



City of Nedlands

Minutes

Chief Executive Officer Performance Review Committee Meeting

6 August 2019

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 Committee Room at City of Nedlands Administration Building on Tuesday 6 August 2019 at 4 pm.

Declaration of Opening

The Presiding Member declared the meeting open at 4 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 C Hipkins (Presiding Member)
	Councillor I S Argyle Dalkeith Ward
	Councillor C M de Lacy Hollywood Ward
	Councillor J D Wetherall Hollywood Ward
	Councillor N B J Horley Coastal Districts Ward
	Councillor L J McManus Coastal Districts Ward

Staff	Mr M A Goodlet (from 4.50 pm – 5.05 pm) Chief Executive Officer
	Ms S Mettam Manager Human Resources

Public Nil.

Press Nil.

Leave of Absence (Previously Approved) Nil.

Apologies Councillor T P James Melvista Ward

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.

Nil.

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.

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

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.

There were no members of the public present.

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 is to be assessed.

Mr Goodlet's probationary period ends on 6 September 2019. Council as the employer of the CEO is required to assess and make a determination as to whether Mr Goodlet's performance as CEO is assessed as "satisfactory" or "unsatisfactory" and make a recommendation to Council about confirmation of his employment.

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).

The Manager Human Resources, Shelley Mettam left the meeting at 4.25 pm.

Chief Executive Officer, Mark Goodlet joined the meeting at 4.50 pm.

Chief Executive Officer, Mark Goodlet left the meeting at 5.05 pm.

Put Motion

Moved - Councillor Wetherall

Seconded - Councillor McManus

That the Motion be put.

**CARRIED 4/2
(Against: Mayor Hipkins & Cr Argyle)**

Moved – Councillor Wetherall

Seconded – Councillor McManus

Committee Recommendation

The Committee recommends to Council that the performance of Mr Goodlet is satisfactory and supports the continuation of his employment at the City of Nedlands beyond the probation period.

**CARRIED 5/1
(Against:Cr Argyle)**

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 5.25 pm.