



**CHIEF EXECUTIVE OFFICER F. JAMES
INTERIM PERFORMANCE APPRAISAL**

CONFIDENTIAL MINUTES

of the meeting to be held on Thursday, 28 July 2011 commencing at 5.36 pm
in the Margaret Coates Board Room

Document Ref: PF10467

**Terms of Reference:
Contract of Employment between City of Albany and Faileen James**

1. ATTENDANCES:

Chair Mayor Milton Evans

Councillors:

J Bostock	J Matla
D Bostock	R Sutton
D Dufty	D Wellington
R Hammond	D Wolfe
M Leavesley	

Ms Anne Lake attended as Facilitator

Staff:

Chief Executive Officer Attended as required.	F James
--	---------

Apologies/Leave of Absence:

Cr C Holden
Cr R Paver

GENERAL BUSINESS

Mayor Evans opened the meeting and handed over to the Facilitator Anne Lake to conduct the CEO Interim (6 months) Performance Review in accordance with documentation circulated prior to the meeting.

As standing orders did not apply to this meeting, the Facilitator went through the procedure for the evening. Cr D Bostock stated he believed the meeting should be adjourned until additional information and clarification to some points of the procedure could be attended to.

The Mayor put this to the members of the committee with the following resolution:

MOVED: Mayor M Evans

SECONDED: Cr D Wellington

THAT the Committee continues with the procedure as outlined by the facilitator.

PASSED: 8:3

Cr J Bostock and D Bostock requested votes against the motion be recorded.

Crs Jill Bostock and David Bostock left the meeting at 6pm and did not return.

The facilitator continued with the meeting assessing the achievement of the Key Performance Indicators against pre-stated timeframes .

It was acknowledged that the CEO had achieved all pre-stated performance indicators and she was to be congratulated for her very high work ethic and the hours that she invested in the Council. The Mayor and several Councillors expressed concern for her work/life balance.

At the end of the facilitation session the Committee returned to formal Council proceedings and moved the following motion:

MOVED: Mayor M Evans

SECONDED: Cr R Sutton

- 1. That all Councillors present at the end of the meeting endorsed the way the CEO deals with her day to day delegations;**
- 2. That in accordance with contractual obligations and the Local Government Act obligations, the CEO review has been completed with the CEO obtaining an excellent review outcome; and**
- 3. That the KPI's for the remainder of the review year continue with the alteration as agreed to the Citizenship Bench Mark KPI being delayed to the next review period.**

CARRIED

Meeting closed at 7.16 pm