



MINUTES
of
**CEO PERFORMANCE REVIEW COMMITTEE
MEETING**

Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999

Held at

**WALKERVILLE CIVIC CENTRE
COUNCIL CHAMBERS
66 WALKERVILLE TERRACE GILBERTON**

on

14 OCTOBER 2022

MINUTES

14 October 2022

The meeting was declared open at 4:00pm.

1. ATTENDANCE RECORD

1.1 Present

Mayor Elizabeth Fricker
Deputy Mayor, Cr Stephen Furlan
Cr Jennifer Joshi

In Attendance

Richard Altman, RA Consulting (*departed 4:14pm*)
Acting CEO, Scott Reardon (*present 4:14pm – 4:22pm*)
Council Secretariat, Danielle Edwards

1.2 Apologies

Cr James Williams

1.3 Not Present / Leave of Absence

Nil.

The Mayor welcomed the Strategic HR and Management Consultant Richard Altman.

2. CONFIRMATION OF MINUTES

CEO04/21-22

Moved: Cr Furlan

Seconded: Cr Joshi

That the minutes of the CEO Performance Review Committee Meeting held on 13 May 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

CEO05/21-22

Moved: Cr Joshi

Seconded: Cr Furlan

That the minute of the Special CEO Performance Review Committee Meeting held on 18 August 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

3. REPORTS REQUIRING DECISION OF COMMITTEE

Nil.

4. REPORTS PRESENTED FOR INFORMATION

Nil.

5. CONFIDENTIAL REPORTS

5.1 Acting CEO Pulse Check Review – Verbal Update

CEO06/21-22

Moved: Cr Furlan

Seconded: Cr Joshi

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the Local Government Act 1999 the CEO Performance Review Committee orders that all members of the public, except the CEO Performance Review Committee's Consultant, Richard Altman and Council Secretariat, Danielle Edwards be excluded from attendance at the meeting for Agenda Item 5.1 Acting CEO Pulse Check Review – Verbal Update.

The CEO Performance Review Committee is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item 5.1 is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Acting Chief Executive Officer, in that details of her performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The CEO Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because as the matter relates to details of the Acting Chief Executive Officer's pulse check review.

CARRIED

The time being 4:01pm the meeting moved into confidence.

CEO07/21-22

Moved: Cr Joshi

Seconded: Cr Furlan

1. That the CEO Performance Review Committee receive and note the Acting CEO Pulse Check Review – Verbal Update provided by Council's HR Consultant, Richard Altman.
2. That the CEO Performance Review Committee agree to a pulse check for the Acting CEO from the following;
 - Elected Members
 - Key staff
 - External stakeholders; and
 the report be reported back to the CEO Performance Review committee on Friday 4 November 2022.

CARRIED

CEO08/21-22

Moved: Cr Joshi

Seconded: Cr Furlan

Recommendation (Public)

Pursuant to s.91(7)

That having considered Agenda Item 5.1 Acting CEO Pulse Check Review – Verbal Update in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the minutes be retained in confidence for a period of 3 years excepting that Council authorises the release of the minutes to substantive party/parties to enable enactment of the resolution and that pursuant to Section 91(9)(c) of the Local Government Act 1999 the Council delegates to the Chief Executive Officer the review and power to revoke this Order

and

that the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to Section 90(2) of the Local Government Act 1999 re admit the public.

CARRIED

The time being 4:13pm the meeting moved out of confidence.

The time being 4:14pm the Strategic HR and Management Consultant Richard Altman departed the meeting.

The time being 4:14pm the Acting Chief Executive Officer, Scott Reardon, entered the meeting.

5.2 Office of the Chief Executive Officer – Verbal Update

CEO09/21-22

Moved: Cr Joshi

Seconded: Cr Furlan

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the Local Government Act 1999 the CEO Performance Review Committee orders that all members of the public, except the Acting Chief Executive Officer Scott Reardon and Council Secretariat Danielle Edwards be excluded from attendance at the meeting for Agenda Item 5.2 Office of the Chief Executive Officer – Verbal Update.

The CEO Performance Review Committee is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), that person being the Chief Executive Officer of the Corporation of the Town of Walkerville.

CARRIED

The time being 4:15pm the meeting moved into confidence.

CEO10/21-22

Moved: Cr Joshi

Seconded: Cr Furlan

That standing orders be suspended for 10 minutes until 4:25pm.

CARRIED

The time being 4:22pm the Acting Chief Executive Officer, Scott Reardon, departed the meeting.

CEO11/21-22**Moved:** Cr Furlan**Seconded:** Cr Joshi

1. That CEO Performance Review Committee receive and note the Verbal Office of the Chief Executive Officer report;
2. That, on the basis a vacancy is about to occur in the Office of Chief Executive Officer, the CEO Performance Review Committee recommends to Council that Scott Reardon be appointed to the position of Acting Chief Executive Officer under Section 98(2) of the Local Government Act 1999, with the appointment to take effect from the point in time (if and only if) a written notice of resignation from the Chief Executive Officer is received by the Principal Member of Council taking effect, on the basis such appointment will continue until such time as the recruitment process to fill the vacancy in the Office of the Chief Executive Officer is completed, or until the Council resolves otherwise.

CARRIED**CEO12/21-22****Moved:** Cr Furlan**Seconded:** Cr Joshi**Recommendation (Public)**Pursuant to s.91(7)

That having considered Agenda Item 5.2 Office of the Chief Executive Officer – Verbal Update in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the verbal report and minutes relevant to this Agenda Item be retained in confidence for a period of 3 years excepting that Council authorises the release of the minutes to substantive party/parties to enable enactment of the resolution and that pursuant to Section 91(9)(c) of the Local Government Act 1999 the Council delegates to the Chief Executive Officer the review and power to revoke this Order

and

that the CEO Performance Review Committee resolves to end its confidential deliberations pursuant to Section 90(2) of the Local Government Act 1999 re admit the public.

CARRIED

The time being 4:27pm the meeting moved out of confidence.

6. CLOSURE

The next meeting will be held on Friday 4 November 2022 at 4:00pm.

The meeting was declared closed at 4:27pm.