



MINUTES

SPECIAL COUNCIL MEETING

Tuesday 5 September 2023

7.00pm

City of Albany
Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)



SPECIAL COUNCIL MEETING
MINUTES – 05/09/2023

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SPECIAL COUNCIL MEETING
MINUTES – 05/09/2023

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS:

The Deputy Mayor declared the meeting open at **7.00PM**

2. OPENING PRAYER:

“Heavenly Father, we thank you for the peace and beauty of this area. Direct and prosper the deliberations of this Council for the advancement of the City and the welfare of its people. Amen.”

“We would like to acknowledge the Noongar people who are the Traditional Custodians of the Land. We would also like to pay respect to Elders past, present, and emerging”.

3. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED):

Deputy Mayor	S Smith (Chair)
Councillors:	
Councillor	P Terry
Councillor	A Cruse
Councillor	G Stocks
Councillor	M Traill
Councillor	T Brough
Councillor	J Shanhun
Councillor	S Grimmer
Councillor	R Sutton
Councillor	C Thomson

Staff:

Chief Executive Officer	A Sharpe
Executive Director Corporate and Commercial Services	M Gilfellon
Executive Director Infrastructure, Development & Environment	P Camins
Executive Director Community Services	N Watson

Meeting Secretary J Williamson

Apologies:

Mayor	D Wellington (Apology)
Councillor	M Benson-Lidholm JP (Apology)
Councillor	D Baesjou

4. DECLARATIONS OF INTEREST:

Name	Report Number	Nature of Interest
Chief Executive Officer Mr Andrew Sharpe	PR014	Financial. The nature of the interest being that this report relates directly to Mr Sharpe’s employment with the City of Albany. Mr Sharpe left the Chamber and was not present during the discussion and vote for this item.

5. PUBLIC QUESTION AND STATEMENT TIME Nil

PR014: CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Proponent / Owner	: City of Albany.
Attachments	: CONFIDENTIAL CEO Annual Appraisal Report prepared by Learning Horizons. Including the Team Plan – Chief Executive officer KPI's July 2023 to June 2024
Report Prepared By	: PA to Mayor and Councillors (D Clark)
Authorising Officer:	: Manager Governance and Risk (S Jamieson)

The attachments to this report were considered as CONFIDENTIAL in accordance with section 5.23(2)(a) of the Local Government Act 1995, as it relates to a matter affecting an employee.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar:** Leadership.
 - **Outcomes:** Proactive, visionary leaders who are aligned with community needs and values.
 - **Objectives:** Provide strong, accountable leadership.

In Brief:

- Consider the CEO Performance Review Committee recommended CEO Key Performance Indicators for the period 2023-2024.

RECOMMENDATION

PR014: RESOLUTION
VOTING REQUIREMENT: SIMPLE MAJORITY

MOVED: COUNCILLOR STOCKS
SECONDED: COUNCILLOR GRIMMER

THAT Council:

1. **NOTE** that Mr Andrew Sharpe's annual performance review as Chief Executive Officer for the City of Albany for 2022/23 has been undertaken.
2. **ADOPT** the Chief Executive Officers Performance Review Committee's recommended CEO Key Performance Indicators for the period August 2023 to July 2024 and associated recommendations contained in the attached confidential CEO Annual Appraisal Report.

CARRIED 10-0

PR014: COMMITTEE RECOMMENDATION

THAT Council:

1. **NOTE** that Mr Andrew Sharpe's annual performance review as Chief Executive Officer for the City of Albany for 2022/23 has been undertaken.
2. **ADOPT** the Chief Executive Officers Performance Review Committee's recommended CEO Key Performance Indicators for the period August 2023 to July 2024 and associated recommendations contained in the attached confidential CEO Annual Appraisal Report.

BACKGROUND

- The City of Albany’s CEO Performance Review was conducted in accordance with the CEO’s employment contract and Model Standards, which defines the review process and requires an annual review of the CEO’s performance and set the CEO’s Key Performance Indicators (KPIs) for the next reporting period.

Review Panel

- The CEO Performance Review Committee Process and Policy describes the composition of the Performance Review Panel as consisting of the Mayor and three Councillors appointed by resolution of Council.
- The CEO Performance Review Committee members for the 2022/23 review period are:
 - Mayor Wellington;
 - Councillor Stocks;
 - Councillor Terry; and
 - Councillor Thomson.

Independent Facilitator

- The CEO Performance Review for 2022/23 was facilitated by Ms Helen Hardcastle of Learning Horizons.
- In addition to facilitating the CEO Performance Review Committee meetings, Ms Hardcastle’s services included the distribution of the appraisal questionnaire to all Councillors, collation of appraisal responses and preparation of the Committee’s report to Council.

DISCUSSION

Review Process

The key milestones of the review process are summarised below:

Date	Action
Friday 4 August	Consultant to meet with Committee to agree on process and timeline.
Thursday 10 August	CEO to provide year in review and self-assessment to elected Members.
Friday 11 August	Consultant to issue survey to Elected Members.
Friday 11 August to Friday 18 August	Consultant to liaise with for Elected Member regarding feedback.
Thursday 31 August	Consultant to provide written report to CEO Performance Review Committee and set KPI’s for year ahead.
Tuesday 5 September	Recommendation from CEO Performance Review committee to be presented at a Special Council Meeting.

- Elected Members were provided with the appraisal questionnaire and the opportunity to provide feedback. Feedback was received from thirteen (13) elected members.
- An aggregated summary of the feedback, ratings and comments from Elected Members was presented at a briefing for the Performance Review Committee meeting held on 31 August 2023.
- The CEO’s formal appraisal meeting was held on 31 August 2023. In addition to the Committee Ms Helen Hardcastle, Consultant, Learning Horizons and Mr Andrew Sharpe were present at the meeting.

Review Outcomes

10. The CEO’s performance rating for the 2022/23 performance period, based on the aggregated Elected Member feedback summary and the formal performance review interview, was determined to exceeded expectations or provided a high level of performance against the Key Performance Indicators.
11. The CEO Performance Review Committee’s full recommendations are detailed in the confidential attachment to this report.

Key Performance Indicators (KPIs)

12. Discussion of the CEO’s KPIs for the 2023/24 period was held during the CEO Performance Review Committee Strategic Briefing to Council on the 31 August 2023.
13. All Councillors were provided with the opportunity to discuss and prioritise outcomes for the City for the next review period. The CEO Performance Review Committee considered the feedback of all Councillors in the development of the 2023/24 CEO KPIs.
14. The proposed CEO KPIs for the 2023/24 review period are provided in the CEO Key Performance Indicators Statement included as an attachment to this report.

GOVERNMENT & PUBLIC CONSULTATION

15. Not Applicable.

STATUTORY IMPLICATIONS

16. The CEO Performance Review has been conducted in accordance with section 5.39A – Model Standards for CEO Recruitment, Performance and as prescribed in the Local Government (Administration) Regulations 1996, Regulation 18FA, specifically Schedule 2 – Model standards for CEO recruitment, performance, and termination.
17. Voting requirement for this item is **SIMPLE MAJORITY**.

POLICY IMPLICATIONS

18. There are no policy implications related to this report.
19. The CEO Performance Review and setting of KPIs was conducted in accordance with the Model Standards, which are detailed in the CEO Performance Review Process Policy adopted by Council on 27 June 2023.

RISK IDENTIFICATION & MITIGATION

20. The risk identification and categorisation relies on the City’s Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Legal. The statutory and contractual process compromised</i>	<i>Unlikely</i>	<i>Major</i>	<i>High</i>	<i>Ensure Council is fully aware of the statutory and contractual process to be followed. Guidance from external performance specialist followed.</i>

FINANCIAL IMPLICATIONS

21. The CEO’s remuneration package is included in the current 2023-24 budget.

LEGAL IMPLICATIONS

22. Refer to risk identification and mitigation section of this report, and the requirements of section 5.39A of the Local Government Act 1995 and prescribed actions detailed in the regulations.

ENVIRONMENTAL CONSIDERATIONS

23. Not applicable.

ALTERNATE OPTIONS

24. Council may endorse (accept) the review, with or without modification, or reject the recommendations of the CEO Performance Review Committee.

CONCLUSION

25. It is recommended the CEO Performance Review Committee report is noted and all recommendations, including the Key Performance Indicators for the 2023/24 period, are adopted.

Consulted References	:	<ul style="list-style-type: none">• Local Government Act 1995• Local Government (Administration) Regulations 1996• <i>Guidelines on CEO Standards sourced from the DLGS website: https://www.dlgsc.wa.gov.au website.</i>
File Number:	:	Personnel File
Previous Reference	:	OCM 27/06/2023 Resolution PR013

6. CLOSURE OF MEETING

There being no further business the Deputy Mayor declared the meeting closed at 7.13pm.

(Unconfirmed Minutes)

Councillor Sandie Smith
DEPUTY MAYOR