

# Executive Appraisal Committee Meeting

1 April 2019

## Minutes



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. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available online at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## **Vision Statement**

### ***Kwinana 2030***

***Rich in spirit, alive with opportunities,  
surrounded by nature – it's all here!***

## **Mission**

**Strengthen community spirit, lead  
exciting growth, respect the environment  
- create great places to live.**



## **We will do this by –**

- providing strong leadership in the community;
- promoting an innovative and integrated approach;
- being accountable and transparent in our actions;
- being efficient and effective with our resources;
- using industry leading methods and technology wherever possible;
- making informed decisions, after considering all available information; and
- providing the best possible customer service.

## **Values**

### **We will demonstrate and be defined by our core values, which are:**

- Leadership - Strong and visible leadership that consistently focuses on priority issues for
- Lead from where you stand – Leadership is within us all.
- Act with compassion – Show that you care.
- Make it fun – Seize the opportunity to have fun.
- Stand Strong, stand true – Have the courage to do what is right.
- Trust and be trusted – Value the message, value the messenger.
- Why not yes? – Ideas can grow with a yes.

## **Present:**

DEPUTY MAYOR P FEASEY  
CR W COOPER  
CR S MILLS  
CR M ROWSE

MRS S WILTSHIRE - Manager Human Resources  
MS A MCKENZIE - Council Administration Officer

Members of the Press	0
Members of the Public	0

## **1 Declaration of Opening**

***Presiding Member declared the meeting open at 5:30pm and welcomed all in attendance and read the Welcome.***

“IT GIVES ME GREAT PLEASURE TO WELCOME YOU ALL HERE AND BEFORE COMMENCING THE PROCEEDINGS, I WOULD LIKE TO ACKNOWLEDGE THAT WE COME TOGETHER TONIGHT ON THE TRADITIONAL LAND OF THE NOONGAR PEOPLE”

## **2 Apologies/Leave(s) of Absence (previously approved)**

Mayor Carol Adams

## **3 Public Question Time:**

Nil

## **4 Declarations of Interest by Members and City Officers:**

Nil

## **5 Minutes to be Confirmed:**

### **5.1 Executive Appraisal Committee Meeting held on 23 July 2018.**

#### **COMMITTEE DECISION**

**MOVED CR S MILLS**

**SECONDED CR W COOPER**

**That the Minutes of the Executive Appraisal Committee held on 23 July 2018 be confirmed as a true and correct record of the meeting.**

**CARRIED  
4/0**

## **6 Reports**

Nil

## **7 Urgent Business**

Nil

## **8 Response to Previous Questions**

Nil

## **9 Matters Behind Closed Doors**

### **COMMITTEE DECISION**

**MOVED CR W COOPER**

**SECONDED CR S MILLS**

That in accordance with Section 5.23(2)(a) of the Local Government Act 1995, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors item.

**CARRIED**  
**4/0**

*The Council Chamber doors were closed at 5:31pm.*

### **9.1 Chief Executive Officer Performance and Remuneration Review 2019/20 – Appointment of Appraisal Agent and Schedule of Review**

#### **COMMITTEE DECISION**

**MOVED CR W COOPER**

**SECONDED CR S MILLS**

That the Executive Appraisal Committee:

1. **Appoint John Phillips, from John Phillips Consulting as the appraisal agent (as detailed in Attachment A), to undertake the performance and remuneration review of the Chief Executive Officer for 2019/2020.**
2. **Adopt the following approximate timeline for the CEO's Performance Review process:**
  - a. **Monday 17 June to Monday 1 July 2019: Appraisal Agent conducts surveys and interviews, commencing 17 June 2019, with Elected Members regarding the Chief Executive Officer's performance against Key Performance Indicators.**
  - b. **Monday 15 July 2019 Executive Appraisal Committee Meeting Agenda:**
    - i. **Receive report from the Appraisal Agent on the review of existing Key Performance Indicators and agree on formal feedback to be provided to the Chief Executive Officer.**
    - ii. **Consider remunerative data in preparation for the Chief Executive Officer remuneration negotiations.**
  - c. **Monday 5 August 2019 Executive Appraisal Committee Meeting Agenda:**
    - i. **Formally endorse the final feedback summary report and note any comments by the Chief Executive Officer.**
    - ii. **Set the remuneration and the 2019/2020 Performance KPIs for the Chief Executive Officer.**
    - iii. **Authorise the Mayor to execute the variations to the Chief Executive Officer's contract.**

**CARRIED**  
**4/0**

9 MATTERS BEHIND CLOSED DOORS

**COMMITTEE DECISION**

**MOVED CR W COOPER**

**SECONDED CR M ROWSE**

**That the Committee return from Behind Closed Doors.**

**CARRIED  
4/0**

*The Council Chamber doors were re-opened at 5:34pm.*

## **10 Next Meeting**

The next Executive Appraisal Committee Meeting is scheduled to be held on 15 July 2019.

## **11 Meeting Closure**

The Deputy Mayor declared the meeting closed at 5:34pm.

Chairperson:

10 April 2018