

CITY OF JOONDALUP

MINUTES OF THE CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 1 AUGUST 2006.

ATTENDANCE AND APOLOGIES

Committee Members:

Cr R Fishwick	<i>Presiding Person</i>	South Ward
Cr G Amphlett	<i>Deputy Presiding Person</i>	Central Ward
Mayor T Pickard		
Cr T McLean		North Ward
Cr M John		South-West Ward
Cr B Corr	<i>From 1645 hrs</i>	South-East Ward

Observers:

Cr S Hart	<i>To 1656 hrs; Deputising for Cr Corr to 1645 hrs.</i>	South-East Ward
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Officers:

Chief Executive Officer:	G HUNT	<i>to 1640 hrs</i>
Director, Corporate Services:	M TIDY	<i>absent from 1646 hrs to 1637 hrs.</i>
Committee Clerk:	J HARRISON	

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 1635 hrs.

APOLOGIES/LEAVE OF ABSENCE

Apology for Absence – Cr Magyar

Apology for late attendance – Cr Corr

COMMENT IN RELATION TO DEPUTY COMMITTEE MEMBERS.

The Chief Executive Officer noted that, whilst Council has previously appointed deputy committee members for this and various other Council committees, issues have been identified in this regard and legal advice is being sought.

ELECTION OF PRESIDING PERSON

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government, to appoint a presiding person as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside. Nominations for the position of presiding person are to be given to the Chief Executive Officer in writing, with the vote to be conducted by ballot.

The Chief Executive Officer called for nominations for the position of Presiding Person.

Mayor Pickard nominated Cr Fishwick for the position of Presiding Person. Cr Fishwick accepted the nomination.

There being no further nominations, Cr Fishwick was elected unopposed to the position of Presiding Person.

Cr Fishwick assumed the Chair at this point.

The Chief Executive Officer left the Room at 1640 hrs.

ELECTION OF DEPUTY PRESIDING PERSON

It is advisable that the committee appoints a deputy presiding person, who would chair the meeting in the absence of the presiding person.

The Presiding Person called for nominations for the position of Deputy Presiding Person.

Cr Hart nominated Cr Corr for the position of Deputy Presiding Person. As Cr Corr was not in attendance, the Presiding Person was unable to accept the nomination.

Mayor Pickard nominated Cr Amphlett for the position of Deputy Presiding Person. Cr Amphlett accepted the nomination.

There being no further nominations, Cr Amphlett was elected unopposed to the position of Deputy Presiding Person.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON TUESDAY 4 APRIL 2006

Due to the election of the new Council on 6 May 2006, and the departure of the Joint Commissioners, it is not possible to confirm the minutes of the Chief Executive Officer – Performance Review Committee held on 4 April 2006. These minutes will therefore remain unconfirmed minutes.

MOVED Mayor Pickard SECONDED Cr John that the Committee NOTES the minutes of the Chief Executive Officer – Performance Review Committee meeting held on 4 April 2006

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs McLean, Amphlett, John, Fishwick and Hart.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Disclosure of Financial Interests

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. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	Mr Garry Hunt - Chief Executive Officer
Item No/Subject	Item 1 – Initiation of Annual CEO Performance Review and Selection of Consultant
Nature of interest	Financial
Extent of Interest	Mr Hunt holds the position of CEO

Disclosure of interest affecting impartiality

Commissioners and staff are required under the Code of Conduct, in addition to declaring any financial interest, 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 process. The Commissioner/employee is also encouraged to disclose the nature of the interest.

Name/Position	Mr Mike Tidy - Director Corporate Services
Item No/Subject	Item 1 – Initiation of Annual CEO Performance Review and Selection of Consultant
Nature of interest	Interest that may affect impartiality
Extent of Interest	Due to the nature of his employment relationship with the CEO.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil.

PETITIONS AND DEPUTATIONS

Nil.

**ITEM 1 INITIATION OF ANNUAL CEO PERFORMANCE REVIEW AND
SELECTION OF CONSULTANT - [74574]**

WARD: All

**RESPONSIBLE Mr Michael Tidy
DIRECTOR:** Director Corporate Services

PURPOSE OF REPORT

The purpose of this report is for the CEO Performance Review Committee (the committee) to initiate the CEO's annual performance review and for the committee to consider the names of a number of HR consultants for appointment as an independent consultant to assist in the review of the CEO's performance.

EXECUTIVE SUMMARY

Council has formed a committee, consisting of 7 (seven) elected members to review the performance of the CEO. As part of the performance review process the committee is required (clause 11.3(e)(i) of the CEO's contract) to appoint an external and independent HR expert, or similar, to consult with and seek guidance from and to facilitate the review of the CEO's performance.

From preliminary investigations several consultants have been identified and named within the report, for consideration of the committee.

It is recommended that the CEO Performance Review Committee:

- 1 *NOMINATES one or more consultants to attend the next committee meeting for the purpose of developing a scope of works to be costed.*

- 2 *ENDORSES the timetable for the performance review of the Chief Executive Officer and sets future meeting dates to commence at 4.00pm on Tuesday 1 August 2006 and each Tuesday as required thereafter, until completion of the review.*

BACKGROUND

The CEO commenced employment with the City of Joondalup on 31 January 2005. Clause 11 (copy of the full text of clause 11 is at attachment 1) of the contract sets out the requirements for performance development and review. A briefing paper has previously been provided to all elected members and sets out the process (a further copy for the benefit of committee members is at attachment 2).

The contract provides for an initial performance review after the conclusion of the first six months of the CEO's contract. This review has been conducted and endorsed by Council at its meeting on 20 September 2005. Subsequent to this initial review the contract provides for an annual performance review (clause 11.3(a)) which is to occur "*on or before 31 August each year, or as soon as possible thereafter, commencing in 2006*". The process for the annual review to 31 August 2006 now needs to commence.

DETAILS

Issues and options considered:

Consultant

In essence the performance review process requires the committee to conduct a formal interview with the CEO, clause 11.3(b). The committee is required to consult with other elected members and the CEO is required to submit a report on his performance all prior to the interview and within certain designated timeframes and periods of notice.

Critically clause 11.3(d) provides that *“neither the Council nor the Executive is entitled to attend the scheduled interview with a support person or representative (legal or otherwise)”*. At the same time clause 11.3(e)(i) provides that *“In conducting the review, the Performance Review Committee must appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the Executive’s performance”*.

In order to progress the review in a timely and orderly fashion it is suggested that the committee should commence the process for selection and appointment of an external and independent HR expert.

When performing the initial performance review the committee considered a selection of consultants from Hudson, Integral Leadership Centre and WALGA. All had experience with this type of undertaking. Investigations when preparing this report have reconfirmed that these groups are capable, experienced with this type of undertaking and willing to be considered for the appointment. In the case of Hudson, this is the same firm that was considered last time the individual consultant was changed. The following consultants are therefore put forward for consideration by the committee:

Mr Les McKean/Mr Ian Wardrope	-	Hudson
Ms Andrea Lloyd	-	Integral Leadership Centre
Mr John Phillips	-	WALGA

The consultants have been requested to supply initial information on their previous experience in conducting CEO performance reviews, referees/client base, cost structure and any additional information that might assist the committee in the selection process.

At the time of writing this report two of the consultants had forwarded this information to the City and it is attached as attachment 4 and attachment 5. The remaining consultant has only returned from leave this week and the submission will be received and distributed on Monday 31 July.

Timetable for Review

The process for conducting the CEO’s performance review, as set out in Clause 11.3, provides not only for the various tasks and issues that need to be considered but also very specific timeframes.

The key element that drives all of the timeframes is the formal scheduled interview by the committee with the CEO. With this in mind the following are the critical timeframes:

- The CEO is to be given at least fifteen (15) working days' notice of the scheduled interview.
- The CEO is required to prepare a self-evaluation report and submit it to the committee not less than five (5) working days prior to the scheduled interview.
- The committee is required to invite written comments from all individual Elected Members addressing their views on the CEO's performance at least fifteen (15) working days prior to the scheduled interview and the responses, which must be dated and signed, must be received back by the committee at least five (5) working days prior to the scheduled interview.
- The committee must prepare a report within thirty (30) days of the conclusion of the review
- As soon as the report is completed the committee must provide a copy to the CEO and give him up to five (5) working days to provide any written comments he may have on matters addressed in the report to the committee
- Following the five (5) working days response period for the CEO the committee is required to submit its report and any comments of the CEO to the next meeting of Council provided that next meeting is at least five (5) working days away.

With these timeframes in mind a timetable has been drawn up (attachment 3). The timetable is reasonably tight but that is not to say that it could not be varied provided all of the key timeframes and notice periods are complied with. For example, notice of the scheduled interview could be greater than fifteen (15) working days but individual Elected Members' written comments on the CEO's performance cannot be accepted if received less than five (5) working days prior to the scheduled interview.

It is important to be aware that the timetable is up to the completion of the CEO's performance review in regards to performance over the last twelve (12) months. There is also a requirement under the terms of clause 11.1 of the CEO's contract to review the key performance indicators. This may be done at or immediately after the CEO's annual performance review. The intention at this stage is that it be done immediately after but in either case this does not influence the timeframe requirements for completion of the annual performance review and it has not been factored into the timetable.

Link to Strategic Plan:

Objective 4.5 - To manage our workforce as a strategic business resource.

Legislation – Statutory Provisions:

Included in Clause 3 Executive Duties, of the CEO's Employment Contract are the following references to the Local Government Act 1995 and other regulatory requirements:

- "3.3 exercise such powers and carry out such duties and functions as are imposed in the Act, and all other relevant laws, regulations and Standing Orders
- 3.4 fulfil the functions of a CEO as prescribed in the Act
- 3.5 comply with the Council's policies and procedures and Code of Conduct, as varied from time to time by the Council"

Risk Management considerations:

The performance review process is designed to evaluate and assess the CEO's performance against Key Performance Indicators on a periodic basis and the Performance Review Committee is required to refer its concluded report to the Council for consideration and actioning. Schedule 2 of the CEO's Employment Contract details the 2005/06 Key Performance Indicators to be achieved by the CEO.

Financial/Budget Implications:

In conducting the performance review under the CEO's Employment contract, the Performance Review Committee is required to appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the CEO's performance (Clause 11.3(e)(i)).

An estimate for this work will be determined in conjunction with the Performance Review Committee once the scope of works have been resolved with the proposed consultant.

Policy implications:

Not Applicable

Regional Significance:

Not Applicable

Sustainability implications:

Not Applicable

Consultation:

As part of the review process under clause 11(3)(e)(ii), the Performance Review Committee is required to seek written comments in relation to the CEO's performance from all individual Elected Members.

COMMENTS

From the initial information provided by the consultants it should be possible for the committee to select one or more consultants who could be requested to meet with the committee and discuss a methodology/framework for the review process, which could be scoped and costed into a formal proposal document for final acceptance by the committee.

This is a critical step in the review process, as although the contract is quite prescriptive in some aspects of the CEO's performance development and review, the independent HR expert should be able to add value with a framework and methodology for objectively measuring and assessing achievement against the KPIs, as well as focussing on the development side of the review.

ATTACHMENTS

Attachment 1	Clause 11 of the CEO's Contract of Employment.
Attachment 2	Elected Members Briefing Notes – CEO Performance Review Process (Note: includes a copy of the KPIs for 2005/06).
Attachment 3	Timetable for completion of the CEO's Performance Review.
Attachment 4	Consultant submission Mr Les McKean/Mr Ian Wardrope - Hudson.
Attachment 5	Consultant submission Mr John Phillips - WALGA.

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That the CEO Performance Review Committee:

- 1 NOMINATES one or more consultants to attend the next committee meeting for the purpose of developing a scope of works to be costed;
- 2 ENDORSES the timetable for the performance review of the Chief Executive Officer and sets future meeting dates to commence at 4.00pm on Tuesday 1 August 2006 and each Tuesday as required thereafter, until completion of the review.

The Director Corporate Services provided an overview of the report. The submission from AIM-UWA Business School Alliance was provided to the Committee – Attachment 1 refers.

Cr Corr entered the Room at 1645 hrs.

Discussion ensued.

Cr Hart left the Room at 1656 hrs.

MOVED Mayor Pickard SECONDED Cr Corr that the CEO Performance Review Committee NOMINATES the following consultants to attend the next committee meeting for the purpose of presenting to the Committee and developing a scope of works to be costed:

- **Hudson Talent Management;**
- **Workplace Solutions; and**
- **AIM-UWA Business School Alliance.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs McLean, Amphlett, John, Fishwick and Corr.

Discussion ensued in relation to the timetable for the completion of the CEO's Performance Review. The Director Corporate Services advised that the timetable can be amended by the Committee as required.

MOVED Mayor Pickard **SECONDED** Cr Corr that the CEO Performance Review Committee **ENDORSES** the timetable for the performance review of the Chief Executive Officer and **SETS** the next meeting for 2.30 pm on Tuesday 8 August 2006 and each Tuesday as required thereafter, until completion of the review.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs McLean, Amphlett, John, Fishwick and Corr.

It was agreed that the Director Corporate Services would provide each of the consultancy firms with a copy of Clause 11 of the CEO's contract, the briefing notes relating to the performance review process and the proposed timetable, and invite them to make a presentation to the next meeting to be held on Tuesday 8 August 2006.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Nil.

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 1720 hrs; the following Elected members being present at that time:

Cr Fishwick
Cr Amphlett
Mayor Pickard
Cr McLean
Cr John
Cr Corr

CITY OF JOONDALUP

MINUTES OF THE CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 8 AUGUST 2006.

ATTENDANCE AND APOLOGIES

Committee Members:

Cr R Fishwick	<i>Presiding Person</i>	South Ward
Cr G Amphlett	<i>Deputy Presiding Person</i>	Central Ward
Mayor T Pickard	<i>To 1606 hrs</i>	
Cr T McLean		North Ward
Cr M John		South-West Ward
Cr B Corr		South-East Ward

Officers:

Director, Corporate Services:	M TIDY	<i>Absent from 1606 hrs to 1620 hrs</i>
Committee Clerk:	J HARRISON	

DECLARATION OF OPENING

The Presiding Person declared the meeting open at 1437 hrs.

APOLOGIES/LEAVE OF ABSENCE

Apology for Absence – Cr Magyar

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON TUESDAY 1 AUGUST 2006

MOVED Cr McLean SECONDED Mayor Pickard that the minutes of the Chief Executive Officer – Performance Review Committee meeting held on 1 August 2006 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs Fishwick, Amphlett, Corr, McLean, and John.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Person advised that the CEO had, in addition to the financial declaration shown below, declared that he has previously been engaged by WALGA, that he knows Mr John Phillips personally, and that Mr Hunt's firm engaged Mr Phillips to undertake work on a project in South Africa on a cost and out of pocket expenses basis only.

DECLARATIONS OF INTEREST

Disclosure of Financial Interests

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. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	Mr Garry Hunt - Chief Executive Officer
Item No/Subject	Item 1 - CEO Performance Review - Selection of Consultant
Nature of interest	Financial
Extent of Interest	Mr Hunt holds the position of CEO

Disclosure of interest affecting impartiality

Commissioners and staff are required under the Code of Conduct, in addition to declaring any financial interest, 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 process. The Commissioner/employee is also encouraged to disclose the nature of the interest.

Name/Position	Mr Mike Tidy - Director Corporate Services
Item No/Subject	Item 1 - CEO Performance Review - Selection of Consultant
Nature of interest	Interest that may affect impartiality
Extent of Interest	Due to the nature of his employment relationship with the CEO.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil.

PETITIONS AND DEPUTATIONS

Nil.

**ITEM 1 CEO PERFORMANCE REVIEW - SELECTION OF
CONSULTANT - [74574]**

WARD: All

RESPONSIBLE Mr Michael Tidy
DIRECTOR: Director Corporate Services

PURPOSE OF REPORT

The purpose of this report is for the CEO Performance Review Committee (the Committee) to meet, interview and select one the HR consultants considered by the Committee at its meeting on 1 August 2006 to assist in the review of the CEO's performance.

EXECUTIVE SUMMARY

As part of the CEO's performance review process the Committee is required (clause 11.3(e)(i) of the CEO's contract) to appoint an external and independent HR expert, or similar, to consult with and seek guidance from and to facilitate the review of the CEO's performance.

The names of several consultants were considered by the Committee at its meeting on 1 August 2006. The Committee resolved in part that the:

"CEO Performance Review Committee NOMINATES the following consultants to attend the next Committee meeting for the purpose of presenting to the Committee and developing a scope of works to be costed:

- *Hudson Talent Management;*
- *Workplace Solutions; and*
- *AIM-UWA Business School Alliance."*

Each of the consultants has accepted an invitation to attend the Committee meeting.

It is recommended that the CEO Performance Review Committee:

- 1 *SELECTS an appropriate consultant for appointment as an external and independent HR expert, or similar, for the Committee to consult with and seek guidance from and to facilitate the review of the CEO's performance;*
- 2 *REQUESTS the selected consultant to submit a formal costed proposal based on the Committee's agreed scope of works.*

BACKGROUND

The Committee initiated the CEO performance review process at its meeting on 1 August 2006. Clause 11.3(e)(i) provides that "in conducting the review, the Performance Review Committee must appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the Executive's performance". The names of three consultants were put forward in that report.

The Committee determined that it meet with each of the consultants to consider their proposals for assisting the Committee with the CEO's performance review. Each of the consultants has been contacted and has accepted the invitation to attend the Committee meeting between 2.30pm and 3.30pm. They have been scheduled to appear approximately 20 minutes apart as follows -

- John Phillips - Workplace Solutions at 2.30pm
- Steven McKean - Hudson at 2.50pm
- Andrea Lloyd - AIM-UWA Business School Alliance at 3.10pm

Each of the consultants had previously been supplied with a copy of the CEO's Key Performance Indicators for 2005/2006 prior to making their initial submissions. In inviting each of the consultants to appear before the Committee on 8 August 2006 they have each now been supplied with a copy of Clause 11 from the CEO's contract (copy distributed in confidence), the Elected Member briefing note and a copy of the indicative timetable.

DETAILS

Issues and options considered:

As previously advised to the Committee it is both necessary to select an appropriate consultant to assist the Committee in the performance review process and also to determine in conjunction with the selected consultant the scope of the work which the Committee requires the consultant to undertake.

While Clause 11.3(e)(i) requires the Committee to appoint and consult with and seek guidance from a consultant, the level of that consultation and guidance, ie the scope, is at the discretion of the Committee. By way of example, consultation and guidance could include;

- Provide/develop a consistent process for working through the review,
- Assistance with interpretation of the level of performance against the KPIs
- Structuring questions for the interview,
- Assisting how written input from other elected members will be incorporated,
- Provide a process/methodology to work through issues Committee members differ on to arrive at a Committee view,
- Assistance to prepare and articulate the review results in the final report etc

The timetable currently includes a Saturday workshop with the consultant where these types of issues could be covered and to provide training and assistance in the conduct of the performance review. It is at the Committee's discretion as to how it might want to use this and the extent of the services that it requires from the consultant.

Link to Strategic Plan:

Objective 4.5 - To manage our workforce as a strategic business resource.

Legislation – Statutory Provisions:

Included in Clause 3 Executive Duties, of the CEO's Employment Contract are the following references to the Local Government Act 1995 and other regulatory requirements:

- "3.3 exercise such powers and carry out such duties and functions as are imposed in the Act, and all other relevant laws, regulations and Standing Orders
- 3.4 fulfil the functions of a CEO as prescribed in the Act
- 3.5 comply with the Council's policies and procedures and Code of Conduct, as varied from time to time by the Council"

It should be noted that, notwithstanding the words used in clause 11.3(e)(i) of the CEO's contract that state "Performance Review Committee must appoint", the Committee has no delegated power to make appointments. As such the wording of the recommendation is that the Committee selects the consultant who can then be appointed under delegated authority by administration.

Risk Management considerations:

The performance review process is designed to evaluate and assess the CEO's performance against Key Performance Indicators on a periodic basis and the Performance Review Committee is required to refer its concluded report to the Council for consideration and actioning. Schedule 2 of the CEO's Employment Contract details the 2005/06 Key Performance Indicators to be achieved by the CEO.

Financial/Budget Implications:

In conducting the performance review under the CEO's Employment contract, the Performance Review Committee is required to appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the CEO's performance (Clause 11.3(e)(i)).

An estimate for this work will be determined in conjunction with the Performance Review Committee once the scope of works have been resolved with the proposed consultant.

Policy implications:

Not Applicable

Regional Significance:

Not Applicable

Sustainability implications:

Not Applicable

Consultation:

As part of the review process the under clause 11(3)(e)(ii) the Performance Review Committee is required to seek written comments in relation to the CEO's performance from all individual Elected Members.

COMMENTS

From the interview and discussion with each of the consultants it should be possible for the Committee to make a selection and discuss a methodology/framework for the review process, which could be scoped and costed into a formal proposal document for final agreement by the Committee.

This is a critical step in the review process, as although the contract is quite prescriptive in some aspects of the CEO's performance development and review, the independent HR expert should be able to add value with a framework and methodology for objectively measuring and assessing achievement against the KPIs, as well as focussing on the development side of the review.

ATTACHMENTS

Attachment 1	Clause 11 of the CEO's Contract of Employment.
Attachment 2	Elected Members Briefing Notes – CEO Performance Review Process (Note: includes a copy of the KPIs for 2005/06).
Attachment 3	Timetable for completion of the CEO's Performance Review.
Attachment 4	Consultant submission Mr Les McKean/Mr Ian Wardrope - Hudson.
Attachment 5	Consultant submission Mr John Phillips - WALGA.
Attachment 6	Consultant submission Ms Andrea Lloyd – AIM-UWA Business School Alliance.

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That the CEO Performance Review Committee:

- 1 SELECTS an appropriate consultant for appointment as an external and independent HR expert, or similar, for the committee to consult with and seek guidance from and to facilitate the review of the CEO's performance;
- 2 REQUESTS the selected consultant to submit a formal costed proposal based on the Committee's agreed scope of works.

During the period from 1445 hrs to 1555 hrs, the following consultants addressed the Committee:

- John Phillips - Workplace Solutions
- Steven McKean and Ian Wardrope - Hudson
- Andrea Lloyd - AIM-UWA Business School Alliance.

At the conclusion of the presentations, discussion ensued, with the Committee requesting information in relation to the previous year's consultancy fees.

REQUEST FOR REPORT

Mayor Pickard requested that a report be prepared and legal advice sought in relation to responding to requests to obtain copies of the CEO's contract.

Mayor Pickard left the Room at 1606 hrs.

The Director Corporate Services left the Room at 1606 hrs and returned at 1620 hrs.

The Director Corporate Services provided details of the cost of the previous year's consultancy.

MOVED Cr Corr SECONDED Cr John that the CEO Performance Review Committee SELECTS Workplace Solutions (Mr John Phillips) at a fixed cost not exceeding \$3,850 as the external and independent HR expert for the Committee to consult with and to seek guidance from, and to facilitate the review of the CEO's performance.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Crs Fishwick, Amphlett , Corr, McLean, and John.

The Director Corporate Services stated that advice will be sought and provided to the Committee members on the level of authority that the Committee has, and whether a decision of Council is required to appoint the consultant.

CLOSURE

There being no further business, the Presiding Person declared the Meeting closed at 1626 hrs; the following Elected members being present at that time:

Cr Fishwick
Cr Amphlett
Cr McLean
Cr John
Cr Corr