

## CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT AND REVIEW COMMITTEE

Meeting to be held on Tuesday 10<sup>th</sup> November, 2015 at 1.00 p.m.  
in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier

### AGENDA

#### 1. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.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).

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details personal to the Chief Executive Officer will be disclosed.

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 as the matter is personal to the Chief Executive Officer.

<b>ITEM NO.</b>	<b>SUBJECT MATTER</b>	<b>S90 (3) GROUNDS</b>
2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment and Employment Contract – Ref. PERS</u>	(a)
3.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract – Ref. PERS</u>	(a)

seconded

#### SUSPENSION OF MEETING PROCEDURES

moved that pursuant to the powers contained at Paragraph 21 of the Local Government (Proceedings at Meetings) Regulations that the provisions of the said Regulations be suspended.

seconded

The Meeting Procedures were suspended at

#### RESUMPTION OF MEETING PROCEDURES

moved that the provisions of the Meeting Procedures be now resumed at

seconded

## IN CONFIDENCE

2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Draft Report received from AME Recruitment – Ref. PERS

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (a) A copy of the Draft Report received from AME Recruitment is attached for review and discussion.

### RECOMMENDATION

**moved;**

**(a)**

**seconded**

3. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – Ref. PERS

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (a) The Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (b) The Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;
- (c) The Draft Contract of Employment, with any variations agreed to by both parties, is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

### RECOMMENDATION

**moved;**

**(a)**

**seconded**

5. CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document in relation to item which has been considered by the Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<u>Item No.</u>	<u>Subject Matter</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment - Ref. PERS</u>	All details	12 months
3.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract - Ref. PERS</u>	All details	12 months

seconded

CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT AND REVIEW COMMITTEE

Minutes of the Meeting held on Tuesday 10<sup>th</sup> November, 2015 at 1.28 p.m. in the Committee Room, Civic Centre, 10 Watson Terrace, Mount Gambier

1. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Cr Perryman moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.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).

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details person to the Chief Executive Officer will be disclosed.

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 as the matter is personal to the Chief Executive Officer.

<b>ITEM NO.</b>	<b>SUBJECT MATTER</b>	<b>S90 (3) GROUNDS</b>
2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment and Employment Contract – Ref. PERS</u>	(a)
3.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract – Ref. PERS</u>	(a)
4.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding AME Recruitment– Ref. PERS</u>	(a)

Cr Von Stanke seconded

Carried

### SUSPENSION OF MEETING PROCEDURES

Cr Von Stanke moved that pursuant to the powers contained at Paragraph 21 of the Local Government (Proceedings at Meetings) Regulations that the provisions of the said Regulations be suspended.

Cr Richardson seconded

Carried

The Meeting Procedures were suspended at 1.30 pm

### RESUMPTION OF MEETING PROCEDURES

Cr Von Stanke moved that the provisions of the Meeting Procedures be now resumed at 1.47 pm

Cr Richardson seconded

Carried

### IN CONFIDENCE

2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Draft Report received from AME Recruitment – Ref. PERS

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (b) A copy of the Draft Report received from AME Recruitment was attached for review and discussion.

### RECOMMENDATION

**Cr Von Stanke moved;**

**(b) the Report be received;**

**(c) that Council extends congratulations to the CEO and Staff for their outstanding performance and contribution;**

**Cr Richardson seconded**

**Carried**

3. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – Ref. PERS

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (d) The Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;

- (e) The Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;

- (f) The Draft Contract of Employment, with any variations agreed to by both parties, is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

**RECOMMENDATION**

Cr Richardson moved;

- (a) the Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (b) the Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;
- (d) The Draft Contract of Employment is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

Cr Perryman seconded

**Carried**

4. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – AME Recruitment Professional Services - Ref. PERS

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

Cr Perryman moved that Council thank Mr Adam Kennedy of AME Recruitment for his professional services in completing in partnership with Council, Staff and the CEO, the Performance Review and with the Committee in developing the Employment Contract.

Cr Richardson seconded

**Carried**

5. CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

Cr Richardson moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document(s) in relation to the following items which have been considered by the Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<u>Item No.</u>	<u>Subject Matter</u>	<u>S.90(3) Grounds</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</u> – Discussion regarding Draft Report received from AME Recruitment - Ref. PERS	(a)	All details	12 months
3.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</u> – Discussion regarding Employment Contract - Ref. PERS	(a)	All details	12 months

Mayor Lee seconded

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

Cr Greco moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.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).

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details person to the Chief Executive Officer will be disclosed.

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 as the matter is personal to the Chief Executive Officer.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
2.	<b><u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment and Employment Contract – Ref. PERS</u></b>	(a)
3.	<b><u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract – Ref. PERS</u></b>	(a)
4.	<b><u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding AME Recruitment– Ref. PERS</u></b>	(a)

Cr Lovett seconded  
Carried

**IN CONFIDENCE**

2. **PERSONNEL** – Chief Executive Officer Performance Review – Discussion regarding Draft Report received from AME Recruitment – Ref. PERS

Goal: Governance  
 Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.

The Presiding Member reported:

- (c) A copy of the Draft Report received from AME Recruitment was attached for review and discussion.

**RECOMMENDATION**

Cr Von Stanke moved;

CITY OF MOUNT GAMBIER

Meeting to be held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier  
on Tuesday, 17<sup>th</sup> November, 2015 at 6.00 p.m.

AGENDA

**COUNCIL**

**CONSIDERATION FOR EXCLUSION OF THE PUBLIC**

moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.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).

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details person to the Chief Executive Officer will be disclosed.

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 as the matter is personal to the Chief Executive Officer.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment and Employment Contract – Ref. PERS</u>	(a)
3.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract – Ref. PERS</u>	(a)
4.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding AME Recruitment– Ref. PERS</u>	(a)

seconded



**IN CONFIDENCE**

**2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Draft Report received from AME Recruitment – Ref. PERS**

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (a) A copy of the Draft Report received from AME Recruitment was attached for review and discussion.

**RECOMMENDATION**

**Cr Von Stanke moved;**

- (a) the Report be received;
- (b) that Council extends congratulations to the CEO and Staff for their outstanding performance and contribution;

**Cr Richardson seconded**

**Carried**

**3. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – Ref. PERS**

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (a) The Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (b) The Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;
- (c) The Draft Contract of Employment, with any variations agreed to by both parties, is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

**RECOMMENDATION**

**Cr Richardson moved;**

- (a) the Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (b) the Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;

- (c) The Draft Contract of Employment is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

Cr Perryman seconded

Carried

4. **PERSONNEL** – Chief Executive Officer Performance Review – Employment Contract – AME Recruitment Professional Services - Ref. PERS

*Goal:* Governance

*Strategic Objective:* Develop and maintain a valued, adaptable, skilled and motivated work force.

Cr Perryman moved that Council thank Mr Adam Kennedy of AME Recruitment for his professional services in completing in partnership with Council, Staff and the CEO, the Performance Review and with the Committee in developing the Employment Contract.

Cr Richardson seconded

Carried

**CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL**

moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document(s) in relation to the following items which have been considered by the Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<b><u>Item No.</u></b>	<b><u>Subject Matter</u></b>	<b><u>S.90(3) Grounds</u></b>	<b><u>Element To Be Kept Confidential</u></b>	<b><u>Duration</u></b>
2.	<b><u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW - Discussion regarding Draft Report received from AME Recruitment - Ref. PERS</u></b>	(a)	All details	12 months
3.	<b><u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW - Discussion regarding Employment Contract - Ref. PERS</u></b>	(a)	All details	12 months

seconded

Meeting closed at .....  
LD

- (e) the Report be received;
- (f) that Council extends congratulations to the CEO and Staff for their outstanding performance and contribution;

Cr Richardson seconded

Carried

**Cr Richardson moved the recommendation of the CEO Performance Development and Review Committee as contained in item 2 be adopted.**

Cr Greco seconded

Carried

**3. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – Ref. PERS**

*Goal: Governance*  
*Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.*

The Presiding Member reported:

- (g) The Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (h) The Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;
- (i) The Draft Contract of Employment, with any variations agreed to by both parties, is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

RECOMMENDATION

Cr Richardson moved;

- (a) the Report regarding the Employment Contract provided by Adam Kennedy of AME Recruitment be received and noted;
- (b) the Draft Contract of Employment between the City of Mount Gambier and Mark McShane, prepared by Adam Kennedy be received for consideration and discussion;
- (g) The Draft Contract of Employment is endorsed by the CEO Performance Development and Review Committee with a recommendation for endorsement by Council.

Cr Perryman seconded

Carried

**Cr Richardson moved the recommendation of the CEO Performance Development and Review Committee as contained in item 3 be adopted.**

Cr Morello seconded

Carried

**4. PERSONNEL – Chief Executive Officer Performance Review – Employment Contract – AME Recruitment Professional Services - Ref. PERS**

Goal: Governance  
 Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.

Cr Perryman moved that Council thank Mr Adam Kennedy of AME Recruitment for his professional services in completing in partnership with Council, Staff and the CEO, the Performance Review and with the Committee in developing the Employment Contract.

Cr Richardson seconded  
Carried

Cr Richardson moved the recommendation of the CEO Performance Development and Review Committee as contained in item 4 be adopted.

Cr Greco seconded  
Carried

**CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL**

Cr Richardson moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document(s) in relation to the following items which have been considered by the Council on a confidential basis pursuant to Section 90 (3) be kept confidential as follows:

<u>Item No.</u>	<u>Subject Matter</u>	<u>S.90(3) Grounds</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
2.	<b>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Draft Report received from AME Recruitment - Ref. PERS</b>	(a)	All details	12 months
3.	<b>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Employment Contract - Ref. PERS</b>	(a)	All details	12 months

Cr Mezinac seconded

Carried