

**MINUTES  
OF THE CEO PERFORMANCE REVIEW COMMITTEE MEETING  
OF THE CITY OF TEA TREE GULLY HELD ON MONDAY 14 AUGUST 2023  
AT 6.36PM IN THE 571 MONTAGUE ROAD, MODBURY**

**1. Opening and Welcome**

**2. Attendance Record:**

**2.1 Present**

Crs L Jones (*Presiding Member*), B Keane, S Keane, J Hawkvelt and K Foreman

**2.2 Apologies**

Nil

**2.3 Record of Officers in Attendance (physical or electronic)**

Ilona Cooper                      Manager Corporate Governance

**Consultants from Hender Consulting**

Mr A Reed                      General Manager

**2.4 Record of Number of Persons in the Public Gallery – Physical Attendance**

Nil

**2.5 Record of Media in Attendance**

Nil

**3. Confirmation of Minutes to the Previous Meeting**

Moved Cr Foreman, Seconded Cr S Keane

That the Minutes of the CEO Performance Review Committee held on 26 June 2023 be confirmed as a true and accurate record of proceedings.

**Carried Unanimously (4)**

**4. Public Forum - Nil**

**5. Deputations - Nil**

**6. Presentations - Nil**

**7. Petitions - Nil**

**8. Declaration of Conflicts of Interest - Nil**

**9. Adjourned Business - Nil**

**10. Motions Lying on the Table - Nil**

**11. Management Reports**

**Office of the Chief Executive Officer** – refer confidential item 19.1

**City Operations - Nil**

**Corporate Services - Nil**

**Community Services - Nil**

**12. Notice(s) of Motions - Nil**

**13. Motions without Notice - Nil**

**14. Questions on Notice - Nil**

**15. Questions without Notice - Nil**

**16. Information Reports**

The following Information report were received at the meeting:

**16.1 Performance of the CEO Key Performance Indicators 2022-23 (D23/43803)**

**17. Status Report on Council and Committee Resolutions**

**17.1 Status Report on CEO Performance Review Committee Resolutions (D23/61096)**

*The Committee received the Status Report on Committee Resolutions.*

**18. Other Business - Nil**

**19. Section 90(2) Local Government Act 1999 – Confidential Items**

**19.1. CEO Performance and Remuneration Review Outcomes 2022-23 (D23/55489)**

**Recommendation for Moving into Camera**

Moved Cr Hawkvelt, Seconded Cr Foreman

1. That pursuant to Section 90(2) of the Local Government Act 1999 the CEO Performance Review Committee orders that the public with the exception of representatives from Hender Consulting and Manager Corporate Governance, be excluded from the meeting to enable discussion on the CEO Performance and Remuneration Review Outcomes 2022-23.
2. That the CEO Performance Review Committee is satisfied that pursuant to section 90(3)(a) of the Act, the information be received, discussed or considered in relation to this item:
  - o relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of his performance and remuneration review will be discussed, which are sensitive and are personal details that should only be known to those who have participated in the review process.
3. In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in the 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 Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances, on the basis that details of the CEO's performance and remuneration may be prematurely disclosed before the details of the review have been discussed with the Chief Executive Officer or Council, and could therefore result in the release of inaccurate or misleading information.

**Carried Unanimously (5)**

**The following staff members on duty remained at the meeting for the following item:**

Ilona Cooper and Andrew Reed (Hender Consulting)

#### **19.1 CEO Performance and Remuneration Review Outcomes 2022-23 (D23/55489)**

Moved Cr S Keane, Seconded Cr Foreman

That the CEO Performance Review Committee recommends to Council:

That having considered the report from the CEO Performance Review Committee titled "CEO Performance and Remuneration Review Outcomes 2022-23" and dated 14 August 2023, Council:

1. Notes the Chief Executive Officer's (CEO's) detailed performance appraisal report prepared by Hender Consulting, which is provided to members under separate cover, with findings summarised within the covering report.
2. Endorses a remuneration increase of 3% and for this to take effect from the anniversary date in accordance with the CEO's employment agreement, in addition to an increase of the fuel reimbursement by \$1,000.
3. Authorises the Mayor in conjunction with the CEO to review and update the position description or employment agreement as required.

**Carried Unanimously (1)**

## Retention of confidential documents:

Moved Cr S Keane, Seconded Cr Hawkvelt

1. That having considered the agenda item titled CEO Performance and Remuneration Review Outcomes 2022-23 and dated 14 August 2023 in confidence under section 90(2) & (3)(a) and Section 91(7) of the Local Government Act 1999:
  - Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer

the CEO Performance Review Committee pursuant to section 91(7) of the Act orders that the report and minutes relevant to this item be retained in confidence until:

- The Mayor and CEO have signed any correspondence related to the CEO employment agreement and the Total Employment Cost package (and these signed documents have been provided to the CEO); or
- The CEO Performance Review Committee or Council resolves otherwise, whichever occurs first.

**Carried Unanimously (7)**

## 20. Date of Next Meeting

TBA

The Presiding Member declared the meeting closed at 7.36pm.

Confirmed.....  
Presiding Member