



## **CEO's Performance Review Committee**

### **13 October 2020**

# **Minutes**

To: The Mayor and Councillors

Here within the Minutes of the CEO's Performance Review Committee of the City of Stirling held Tuesday 13 October 2020 in the City of Stirling Parmelia Room, 25 Cedric Street, Stirling.

A handwritten signature in black ink that reads 'Ingrid' followed by a long horizontal stroke.

**Ingrid Hawkins | Director Corporate Services**

## **Our Vision, Mission and Values**

### **Vision**

The City of Stirling will be a place where people choose to live, work, visit and invest. We will have safe and thriving neighbourhoods with a range of housing, employment and recreational opportunities. We will engage with our diverse community to help shape our future into the City of Stirling - City of Choice.

### **Mission**

To serve the City's diverse community through delivering efficient, responsive and sustainable services.

### **Values**

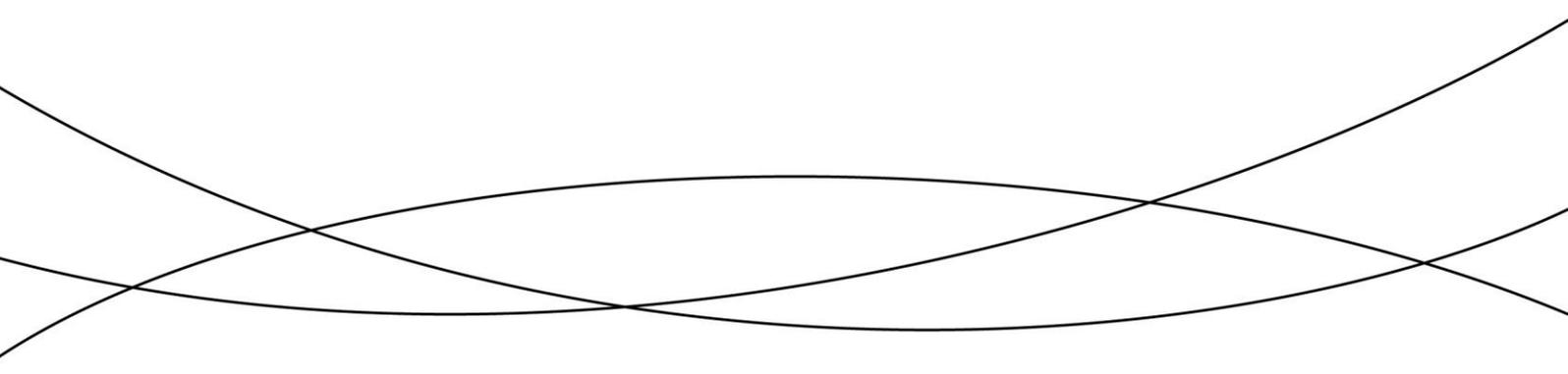
The City of Stirling's core values are:-

- Agile
- Approachable
- Inclusive
- Innovative
- Inspiring
- Respectful
- Transparent

### **Disclaimer**

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

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**MINUTES OF THE CEO'S PERFORMANCE REVIEW COMMITTEE OF TUESDAY  
13 OCTOBER 2020 HELD IN CITY OF STIRLING PARMELIA ROOM,  
25 CEDRIC STREET, STIRLING**

**1. OFFICIAL OPENING**

The Presiding Member declared the CEO's Performance Review Committee open at 5.42pm.

**2. ATTENDANCE AND APOLOGIES**

**ATTENDANCE**

<b>Mayor</b>	Mark Irwin
<b>Councillors</b>	Councillor David Boothman JP Councillor Karen Caddy Councillor Felicity Farrelly (from 5.45pm) Councillor Joe Ferrante Councillor David Lagan Councillor Karlo Perkov Councillor Stephanie Proud JP Councillor Keith Sargent
<b>Employees</b>	Director Corporate Services - Ingrid Hawkins Manager Human Resources - Natalia Smith Manager Governance - Jamie Blanchard HR Project Officer – Alice van der Heyden
<b>Guest</b>	Consultant - Trina Sunday

**APOLOGIES**

Councillor Chris Hatton.  
Councillor Suzanne Migdale.  
Councillor Bianca Sandri.

**3. APPROVED LEAVE OF ABSENCE**

Councillor Karen Caddy (granted a leave of absence for the period 19 October 2020 to 29 October 2020 inclusive).

**4. MEMORANDUM OF OUTSTANDING BUSINESS**

Nil.

**5. DISCLOSURES OF INTEREST**

Nil.

**6. PUBLIC QUESTION TIME**

Nil

**7. CONFIRMATION OF MINUTES**

**Resolution**

**CEOPR1020/001**

**Moved Councillor Sargent, seconded Councillor Perkov**

**That the Minutes of the CEO's Performance Review Committee of 22 September 2020 be confirmed as a true and correct record of proceedings.**

**The motion was put and declared CARRIED (8/0).**

**For:** Councillors Boothman, Caddy, Ferrante, Lagan, Perkov, Proud, Sargent and Mayor Irwin.

**Against:** Nil.

**8. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil.

**9. CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW COMMITTEE ITEMS**

Nil.

## 10. MATTERS BEHIND CLOSED DOORS

### Resolution

**CEOPR1020/002**

**Moved Councillor Boothman, seconded Councillor Proud**

**That item 10.1 - Chief Executive Officer's Performance Evaluation Framework 2020/2021 be CONSIDERED Behind Closed Doors in accordance with Section 5.23(2)(a) and (c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-**

- (a) a matter affecting an employee or employees.***
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.***

**The motion was put and declared CARRIED (8/0).**

**For:** Councillors Boothman, Caddy, Ferrante, Lagan, Perkov, Proud, Sargent and Mayor Irwin.

**Against:** Nil.

At 5.44pm the meeting was closed to the public and all employees who were not required left the meeting prior to consideration of Item 10.1.

Councillor Felicity Farrelly arrived at the meeting at 5.45pm during consideration of Item 10.1.

## 10.1 CHIEF EXECUTIVE OFFICER'S PERFORMANCE EVALUATION FRAMEWORK 2020/2021

### Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 5.23(2)(a) and (c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:-

- (a) *a matter affecting an employee or employees.*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

### Report Information

Location: Not Applicable  
Applicant: Not Applicable  
Reporting Officer: Manager Human Resources  
Business Unit: Human Resources  
Ward: Not Applicable  
Suburb: Not Applicable

### Authority/Discretion

#### Definition

- Advocacy *when Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
- Executive *the substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative *includes adopting local laws, town planning schemes and policies. It is also when Council reviews decisions made by Officers.*
- Quasi-Judicial *when Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*
- Information Purposes *includes items provided to Council for information purposes only, that do not require a decision of Council (i.e. - for 'noting').*

Moved Councillor Boothman, seconded Councillor Proud

That Council ENDORSES the Chief Executive Officer's Performance Evaluation Framework for the period 2020/2021.

Discussion ensued.

#### **Procedural Motion**

**Moved Councillor Perkov, seconded Councillor Sargent**

#### **THE COMMITTEE RECOMMENDS TO COUNCIL**

**That the Item - Chief Executive Officer's Performance Evaluation Framework 2020/2021 be REFERRED to the Council meeting to be held 17 November 2020 to allow further information to be provided to Elected Members.**

**The motion was put and declared CARRIED (9/0).**

**For:** Councillors Boothman, Caddy, Farrelly, Ferrante, Lagan, Perkov, Proud, Sargent and Mayor Irwin.

**Against:** Nil.

**Procedural Motion****Moved Councillor Lagan, seconded Councillor Proud****That the Meeting be REOPENED to the public.****The motion was put and declared CARRIED (9/0).****For:** Councillor Boothman, Caddy, Farrelly, Ferrante, Lagan, Perkov, Proud, Sargent and Mayor Irwin.**Against:** Nil.

At 5.58pm the meeting was reopened to the public.

**11. CLOSURE**

The Presiding Member declared the meeting closed at 5.59pm.

The Presiding Member of the Committee to:

**RECOMMEND**

That the balance of the Committee Minutes be adopted.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ 2020  
as a true record of proceedings.\_\_\_\_\_  
PRESIDING MEMBER