



City of Nedlands

Agenda

Chief Executive Officer Performance Review Committee Meeting

28 September 2017

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.

Shelley Mettam
Manager Human Resources
22 September 2017

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City of Nedlands

Notice of a meeting of the Chief Executive Officer Performance Review Committee to be held in the Meeting Room at City of Nedlands Administration Building on Thursday 28 September 2017 at 6pm.

CEO 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.

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

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.

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 – 22 November 2016

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

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.

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.

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 will declare the meeting closed.