

Attachment10.1

Chief Executive Officer Review Panel Committee minutes

4 pages

City of Onkaparinga

Minutes of the Chief Executive Officer Review Panel Committee meeting held on Thursday 18 March 2010 at 5.30pm

- Venue** : Meeting room 2, Civic Centre
Ramsay Place, Noarlunga Centre
- Meeting commenced** : 5.33pm
- Present** : Mayor Rosenberg (entered at 5.44pm)
Cr S V Nash
Cr T P Fletcher
Cr R Manson
Cr Y Wenham (Deputy Chair)
- Apologies** : Mayor Rosenberg (for lateness)
- Leave of absence** :
- Absent** :
- In attendance** : Ms K Harmon (Manager Customer and Employment)
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1 Opening of meeting

Deputy Chair Cr Wenham officially declared the meeting open at 5.33pm.

2 Confirmation of the minutes of the Chief Executive Officer Review Panel Committee meeting held on 9 September 2009

Cr Nash MOVED that the Minutes of the proceedings of the Chief Executive Officer Review Panel Meeting held on 9 September 2009 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Fletcher.

CARRIED

3 Reports of officers

3.1 Adoption of Terms of Reference

Mayor Rosenberg entered the meeting and assumed the Chair at 5.44pm.

Cr Fletcher MOVED that the Chief Executive Officer Review Panel adopt the Terms of Reference provided as attachment 1 to this report with the agreed amendments for the 2009/10 review process.

Seconded by Cr Manson.

CARRIED

3.2 Chief Executive Officer Review Process for 2009/2010

Cr Fletcher MOVED that the Chief Executive Officer Review Panel confirm the schedule and process for the 2009/2010 review including the development of strategic performance objectives for 2010/2011.

Seconded by Cr Manson.

CARRIED

4.1 Chief Executive Officer Review 2010 - appointment of independent person to the CEO Review panel

Cr Nash MOVED:

1. That:

- a. *under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public with the exception of Manager Customer and Employment be excluded from attendance at the meeting in order to consider in confidence this item.*
- b. *the Chief Executive Officer Review Panel is satisfied that it is necessary that the public be excluded to enable the Chief Executive Officer Review Panel to consider the report at the meeting on the following grounds:*

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);

- c. *accordingly, on this basis the principle that meetings of the CEO Review Panel should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.*

Seconded by Cr Wenham.

CARRIED

Cr Fletcher MOVED:

2. *That an invitation to submit a registration of interest for the role of the independent member of the Chief Executive Officer Panel be extended to a number of appropriate human resource consultancy organisations asking them to address the following criteria:*
 - a. *experience in the appointment/management of senior executive roles*
 - b. *appropriate/relevant experience in, and knowledge of the local government sector*
 - c. *experience in conducting senior executive reviews with a board or panel in the phases of performance review, remuneration review/advice and development of meaningful KPIs*
 - d. *able to work within the Panel's agreed timeframe and ensure continuity of the person appointed for the entire process*
 - e. *cost structure and charges for the provision of the service to the Chief Executive Officer Review Panel.*
3. *That following receipt of the expressions of interest, the Mayor will undertake an assessment, will seek the concurrence of the Chief Executive Officer and subject to his agreement make an appointment.*
4. *That the Chief Executive Officer Review Panel note the Chief Executive Officer's Contract of Employment provided as attachment 1 to this report.*

Seconded by Cr Wenham.

CARRIED

Cr Nash MOVED:

5. *That an order be made under the provisions of Section 91(7) and (9) of the Local Government Act 1999 that the abovementioned document (or part of such document) including the minutes and the report of the Chief Executive Officer Review Panel relating to discussion of the subject matter of that document, having been dealt with on a confidential basis under Section 90 of the Act, should be kept confidential on the grounds of information contained in 90(3)(a) until the appointment of the independent member of the Panel is finalised and confirmed to the members of the Chief Executive Officer Review Panel , with the exception of the Chief Executive Officer's Contract of Employment which is the subject of existing confidentiality provisions.*

Seconded by Cr Fletcher.

CARRIED

4 Other business

Nil

5 Closure

There being no further business Mayor Rosenberg officially declared the meeting closed at 6.44pm.