Council owned buildings

**Timeframe: Ongoing** 

6. Ensure the Capital Works Program for the budgeted year is complete.

Timeframe: 30 June 2020

**CARRIED** 

Colin Byles entered the meeting at 4.10pm.

Paula Duncan-Tiver entered the meeting at 4.20pm.

2. OTHER BUSINESS

MOVED Cr. SECONDED Cr.

That having considered Agenda Item 1.1 Confidential Item –CEO Performance Review 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 until reviewed by Council.

**CARRIED** 

3. DATE OF NEXT MEETING

To be confirmed.

4. MEETING CLOSED

The Mayor declared the meeting closed at 4.35pm

Mayor