



City of Nedlands

Minutes

Chief Executive Officer Performance Review Committee Meeting

28 September 2017

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 next Ordinary Meeting of Council 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 City of Nedlands Administration Building on Thursday 28 September 2017 at 6pm.

Declaration of Opening

The Presiding Member declared the meeting open at 6.04pm 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 C Hipkins (Presiding Member)	
	Councillor J D Wetherall	Hollywood Ward
	Councillor L J McManus	Coastal Districts Ward
	Councillor W R B Hassell	Dalkeith Ward

Staff	Ms S Mettam	Manager Human Resources
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Public	Nil.
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Press	Nil.
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Leave of Absence (Previously Approved)	Nil.
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Apologies	Nil
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Absent	Councillor T P James	Melvista Ward
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Disclaimer

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

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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

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 – 22 November 2016

Moved – Councillor McManus
Seconded – Councillor Wetherall

The minutes of the Chief Executive Officer Performance Review Committee held 22 November 2016 be confirmed.

CARRIED UNANIMOUSLY 4/-

7. Closure of Meeting to the Public

In accordance with Standing Orders and for the convenience of the public, the Presiding Member is to notify the members of the public that the meeting will be closed for item 8.1 – CEO Performance Review in accordance with Section 5.23(2)(a) of the *Local Government Act* to allow discussion on the following confidential items.

Closure of Meeting to the Public

Moved –Mayor Hipkins

Seconded - Councillor Hassell

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 the public at 6.06 pm.

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 Chief Executive Officer (CEO) Performance Review

At this point the meeting will be closed to members of the public in accordance with Sections 5.23(2)(a) of the Local Government Act 1995 to allow confidential discussion on the following item.

Section 5.38 of the Local Government Act requires the CEO to have his performance reviewed on annual basis.

In past years, the annual review process of the CEO's Performance has commenced with consideration by the CEO Performance Review Committee Meeting of the following:

1. The Committee may or may not proceed without an external facilitator assisting with the review process as it chooses;
2. A survey of all Councillors against the established CEO Key Results Areas for 2017 to be conducted; and

3. Once the surveys have been returned and collated a further Committee Meeting will be held and CEO Greg Trevaskis will be invited to address that meeting following which a report on the Committee's findings regarding the CEO's performance and recommendations in view of his performance is to be prepared for Council.
4. The report to Council will provide the Committee's recommendations as follows:
 - (i) A finding of the CEO's performance of 'satisfactory' or 'unsatisfactory' against 2017 Key Results Areas;
 - (ii) If the CEO's performance is found to be satisfactory in accordance with his Employment Contract, a review of his annual remuneration and recommendations consistent with Salaries and Allowances Tribunal Local Government CEOs determination as at 30 June 2017 City of Nedlands remuneration range Band 2 will be considered.

Moved - Councillor Mayor Hipkins
Seconded - Councillor Wetherall

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 the press at 6.14 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*.

Committee Recommendation

- 1. The Committee resolved, as in recent years, to conduct the CEO Performance Review process without the assistance of an external facilitator;**
- 2. A survey will be conducted of all Councillors, inviting feedback about CEO Greg Trevaskis' performance over the past 12 months;**
- 3. Once the surveys have been returned and collated a further Committee Meeting will be held and CEO Greg Trevaskis will be invited to address that meeting following which a report on the Committee's findings regarding the CEO's performance and recommendations in view of his performance is to be prepared for Council.**

9. Date of next meeting

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 6.15 pm.