



City of Nedlands

Agenda

Chief Executive Officer Performance Review Committee Meeting

6 August 2019

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.

Mark Goodlet
Chief Executive Officer
3 August 2019

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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 Tuesday 6 August 2019 at 4 pm.

Council Committee Agenda

Declaration of Opening

The Presiding Member will declare the meeting open at 4 pm. 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

Nil.

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 Probationary 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 CEO Performance Review – Six Month Probationary Period

Chief Executive Officer (CEO) Mr Mark Goodlet commenced his five-year Employment Contract with the City of Nedlands on 5 March 2019. Mr Goodlet's Employment Contract includes a six-month probationary period during which time his performance in the role as CEO can be assessed.

Mr Goodlet's probationary period ends on 6 September 2019.

Council as the employer of the CEO is required to make a determination as to whether Mr Goodlet's performance as CEO is assessed as "satisfactory" or "unsatisfactory".

The CEO Performance Review Committee is required to assess the CEO's performance and make a recommendation to Council.

The CEO's Employment Contract includes:

1. Schedule of Duties and Responsibilities (Confidential Attachment 1); and

2. Key Results Areas (Confidential Attachment 2).

Mr Goodlet has prepared a report on his work as CEO leading up to his 6-month probation review date. (Confidential Attachment 3).

Recommendation to Committee

The Committee recommends to Council that the performance of Mr Goodlet is satisfactory/unsatisfactory and supports/does not support continuation of his employment at the City of Nedlands beyond the probation period.

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.