



City of Nedlands

Minutes

Chief Executive Officer Performance Review Committee Meeting

7 March 2013

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 Committee Meeting Room at City of Nedlands Administration Building on 7 March, 2013 at 6pm.

Declaration of Opening

The Presiding Member declared the meeting open at 6.00pm and drew attention to the disclaimer below.

(NOTE: Council at its meeting on 24 August 2004 resolved that should the meeting time reach 11.00 p.m. the meeting is to consider an adjournment motion to reconvene the next day).

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 T James	Melvista Ward

Staff	Mr G Trevaskis	Chief Executive Officer
	Ms S Mettam	Manager Human Resources & Organisational Development

Public Nil.

Press Nil.

Leave of Absence (Previously Approved) Nil.

Apologies Nil.

Absent	Councillor B Hodsdon	Hollywood Ward
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1. Public Question Time

There were no public questions.

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

There were no addresses by members of the public.

3. Disclosures of Financial Interest

The Presiding Member reminded Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

There were no disclosures of financial interest.

4. Disclosures of Interests Affecting Impartiality

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

There were no disclosures affecting impartiality.

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

Nil.

6. Confirmation of Minutes

**Chief Executive Officer Performance Review Committee Meeting
22 October 2012**

Moved – Councillor James
Seconded – Councillor McManus

The minutes of the Chief Executive Officer Performance Review Committee held 22 October 2012 are confirmed.

**CARRIED 3/-
(Abstained: Cr. Porter)**

7. Matters for Which the Meeting May Be Closed

In accordance with Standing Orders and for the convenience of the public, the Committee identified that the meeting be closed to the public in accordance with Section 5.23 (a) of the *Local Government Act 1995* to allow confidential discussion on the following Items.

Closure of Meeting to the Public

Moved – Councillor James
Seconded - Councillor Porter

That the meeting be closed to the public in accordance with Section 5.23 (a) of the *Local Government Act 1995* to allow confidential discussion on the following Items.

CARRIED UNANIMOUSLY 4/-

The meeting was closed at 6.06 pm.

8. Confidential Items

8.1 KPI's of CEO & Remuneration of Acting CEO

Committee to consider:

- 1. Proposed Key Performance Indicators for Chief Executive Officer, Mr Greg Trevaskis (see attachment 1).**
- 2. Remuneration for Mr Michael Cole, Acting Chief Executive Officer for period 7 February 2012 to 10 December 2012 (confidential email attachment circulated to Councillors); and**

Opening of Meeting to the Public

Moved - Councillor McManus

Seconded - Councillor James

That the meeting be reopened to members of the public and the press.

CARRIED UNANIMOUSLY 4/-

The meeting was reopened to members of the public and press at 7.23 pm.

In accordance with Standing Orders 12.7(3) the Presiding Member read out the motions passed by the Committee whilst it was proceeding behind closed doors and the vote of the members to be recorded in the minutes under section 5.21 of the *Local Government Act 1995*.

Moved – Councillor McManus
Seconded – Councillor James

1. That the draft Key Performance Indicators (KPI's) for CEO Mr Greg Trevaskis are received and the Committee requests the KPI's to be further developed and returned to the Committee for further discussion and finalisation.

CARRIED UNANIMOUSLY 4/-

Moved – Councillor James
Seconded – Councillor Porter

2. That the remuneration review request from Director Corporate and Strategy, Mr Michael Cole in relation to the period of his Acting CEO in February to December, 2012 is viewed favourably;
3. That Mr Cole's request for an adjustment of his salary in relation to the CEO acting period be discussed between Mayor Hipkins and CEO, Greg Trevaskis to clarify the details prior to finalisation.

CARRIED UNANIMOUSLY 4/-

9. Date of next meeting

The date of the next meeting of this Committee is to be advised.

Declaration of Closure

There being no further business, the Presiding Member declared the meeting closed at 7.30 pm.