



Item No: 19.1

Date: 17 April 2023

Attachment: A

**Meeting:** Council

**Title:** CEO Performance Review Committee Special Meeting Minutes 28 March 2023

**Responsible Manager:** Mayor Melissa Jones

**Author:** Council Secretariat, Danielle Edwards

**Key Pillar:** Strategic Framework – Key Pillar 7 – Leadership – A responsible and influential local government organisation

**Type of Report:** **Decision Required**

That Council receive and note the CEO Performance Review Committee Special Meeting Minutes from 28 March 2023.

### Summary

The CEO Performance Review committee met at a Special Meeting held on 28 March 2023 and discussed the items outlined in the minutes appearing as Attachment A.

### Background

The minutes of the CEO Performance Review Committee special meeting held on 28 March 2023 appear as Attachment A to this report for Members' information.

Items discussed at this meeting are as follows:

Item Number	Report	Resolution Number
4.1	CEO Recruitment Process – RFQ Submissions	CEO21/22-23 - CEO23/22-23

### Attachments

Attachment A	CEO Performance Review Committee Special Meeting Minutes 28 March 2023
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## MINUTES

of

# CEO PERFORMANCE REVIEW COMMITTEE SPECIAL 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

**28 MARCH 2023 AT 6:00PM**

## MINUTES

28 MARCH 2023

CONFIDENTIAL

*The meeting was declared open at 6:00pm.*

**1. ATTENDANCE RECORD**

## 1.1 Present

Mayor Melissa Jones  
Deputy Mayor Cr Liz Trotter  
Cr Jay Allanson  
Cr Steven Rypp  
Cr John Zeppel

In Attendance

[REDACTED]  
Council Secretariat, Danielle Edwards

## 1.2 Apologies

Nil.

## 1.3 Not Present / Leave of Absence

Nil.

**2. REPORTS REQUIRING DECISION OF COMMITTEE**

Nil.

**3. REPORTS REQUIRING DISCUSSION AND / OR PRESENTED FOR INFORMATION**

Nil.

#### 4. CONFIDENTIAL REPORTS

##### 4.1 CEO Recruitment Process – RFQ Submissions

###### CEO21/22-23

**Moved:** Cr Rypp

**Seconded:** Cr Trotter

###### Recommendation (Public)

###### Pursuant to section 90(3)(k)

Pursuant to section 90(2) of the *Local Government Act 1999* (the **Act**) the CEO Performance Review Committee orders that all members of the public, except the Council Secretariat Danielle Edwards, and [REDACTED] be excluded from attendance at the meeting for Agenda Item 4.1 CEO Recruitment Process – RFQ Submissions.

The CEO Performance Review Committee is satisfied that pursuant to sections 90(3)(k) of the Act, the information to be received, discussed and considered in relation to this Agenda Item is information relating to tenders for the provision of services.

**CARRIED**

*The time being 6:01pm the meeting moved into confidence.*

*The presiding member called to suspend standing orders of the meeting until 6:21pm.*

*Unanimously supported*

**CARRIED**

*The presiding member called to extend suspended standing orders of the meeting until 6:40pm.*

*Unanimously supported*

**CARRIED**

CEO22/22-23

**Moved:** Cr Trotter  
**Seconded:** Cr Rypp

**Recommendation (Confidential)**

That the CEO Performance Review Committee recommend to Council that:

1. McArthur be engaged as the qualified recruitment company to assist with the recruitment process the new Chief Executive Officer; and
2. Norman Waterhouse be engaged as the independent legal adviser as required under s 98(4a) of the *Local Government Act 1999* to provide advice and probity on issues relating to the recruitment process the new Chief Executive Officer.

**CARRIED**

CEO23/22-23

**Moved:** Cr Rypp  
**Seconded:** Cr Trotter

**Recommendation (Public)**

Pursuant to section 91(7)

That having considered Agenda Item 4.1 CEO Recruitment Process – RFQ Submissions in confidence under section 90(2) & 90(3)(k) of the Act, the CEO Performance Review Committee, pursuant to section 91(7) of that Act orders that the report, minutes and all Attachments except Attachment A to this Agenda Item be retained in confidence for a period of 12 months or until the conclusion of the recruitment process, and that pursuant to section 91(9)(c) of the Act the CEO Performance Review Committee delegates to the Acting 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 Act and re-admit the public.

**CARRIED**

*The time being 6:40pm the meeting moved out of confidence.*

**6. CLOSURE**

*The meeting was declared closed at 6:40pm.*