



SECTION 15

Minutes of Committees

For the Ordinary Meeting of Council

23 July 2020

Item 15.1 – CEOPRC Minutes 25 June 2020

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

MINUTES

25 June 2020

(Ref: D2020/08372 (CEOPRC) – D2020/12758)

A meeting of the Chief Executive Officer Performance Review Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 25 June 2020**. The meeting commenced at **7:05pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 7:05pm.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Committee Members

Cr Jai Wilson (Chairman)	EMRC Member	Town of Bassendean
Cr John Daw (Deputy Chairman)	EMRC Member	Shire of Mundaring
Cr Lorna Clarke	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr Mel Congerton	EMRC Member	City of Swan

Visitor(s)

Mr Jude Balm	Infinity Training Australia
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EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Ms Angela Wolstencroft	Manager Human Resources
Ms Theresa Eckstein	Executive Assistant to CEO (Minutes)

3 DISCLOSURE OF INTERESTS

At the invitation of the Chairman, the Chief Executive Officer advised the following disclosures of interest.

3.1 ANGELA WOLSTENCROFT – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY

Item:	14.1
Subject:	Confidential Item 14.1 - Chief Executive Officer Performance and Salary Review for 2019/2020 and Objective Setting for 2020/2021.
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Due to reporting relationship to the CEO

3.2 MARCUS GEISLER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING IMPARTIALITY

Item:	14.1
Subject:	Confidential Item 14.1 - Chief Executive Officer Performance and Salary Review for 2019/2020 and Objective Setting for 2020/2021.
Nature of Interest:	Disclosure of Interests Affecting Impartiality, EMRC Code of Conduct 2.3. Subject matter of the Report directly applies to the Chief Executive Officer

3.3 MARCUS GEISLER – CHIEF EXECUTIVE OFFICER – FINANCIAL INTEREST

Item:	14.1
Subject:	Confidential Item 14.1 - Chief Executive Officer Performance and Salary Review for 2019/2020 and Objective Setting for 2020/2021.
Nature of Interest:	Disclosure of Financial Interest, Sections 5.60B, 5.65, 5.70 and 5.71 of the <i>Local Government Act 1995</i> . Subject matter of the Report directly applies to the Chief Executive Officer



4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

The Chairman welcomed Mr Jude Balm, Infinity Training Australia is an external independent consultant to the meeting and invited him to present the Councillor Feedback to the CEOPRC members.

The presentation covered the following:

- Context and Background
- Review – Scope and Boundaries
- Supporting Documents
- Methodology
- Results and Feedback
- Recommendations
- Conclusion

Discussion ensued.

The Chairman thanked Mr Balm for this presentation and he departed the meeting at 7:49pm.

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 27 FEBRUARY 2020

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 27 February 2020 which have been distributed, be confirmed.

CEOPRC RESOLUTION(S)

MOVED CR CONGERTON

SECONDED CR POWELL

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 27 FEBRUARY 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

8 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil



9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report item is covered in Section 14 of this agenda.

- 9.1 CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2019/2020 AND OBJECTIVE SETTING FOR 2020/2021

10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

11 REPORTS OF EMPLOYEES

Nil

12 REPORTS OF DELEGATES

Nil

13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing meeting to the public)

That the meeting be closed to members of the public in accordance with Section 5.23 (2)(a), (b), (c) and (e) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

CEOPRC RESOLUTION

MOVED CR POWELL

SECONDED CR DAW

THAT THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2)(A), (B), (C) AND (E) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The meeting was closed to the public at 7:50pm.

The Chief Executive Officer, Manager Human Resources and Cr Jeans departed the meeting at 7:50pm.



14.1 CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2019/2020 AND OBJECTIVE SETTING FOR 2020/2021

REFERENCE: D2020/08373

This item is recommended to be confidential because it contains matters affecting an employee and is to be treated as confidential in accordance with EMRC Policy 4.1 – Chief Executive Officer Appointment, Performance Assessment and Review Policy.

The Committee considered the Confidential Item circulated with the Agenda under Separate Cover.

At the invitation of the Committee, the Chief Executive Officer, the Manager Human Resources and Cr Jeans re-entered the meeting room at 8:05pm.

RECOMMENDATION [Meeting re-opened to the public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

CEOPRC RESOLUTION

MOVED CR POWELL

SECONDED CR CONGERTON

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The meeting was reopened to the public at 8:05pm.

Recording of the recommendations passed behind closed doors, namely:

14.1 CHIEF EXECUTIVE OFFICER PERFORMANCE AND SALARY REVIEW FOR 2019/2020 AND OBJECTIVE SETTING FOR 2020/2021

REFERENCE: D2020/08373

CEOPRC RECOMMENDATION(S)

MOVED CR DAW

SECONDED CR O'CONNOR

THAT:

1. COUNCIL ASSESSES THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE FOR THE PERIOD 2019/2020.
2. COUNCIL ADOPTS THE PERFORMANCE CRITERIA OUTLINED WITHIN THE REPORT FOR 2020/2021.
3. COUNCIL NOTES THAT CHIEF EXECUTIVE OFFICER HAS VOLUNTARILY ELECTED TO MAINTAIN HIS CURRENT SALARY.
4. THAT THE COUNCIL AUTHORISES THE CHAIRMAN OF THE EMRC TO VARY THE CEO'S EMPLOYMENT AGREEMENT TO:
 - a) INCORPORATE THE ASSOCIATION MEMBERSHIP FEES AS OUTLINED WITHIN SCHEDULE 2 OF THE AGREEMENT INTO THE CEO'S BASE SALARY
5. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY



15 FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE

The next meeting of the Chief Executive Officer Performance Review Committee will be held on **Thursday, 15 October 2020** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

16 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 8:13pm.