

# Executive Appraisal Committee Meeting

5 August 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 on the City's website [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:

*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:**

MAYOR CAROL ADAMS  
DEPUTY MAYOR PETER FEASEY  
CR W COOPER  
CR S MILLS  
CR M ROWSE

CR S LEE - Observer

MS J ABBISS - Chief Executive Officer  
MRS S WILTSHIRE - Manager Human Resources

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)**

### **Apologies**

Nil

### **Leave(s) of Absence (previously approved):**

Nil

## **3 Public Question Time:**

Nil

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

Chief Executive Officer, Joanne Abbiss declared an impartiality interest in item 9.1, Chief Executive Officer Performance Review 2018/19 and setting of 2019/20 Key Performance Indicators due to details within the report being in regards to her appraisal.

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

### **5.1 Executive Appraisal Committee Meeting held on 15 July 2019:**

#### **COMMITTEE DECISION**

**MOVED CR S MILLS**

**SECONDED CR P FEASEY**

**That the Minutes of the Executive Appraisal Committee Meeting held on 15 July 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED  
5/0**

## **6 Reports:**

Nil

## **7 Urgent Business:**

Nil

## **8 Response to Previous Questions:**

Nil

## 9 Matters Behind Closed Doors

### **COMMITTEE DECISION**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**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  
5/0**

*The Council Chambers doors were closed at 5:33pm.*

### **9.1 Chief Executive Officer Performance Review 2018/19 and setting of 2019/20 Key Performance Indicators**

#### **DECLARATION OF INTEREST:**

Chief Executive Officer, Joanne Abbiss declared an impartiality interest due to details within the report being in regards to her appraisal.

### **COMMITTEE DECISION**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**That Council suspend Standing Orders.**

**CARRIED  
5/0**

### **COMMITTEE DECISION**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**That Council reinstate Standing Orders.**

**CARRIED  
5/0**

**9.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2018/19 AND SETTING OF 2019/20 KEY PERFORMANCE INDICATORS**

**COMMITTEE DECISION**

**MOVED CR W COOPER**

**SECONDED CR M ROWSE**

**That the Executive Appraisal Committee recommend to Council to:**

- 1. Formally endorse the final feedback summary report as detailed in Attachment A and note any comments by the Chief Executive Officer.**

**CARRIED  
5/0**

**NOTE – That the Officer Recommendation has been amended due to the two items being dealt with separately.**

**COMMITTEE DECISION**

**MOVED CR W COOPER**

**SECONDED CR S MILLS**

**That the Executive Appraisal Committee recommend to Council to:**

- 1. Approve the 2019/2020 Performance KPIs for the Chief Executive Officer as detailed in Attachment B, with the following amendments:**
  - KPI 2.7 is to be amended**
  - Additional KPI, 6.4 is to be included**

**CARRIED  
5/0**

**NOTE – That the Officer Recommendation has been amended due to the two items being dealt with separately and additionally that Attachment B has been amended.**

**COMMITTEE DECISION**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**That Council return from Behind Closed Doors.**

**CARRIED  
5/0**

*The Council Chambers doors reopened at 6:02pm.*

## **10 Next Meeting**

The next Executive Appraisal Committee Meeting will be held in 2020.

## **11 Meeting Closure:**

The Mayor declared the meeting closed at 6:03pm.

Chairperson:

14 August 2019