



City of Nedlands

Minutes

Chief Executive Officer Performance Review Committee Meeting

22 October 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 Committee Meeting Room at City of Nedlands Administration Building on 22 October 2012 at 6pm.

Declaration of Opening

The Presiding Member declared the meeting open at 6.05 pm 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 K Walker	Hollywood Ward
	Councillor T James	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) Nil

Apologies Nil

Absent Councillor S J Porter Dalkeith Ward

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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 direct afterwards.

Questions must relate to a matter contained within the agenda of this meeting.

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.

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

**6.1 Chief Executive Officer Performance Review Committee Meeting
16 February 2012**

Moved – Councillor McManus
Seconded – Councillor James

The minutes of the Chief Executive Officer Performance Review Committee held 16 February 2012 are confirmed.

CARRIED UNANIMOUSLY 4/-

7. Matters for Which the Meeting May Be Closed

In accordance with Standing Orders and for the convenience of the public, the Presiding Member notified the members of the public that the meeting would be closed for item 8.1 - Report on progress of Acting Chief Executive Officer - Key Performance Indicators in accordance with Section 5.23(2)(a) of the Local Government Act 1995.

Closure of Meeting to the Public

Moved – Councillor McManus
Seconded - Councillor Walker

That the meeting be closed to the public in accordance with Section 5.23 (2)(a) of the Local Government Act 1995 to allow confidential discussion on the following Items.

CARRIED UNANIMOUSLY 4/-

The meeting was closed to members of the public at 6.07 pm.

8. Confidential 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 Report on the Performance of the Acting Chief Executive Officer, Mr Michael Cole

Committee to receive and discuss achievement of Key Performance Indicators by Mr Michael Cole in the role of Acting Chief Executive Officer since February 2012.

Acting Chief Executive Officer Mr Michael Cole has provided comments against the Key Performance Indicators set for him by the CEO Performance Review Committee in February 2012 (Confidential attachment circulated to Committee Members).

Opening of Meeting to the Public

Moved - Councillor Walker

Seconded - Councillor James

That the meeting be re-opened to members of the public and the press.

CARRIED UNANIMOUSLY 4/-

The meeting was reopened to members of the public and press at 6.58 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 Walker
Seconded – Councillor James

CEO Performance Review Committee:

1. receives Acting CEO Michael Cole's report on his performance against Key Performance Indicators (KPI's) set by the CEO Performance Review Committee in February 2012.
2. is satisfied that the Acting CEO, Mr Michael Cole has met the KPI's set in February; and
3. endorses the continuation of the relevant KPI's until the role of CEO is substantively filled.

CARRIED UNANIMOUSLY 4/-

Committee Recommendation

CEO Performance Review Committee:

1. receives Acting CEO Michael Cole's report on his performance against Key Performance Indicators (KPI's) set by the CEO Performance Review Committee in February 2012.
2. is satisfied that the Acting CEO, Mr Michael Cole has met the KPI's set in February; and
3. endorses the continuation of the relevant KPI's until the role of CEO is substantively filled.

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 6.59 pm.