



City of Nedlands

# ***Agenda***

## ***Chief Executive Officer Performance Review Committee Meeting***

***29 June 2011***

### **ATTENTION**

This Agenda has yet to be dealt with by the Committee.

The Administration Recommendations, shown at the beginning of each item, have yet to be considered by the Committee and are not to be interpreted as being the position of either the Committee or Council.

The Minutes of the meeting held to discuss this Agenda should be read to ascertain the decision of the Committee.

Before acting on any recommendation of the Committee a check must also be made in the Ordinary Council Minutes following the Committee Meeting to ensure that Council did not make a decision at variance to the Committee Recommendation.

## Table of Contents

Declaration of Opening .....	3
Present and Apologies and Leave Of Absence (Previously Approved) .....	3
1. Public Question Time .....	4
2. Addresses By Members of the Public (only for items listed on the agenda) .....	4
3. Disclosures of Financial Interest .....	4
4. Disclosures of Interests Affecting Impartiality .....	5
5. Declarations by Members That They Have Not Given Due Consideration to Papers .....	5
6. Confirmation of Minutes .....	5
7. Presentation .....	6
7.1 Chief Executive Officer Performance Review process for 2011 .....	6
8. Items for Discussion .....	6
8.1 Schedule of dates - Chief Executive Officer Performance Review 2010/2011 .....	6
8.2 Report on progress of Chief Executive Officer Performance Plan 2010/2011 .....	9
9. Date of next meeting .....	9
Declaration of Closure .....	9

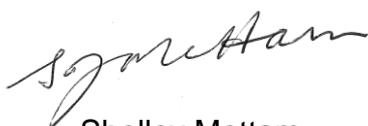
## City of Nedlands

### **Notice of a meeting of the Chief Executive Officer Performance Review Committee to be held in the Committee Room at City of Nedlands Administration Building on 29 June 2011 at 6 pm.**

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Dear Committee member

The next meeting of the Chief Executive Officer Performance Review Committee will be held on 29 June 2011 in the Committee Room at Administration Centre, City of Nedlands, 71 Stirling Highway, Nedlands commencing at 6 pm.



Shelley Mettam  
Manager Human Resources and Organisational Development  
22 June 2011

### **Chief Executive Officer Performance Review Committee Agenda**

#### **Declaration of Opening**

The Presiding Member will declare the meeting open at 6pm and will draw 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)**

**Leave of Absence**                      None.  
**(Previously Approved)**

**Apologies**                      None as at distribution of this agenda.

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## **1. Public Question Time**

A member of the public wishing to ask a question should register that interest by notification in writing to the CEO in advance, setting out the text or substance of the question.

Questions tabled at the meeting may be unable to be answered due to the requirement for technical research and will therefore be answered in writing afterwards.

Questions should relate and be relevant to the work of this Committee, such as an item on the agenda.

For more information, please refer to the public question time information sheet.

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

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made at this point.

## **3. Disclosures of Financial Interest**

The Presiding Member to remind 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.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

#### **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*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to ..... the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

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

Members who have not read the business papers to make declarations at this point.

#### **6. Confirmation of Minutes**

##### **6.1 Chief Executive Officer Performance Review Committee Meeting 9 May 2011.**

The minutes of the Chief Executive Officer Performance Review Committee held 9 May 2011 are to be confirmed.

**7. Presentation**

**7.1 Chief Executive Officer Performance Review process for 2010/2011**

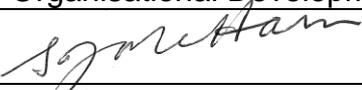
In accordance with Council resolution 24 May 2011 the Chief Executive Officer Performance Review Committee will be provided with assistance in the 2010/2011 performance review process by independent consultant Mr John Phillips, Executive Manager, Workplace Solutions, WALGA.

Mr Phillips will present information on the questionnaire/feedback report to Chief Executive Officer and all Councillors, and the option of a facilitated individual interview. In addition he will explain the process for compiling the aggregated data which he will use to produce his final report and recommendations.

**8. 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.

**8.1 Schedule of dates - Chief Executive Officer Performance Review 2010/2011**

<b>Applicant</b>	City of Nedlands
<b>Owner</b>	City of Nedlands
<b>Officer</b>	Shelley Mettam - Manager Human Resources and Organisational Development
<b>Officer Signature</b>	
<b>File ref.</b>	HRS/353
<b>Previous Item No's</b>	Nil
<b>Disclosure of Interest</b>	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> .

**Purpose**

The purpose of the item is for the Chief Executive Officer Performance Review Committee to identify timeframe for the 2010/2011 Chief Executive Officer Review.

## Recommendation to Committee

**Committee approves the following schedule of dates for the 2010/2012 Chief Executive Officer Review:**

- 1 July 2011** - Councillors to receive questionnaire
- CEO to receive questionnaire and be requested to prepare written report
- 5 August 2011** - Questionnaires from Councillors to be submitted &/or interviews of Councillors to be completed
- CEO written report to be submitted to Consultant
- 12 August 2011** - Report to be compiled by Consultant
- 25 August 2011** - CEO Performance Review Committee Meeting to discuss performance review
- 30 August 2011** - Consultant to meet with CEO to discuss Appraisal
- 15 September 2011** - CEO Performance Review Committee Meeting to finalise performance review
- 27 September 2011** - CEO Performance Review presented to Council for endorsement

## Strategic Plan

KFA 5: Governance

- 5.6 Ensure compliance with statutory requirements and guidelines.
- 5.9 Identify, manage and seek to minimise risk

## Background

On 24 May 2011 Council resolved that independent consultant Mr John Phillips, Executive Manager, Workplace Solutions, WALGA be appointed to assist the Chief Executive Officer Performance Review Committee in the 2011 performance review process.

## Proposal Detail

The schedule of dates is proposed to assist the Consultant, Councillors and the Chief Executive Officer to complete the review in a timely manner.

## Consultation

Required by legislation: Yes  No

Required by City of Nedlands policy: Yes  No

## Legislation

The Review of the Chief Executive Officer will be conducted in accordance with sections 5.38 and 5.39 (3) (b) and Regulation 18D of the Local Government Act 1995, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

## Budget/financial implications

Budget:

Within current approved budget: Yes  No

Requires further budget consideration: Yes  No

## Risk Management

The City is required to comply with sections 5.38 and 5.39(3)(b) and Regulation 18D of the Local Government Act 1995 in setting the annual review of the CEO.

## Conclusion

It is recommended that the Committee approves the schedule of dates for the 2010/2011 Chief Executive Officer Review.

## Attachments

1. Nil

**8.2 Report on progress of Chief Executive Officer Performance Plan 2010/2011**

Closure of the Meeting

At this point the meeting will be closed to members of the public in accordance with Section 5.23(a) of the Local Government Act 1995 to allow confidential discussion on the following item.

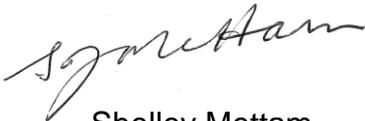
The purpose of this item is for committee to discuss the progress of the Chief Executive Officer's 2010/2011 performance to date, prior to the formal end of year review.

**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 will declare the meeting closed.



Shelley Mettam  
Manager Human Resources and Organisational Development