

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

Minutes of Meeting held on Monday 5 February, 2018 at 5.30 pm
in the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier

PRESENT: His Worship the Mayor, Mr Andrew Lee (Presiding Member)
Crs H Persello and M Lovett

APOLOGIES: Cr F Morello

COUNCIL MEMBERS/
OTHERS AS

OBSERVERS: Crs D Mutton, P Richardson, J Lynagh, S Mezinec

COUNCIL OFFICERS
IN ATTENDANCE:

Nil

MINUTES: Cr Persello moved the Minutes of the Meeting held on Monday 18 December 2017 be taken as read and confirmed.

Mayor Lee seconded

Carried

QUESTIONS:

- (a) With Notice – Nil received.
- (b) Without Notice – Nil submitted.

1. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Cr Persello 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 Council Members Mayor Lee, Cr Persello, Cr Lovett, Cr Mutton, Cr Richardson, Cr Lynagh and Cr Mezinec 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.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Chief Executive Officer’s KPI’s for 2018 – Ref. PERS	(a)

Mayor Lee seconded

Carried

2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Chief Executive Officer’s KPI’s for 2018 – Ref. PERS

The Mayor sought the approval of at least two-thirds of the Members present at the meeting to suspend meeting procedures;

Purpose of the Suspension: to discuss the Chief Executive Officer’s KPI’s for 2018.

Carried by more than two-thirds of the Members present at the meeting.

Meeting Procedures were suspended at 5.34 p.m.

The Mayor determined that the Period of Suspension should be brought to an end;

Carried by more than two-thirds of the Members present at the meeting.

The Period of Suspension came to an end and Meeting Procedures resumed at 5.48 p.m.

IN CONFIDENCE

RECOMMENDATION

Mayor Lee moved;

- (a) that the CEO Performance Development Review Report as previously endorsed by Council be received and noted.

Cr Lovett seconded

Carried

3. CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

Cr Persello moved that an order be made pursuant to Section 91 (7) of the Local Government Act, 1999 that the document in relation to item 2 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>S.90(3) Grounds</u>	<u>Element To Be Kept Confidential</u>	<u>Duration</u>
2.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Chief Executive Officer's KPI's for 2018 - Ref. PERS	(a)	All details	12 months

Cr Lovett seconded

Carried

The meeting closed at 5.50 p.m.

CONFIRMED THIS DAY OF 2018.

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PRESIDING MEMBER

Summary of Process & Results – Annual Performance Review – Mark McShane

- The CEO's Annual Performance Review was undertaken with regard to the Key Result Area's outlined in the CEO's new Contract of Employment. A series of Key Performance Indicators (KPI's) were developed to measure the CEO's achievement of the stated KRA's and respondents were asked to rank the CEO in terms of KPI achievement when completing the Annual Performance Review survey.
- A total of 19 Respondents (8 direct reports of the CEO and 11 Elected Members) were asked to participate in the Performance Review. 18 Respondents (8 direct reports of the CEO and 10 Elected Members) completed the Performance Review Survey and all 19 respondents had discussions with Adam Kennedy from AME Recruitment to discuss aspects of the Performance Review. The scores and comments reported are a summation of all data collected and is therefore an objective representation of the views of those who participated in the Performance Review Process.
- The survey generated 612 data points (score per question) with 31 "unable to answer" scores (thus giving 581 scored data points). The CEO scored a positive score (a 3, 4 or 5) 550 times or 94.66% and a negative score (a 1 or 2) in just 3.34%. This spread of scores indicate strong positive support of the CEO and his achievements over the previous 12 months.
- The CEO achieved very goods result across all KRA categories. The overall average score for all KRA's awarded by all Respondents was 4.39 out of 5.00 or 87.8% which is a strong result (Staff scored the CEO 4.54 out of 5.00 or 90.8% and the Elected Body scored the CEO 4.24 out of 5.00 or 84.8%). The CEO's own self assessment was 3.94 out of 5.00 or 78.8% which indicates that the CEO is more critical about his performance than the survey respondents.
- The Annual Performance Review is a comprehensive, inclusive and objective process which collects in excess of 600 data points and more than 12 hours of engagement with survey respondents. The data set is broad and covers the entirety of the Elected Body and all the CEO's direct reports.

17. CONFIDENTIAL ITEMS

17.1. Consideration for Exclusion of the Public

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 Council Members Mayor A Lee, Councillors - C Greco, M Lovett, J Lynagh, S Meziniec, D Mutton, S Perryman, H Persello, P Richardson and I Von Stanke and Council Officers - M McShane, B Cernovskis, P Lee, J Nagy, N Serle, M McCarthy, S McLean and M Telford 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:

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17.2.	<u>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW</u> – Discussion regarding Chief Executive Officer’s KPI’s for 2018 – Ref. PERS	(a)

Moved:

Seconded:



IN-CONFIDENCE

17.2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Chief Executive Officer’s KPI’s for 2018 – Ref. PERS

- (a) that the CEO Performance Development Review Report as previously endorsed by Council be received and noted.

Moved:

Seconded:



17.3. CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL

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17.2.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Chief Executive Officer’s KPI’s for 2018 - Ref. PERS	(a)	All reports, documentation and discussion associated with Item 17.2. with the exception of resolutions only to be released including publication in the Council Minutes	12 months

Moved:

Seconded:

Meeting closed at pm.



MINUTES OF ORDINARY COUNCIL MEETING

Meeting held at the Council Chamber, Civic Centre, 10 Watson Terrace, Mount Gambier
on Tuesday, 20 February 2018 at 6.00 p.m.

PRESENT

Mayor Andrew Lee
Cr Christian Greco
Cr Mark Lovett
Cr Josh Lynagh
Cr Sonya Meziniec
Cr Frank Morello
Cr Des Mutton
Cr Hanna Persello
Cr Penny Richardson
Cr Ian Von Stanke (arrived at 6.03 p.m.)

COUNCIL OFFICERS

Chief Executive Officer	-	Mr M McShane
General Manager Community Wellbeing	-	Ms B Cernovskis
General Manager Council Business Services	-	Mrs P Lee
General Manager City Growth	-	Dr J Nagy
General Manager City Infrastructure	-	Mr N Serle
Manager Governance and Property	-	Mr M McCarthy
Media and Communications Coordinator	-	Ms S McLean
Administrative Officer Executive Support	-	Mrs M Telford

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Moved: Cr Von Stanke

Seconded: Cr Lovett

Carried

IN-CONFIDENCE

17.2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Chief Executive Officer’s KPI’s for 2018 – Ref. PERS

- (a) that the CEO Performance Development Review Report as previously endorsed by Council be received and noted.

Moved: Mayor Lee

Seconded: Cr Greco

Carried

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Moved: Cr Lovett

Seconded: Cr Greco

Carried

Meeting closed at 7.35 p.m.

MJT