



City of Nedlands

Minutes

Chief Executive Officer Performance Review Committee Meeting

16 February 2012

Attention:

This is a Committee which has only made recommendations to Council. No action should be taken on any recommendation contained in these Minutes. The Council resolution pertaining to an item will be made at the Ordinary Council Meeting next following this meeting.

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City of Nedlands

Minutes of a meeting of the Chief Executive Officer Performance Review Committee held in the Meeting Room at 71 Stirling Hwy, Nedlands on Thursday 16 February 2012 at 6pm.

Declaration of Opening

The Presiding Member declared the meeting open at 6.05 pm and drew attention to the disclaimer below.

Present and Apologies and Leave Of Absence (Previously Approved)

Councillors	His Worship the Mayor, R M Hipkins	(Presiding Member)
	Councillor L J McManus	Coastal Districts Ward
	Councillor S J Porter	Dalkeith Ward
	Councillor K Walker	Hollywood Ward
	Councillor T James (from 6.09 pm)	Melvista Ward

Staff	Mr M Cole	Acting Chief Executive Officer
	Ms S Mettam	Manager Human Resources & Organisational Development

Public Nil.

Press Nil.

Leave of Absence (Previously Approved) None.

Apologies Nil.

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1. Public Question Time

Nil.

2. Addresses By Members of the Public (only for items listed on the agenda)

Nil.

3. Disclosures of Financial Interest

There were no disclosures of financial interest.

4. Disclosures of Interests Affecting Impartiality

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

4.1 Michael Cole

Mr Michael Cole as Acting Chief Executive Officer disclosed his interest in the setting of Key Performance Indicators and was invited to participate.

5. Declarations by Members That They Have Not Given Due Consideration to Papers

Nil.

6. Confirmation of Minutes

6.1 Chief Executive Officer Performance Review Committee Meeting 20 December 2011

Moved - Councillor McManus
Seconded – Councillor Porter

The minutes of the Chief Executive Officer Performance Review Committee held 20 December 2011 are confirmed.

**CARRIED 3/1
(Against: Cr Walker)**

Councillor James joined the meeting at 6.09 pm.

7. Matters for Which the Meeting May Be Closed

There were no matters for which the meeting needed to be closed.

8. Confidential Items


Nil.

9. Items for Discussion

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

9.1 KPI's for the Acting Chief Executive Officer

To consider and agree on proposed KPI's for the Acting Chief Executive Officer.

Applicant	City of Nedlands
Owner	City of Nedlands
Manager	Shelley Mettam – Manager Human Resources & Organisational Development
Manager Signature	
File ref.	HRS/353
Previous Item No's	
Disclosure of Interest	No officer involved in the preparation of this report had any interest which required it to be declared in accordance with the provisions of the <i>Local Government Act (1995)</i> .

Moved – Councillor Porter
 Seconded – Councillor McManus

For the interim period until 30 June 2012, Council expects that the Acting Chief Executive Officer will:

1. **Lead the administration with:**
 - a. early adoption of the budget;
 - b. recruitment of suitable replacement directors;
 - c. stabilisation of existing staff;
 - d. effective communication between City administration, elected members, public, adjoining councils and the media;
 - e. fostering of a collaborative environment between Council and staff;
 - f. advocating the interests of the City;
 - g. ensuring legislative compliance; and

2. **Carry out a staff satisfaction climate survey as soon as practicable.**

CARRIED UNANIMOUSLY 5/-

Committee Recommendation

For the interim period until 30 June 2012, Council expects that the Acting Chief Executive Officer will:

- 1. Lead the administration with:
 - a. early adoption of the budget;**
 - b. recruitment of suitable replacement directors;**
 - c. stabilisation of existing staff;**
 - d. effective communication between City administration, elected members, public, adjoining councils and the media;**
 - e. fostering of a collaborative environment between Council and staff;**
 - f. advocating the interests of the City;**
 - g. ensuring legislative compliance and****
- 2. Carry out a staff satisfaction climate survey as soon as practicable.**

10. Date of next meeting

The next meeting of this Committee will be advised.

Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 6.58 pm.