



# Special Council Meeting 13 February 2013

## MINUTES

*13 February 2013*

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**MINUTES OF A SPECIAL COUNCIL MEETING, HELD IN THE COUNCIL CHAMBERS, ON WEDNESDAY, 13 FEBRUARY 2013 COMMENCING AT 6.30PM.**

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**MINUTES OF A SPECIAL COUNCIL MEETING, HELD IN THE COUNCIL CHAMBERS, ON WEDNESDAY, 13 FEBRUARY 2013 COMMENCING AT 6.30PM.**

**1. DECLARATION OF OPENING OF MEETING**

The Mayor (Presiding Member) declared the meeting open.

**1.1 Present**

Mayor A Ferris	Presiding Member
Cr S Martin	
Cr R Olson	
Cr D Nardi	
Cr M Rico	
Cr A Wilson	
Mr S Wearne	Chief Executive Officer (To 6.35pm)
Ms J May	Minute Secretary

**2. ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member made the following acknowledgement:

*“On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place.”*

**3. RECORD OF APPROVED LEAVE OF ABSENCE**

Nil.

**4. RECORD OF APOLOGIES**

Cr Collinson  
Cr Lilleyman  
Cr de Jong.

**5. CONFIDENTIAL BUSINESS**

**Cr Wilson – Cr Rico**

**That the following three matters be dealt with on a confidential basis, in accordance with Section 5.23(2)(a) of the Local Government Act, which involves confidentiality provisions in relation to a matter affecting an employee.**

*Following a query from the Mayor as to whether any elected member had any questions for the CEO regarding his reports, the CEO left the meeting at 6.35pm.*

**5.1 CEO’s Performance Review**

Elected members considered a confidential report prepared by the CEO.

**CONFIDENTIAL ATTACHMENT**

The Mayor advised that elected members could decide to work through each performance criteria at this meeting or they could, over the next few days, provide to the Mayor and Deputy Mayor, their score and comments on the Chief Executive Officer’s performance criteria, which he and Cr Wilson would collate and provide a summary to elected members prior to them meeting with the Chief Executive Officer. In this way, the elected members who were absent tonight would have an opportunity to provide input into the review.

Cr Martin requested clarification on the period of the performance appraisal given she believed the Chief Executive Officer had included achievements which preceded the period in question.

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Mayor Ferris advised that the CEO's performance review was for the period 4 May 2011 – 3 May 2012 and 4 May 2012 – 13 February 2013 and elected members were able to provide comment on any aspect contained the CEO's self assessment in their evaluation.

The Mayor also suggested that there may be additional achievements of the CEO during these periods which were not included in his self assessment.

**Mayor Ferris – Cr Wilson**

**That:**

1. the confidential report prepared by the CEO be received and accepted.
2. the rating method to be used will be:
  - (i) using the scale contained in the CEO's report to consider each criterion in turn
  - (ii) for ratings to be averaged to determine an overall rating and/or overall description of performance.
3. elected members provide individual ratings and comments to the Mayor and Deputy Mayor by Wednesday, 20 February 2013.
4. the Mayor and Deputy Mayor collate the individual ratings and provide a summary to elected members prior to them meeting with the CEO.
5. the overall rating will be determined based on the average collated ratings as submitted by elected members.
6. the performance review will be for the period 4 May 2011 to 13 February 2013.

CARRIED

**5.2 Review of CEO's Remuneration Package**

Elected members considered a confidential report prepared by the CEO.

**CONFIDENTIAL ATTACHMENT.**

**Cr Olson – Cr Nardi**

**That pursuant to Clause 13.2.1 of the Chief Executive Officer's contract, the cash salary payable be increased by 5% as at 11 January 2010, 5% as at 11 January 2011, 5.1% as at 11 January 2012 and 4% as at 11 January 2013 with the latter increase being subject to further consideration following finalisation of the CEO's Performance Review.**

CARRIED

**5.3 Renewal of CEO's Contract of Employment**

Elected members considered a confidential report prepared by the CEO.

**CONFIDENTIAL ATTACHMENT.**

Cr Martin queried WALGA Workplace Solutions' process where it proposed to meet with the Chief Executive Officer prior to meeting with Council, whereas she considered elected members should meet with the consultants initially.

The Mayor advised that the dot points in the email from John Phillips were not intended to detail the process but more about what Workplace solutions were able to do. The intent would be to discuss the process at the first meeting with Workplace Solutions

**Cr Wilson – Cr Nardi**

**That:**

1. Council engage WALGA Workplace Solutions to assist in the contract renewal process for the CEO
2. a meeting be arranged between elected members and WALGA Workplace Solutions as soon as possible to discuss and agree on the contract renewal process.

CARRIED

**6. CLOSURE OF MEETING**

There being no further business, the meeting closed at 7.15pm.

*I hereby certify that the Minutes of the Special Meeting of the **Council** of the Town of East Fremantle, held on **13 February 2013**, Minute Book reference **1. to 6.** were confirmed at the meeting of the Council on*

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*Presiding Member*