

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

MINUTES

27 February 2020

(Ref: D2020/05272 (CEOPRC) - D2020/04766)

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 **27 February 2020**. The meeting commenced at **6:00pm**.

TABLE OF CONTENTS

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	1
2	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	1
3	DISCLOSURE OF INTERESTS	1
	3.1 <i>ANGELA WOLSTENCROFT – MANAGER HUMAN RESOURCES – INTERESTS AFFECTING IMPARTIALITY – ITEMS 15.1 AND 15.2</i>	1
	3.2 <i>MARCUS GEISLER – CHIEF EXECUTIVE OFFICER – INTERESTS AFFECTING IMPARTIALITY – ITEM 15.1 AND 15.2</i>	1
4	ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION	1
5	ELECTION OF CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE CHAIRMAN AND DEPUTY CHAIR	2
	5.1 <i>ELECTION OF A CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (Ref: D2020/04768)</i>	2
	5.2 <i>ELECTION OF A DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (Ref: D2020/04773)</i>	10
6	PETITIONS, DEPUTATIONS AND PRESENTATIONS	16
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	16
	7.1 <i>MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 17 OCTOBER 2019 (Ref: D2019/14658)</i>	
8	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	16
9	QUESTIONS BY MEMBERS WITHOUT NOTICE	16
10	ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC	16
	10.1 <i>SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS (Ref: D2020/00467)</i>	16
	10.2 <i>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020 (Ref: D2020/01385)</i>	16
11	BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING	16
12	REPORTS OF EMPLOYEES	17
13	REPORTS OF DELEGATES	17
14	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING	17
15	CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	17
	15.1 <i>SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS (Ref: D2020/00467)</i>	17
	15.2 <i>CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020 (Ref: D2020/01385)</i>	17
16	FUTURE MEETINGS OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE	18
17	DECLARATION OF CLOSURE OF MEETING	18



Item 5.1 continued

ATTACHMENT(S)

1. Chief Executive Officer Performance Review Committee Terms of Reference (Ref: D2020/04769)
2. A blank nomination form for the Office of Chairman of the CEOPRC, nominate oneself (Ref: D2020/04770)
3. A blank nomination form for the Office of Chairman of the CEOPRC, nominate another (Ref: D2020/04770)
4. Ballot Paper – Election of CEOPRC Chairman (Ref: D2020/04772)

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Chief Executive Officer Performance Review Committee elect a Chairman.

The Chief Executive Officer advised that no nominations for the Office of Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chief Executive Officer called for nominations. Cr Daw nominated Cr Wilson.

The Chief Executive Officer ask for any further nominations. There were none.

Cr Wilson accepted the nomination.

The Chief Executive Officer

ANNOUNCEMENT: OF THE OFFICE OF CHAIRMAN

There being no further nominations Cr Wilson was declared Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 27 February 2020 until 2021.

The Chief Executive Officer congratulated Cr Wilson and vacated the Chair at 6:03pm.

At 6:03pm Cr Wilson took the Chair.



**Eastern Metropolitan Regional Council
CEOPRC
Thursday 27 February 2020**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOPRC CHAIRMAN**

HOW TO VOTE

Place a tick in the box next to the candidate you want to elect.

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



5.2 ELECTION OF A DEPUTY CHAIRMAN OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

REFERENCE: D2020/00900 (CEOPRC) - D2020/04773

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairman of the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY POINTS AND RECOMMENDATION(S)

- In accordance with section 5.12 (2) of the *Local Government Act 1995*, the members of a committee may elect a deputy presiding member from amongst themselves.

Recommendation(s)

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

At the Special Meeting of Council held on Thursday 4 November 2019, the EMRC Chairman and Deputy Chairman were elected and members to the EMRC Committees were appointed.

CEOPRC MEMBERS 2019 - 2021

The following members were appointed to the CEOPRC at the Special Meeting of Council held on 4 November 2019:

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

In accordance with section 5.12(2) of the *Local Government Act 1995* (the Act) the members of a committee may elect a deputy presiding member from amongst themselves.

It is a requirement of Schedule 2.3 of the Act that the election of the Deputy Chairman is conducted by the Chairman and the nominations for the Office are to be given to the Chief Executive Officer (CEO) in writing before the meeting or the Chairman during the meeting before the close of nominations. Furthermore, if a member is nominated by another member, the Chairman is not to accept the nomination unless the nominee has advised the Chairman, orally or in writing, that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

The procedure outlined in Schedule 2.3 of the Act will be followed if there is an equality of votes.



Item 5.2 continued

REPORT

The following material accompanies the agenda for this meeting as a means of assisting members of the Committee to nominate themselves or another member for the Office of Deputy Chairman of the CEOPRC:

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another
3. A blank ballot paper for Election of Deputy Chairman of the CEOPRC

Ballot papers will be made available prior to voting.

The completed nomination forms are to be given to the CEO before the meeting or when called for by the Chairman when dealing with this item at the meeting.

STRATEGIC/POLICY IMPLICATIONS

Council Policy 2.1 provides for the establishment of the Chief Executive Officer Performance Review Committee.

Key Result Area 3 – Good Governance

- 3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	} Nil
City of Bayswater	
City of Belmont	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate oneself (Ref: D2020/04774)
2. A blank nomination form for the Office of Deputy Chairman of the CEOPRC, nominate another (Ref: D2020/04774)
3. Ballot Paper – Election of CEOPRC Deputy Chairman (Ref: D2020/04775)



Item 5.2 continued

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Chief Executive Officer Performance Review Committee elect a Deputy Chairman.

The Chairman advised no nominations for the Office of Deputy Chairman of the Chief Executive Officers Performance Review Committee had been received.

The Chairman called for nominations. Cr Daw nominated himself. No further nominations were received.

ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRMAN

There being no further nominations Cr Daw was declared Deputy Chairman of the Chief Executive Officer's Performance Review Committee unopposed for the term commencing 27 February 2020 until 2021.

The Chairman congratulated Cr Daw.



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate myself, _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____



Nomination for Deputy Chairman of the Chief Executive Officer Performance Review Committee

To the Chief Executive Officer

I hereby nominate _____ for the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee for the term of Office commencing on the date of the election and continuing until the next ordinary elections day and/or other circumstances occur in accordance with section 5.11 of the *Local Government Act 1995*.

Signed: _____

Date: _____

*I _____ hereby certify that I accept the above nomination to the position of Deputy Chairman of the Eastern Metropolitan Regional Council Chief Executive Officer Performance Review Committee.

Signed: _____

Date: _____

*This certificate is to be completed when a Representative is nominated by another Representative.



**Eastern Metropolitan Regional Council
CEOPRC
Thursday 27 February 2020**

**BALLOT PAPER FOR THE
ELECTION OF THE CEOPRC DEPUTY CHAIRMAN**

HOW TO VOTE

Place a tick in the box next to the candidate you want to elect.

Do not make any other marks on the ballot paper.

First Name, Last Name

First Name, Last Name

First Name, Last Name



6 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 17 OCTOBER 2019

That the minutes of the Chief Executive Officer Performance Review Committee meeting held on 17 October 2019 which have been distributed, be confirmed.

Cr Clarke entered the meeting room at 6:07pm.

CEOPRC RESOLUTION(S)

MOVED CR O'CONNOR SECONDED CR DAW

THAT THE MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 17 OCTOBER 2019 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

8 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

10 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 items are covered in Section 15 of this agenda.

10.1 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

10.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS FOR 2020

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil



12 REPORTS OF EMPLOYEES

Nil

13 REPORTS OF DELEGATES

Nil

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

Nil

15 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 WITH THE EXCEPTION OF THE CEO, MANAGER HUMAN RESOURCES AND THE EXECUTIVE ASSISTANCE TO THE CEO 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 6:08pm.

The Chief Financial Officer and the Manager Procurement and Governance departed the meeting at 6:08pm.

15.1 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/00467

This item is recommended to be confidential because it contains matters of commercial-in-confidence nature.

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

15.2 SELECTION OF FACILITATOR FOR THE CHIEF EXECUTIVE OFFICER'S PERFORMANCE REVIEW PROCESS

REFERENCE: D2020/00467

This item is recommended to be confidential because it contains matters of commercial-in-confidence nature.

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



16 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, 25 June 2020** at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

17 DECLARATION OF CLOSURE OF MEETING

There being no further business the meeting was closed at 6:29pm.