

Special Meeting of Council

AGENDA

Notice of Meeting

Councillors of the Tamala Park Regional Council are advised that the meeting will be held electronically on Friday 17 March 2023 at 12:00 noon.

*Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Alaine Haddon-Casey	
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale (DEPUTY CHAIR) Cr Bianca Sandri (CHAIR) Cr Karlo Perkov	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Ife	
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

PRELIMINARIES

1. OFFICIAL OPENING

2. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Councillor Bronwyn Ife
Councillor Nige Jones

3. DISCLOSURE OF INTERESTS

4. PUBLIC STATEMENTS/QUESTION TIME

5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

7. CONFIRMATION OF MINUTES

8. ADMINISTRATION REPORTS

8.1 CEO PROBATION PERIOD AND PERFORMANCE REVIEW

Responsible Officer:	Chair
Attachments:	Letter to CEO
Voting Requirements:	Simple Majority

RECOMMENDATION

That Council:

1. Is **SATISFIED** that the TPRC CEO, Mr Chris Adams, has met the required Performance Criteria as per the review of 12 February 2023.
 2. **ADVISES** that Mr Chris Adams has successfully completed the six-month probation period stipulated in his contract of employment.
 3. Instructs the Chair to **WRITE** to Mr Chris Adams to advise of points 1 and 2.
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PURPOSE

For Council to consider:

- The performance of the CEO, Mr Chris Adams, in the first six months of his contract.
- Formally approving the successful completion of the CEO's probation period.

LEGISLATION REFERENCE

S5.39 of the *Local Government Act 1995*.

RISK MANAGEMENT IMPLICATIONS

RISK REF: 6	RISK RATING:
TPRC Operations – Resourcing	Moderate
ACTION / STRATEGY TO MANAGE:	
Agreed budget for resources	

FINANCIAL AND RESOURCE IMPLICATIONS

No additional financial or resource implications.

BACKGROUND

At a Special Council Meeting held 20 May 2022, Council resolved to appoint Mr Chris Adams as Chief Executive Officer of Tamala Park Regional Council. Mr Adams commenced in the role on 12 September 2022.

In the contract of employment signed by Mr Adams and the Chair of TPRC Cr Bianca Sandri, the agreed probation period was six months. Under Clause 2.3 of the contract of employment it states:

2.3 Probation Period

- (1) *The Probationary Period applies from the Commencement Date.*
- (2) *Not less than 1 month before the end of the Probationary Period, the Council must assess Your performance and must advise You in writing of the outcome.*
- (3) *As soon as practicable after the completion of the Probationary Period, unless clause 11.2 applies, the Council (or, if the Council so resolves, the Chair) must advise You in writing of the successful completion of the Probationary Period.*

The attachment to this report is the advice provided to the CEO regarding his performance during the Probation Period.

DETAILS / DISCUSSION

During the Probationary Period no issues relating to the performance of the CEO have been identified by Council. The Attachment to this report outlines the assessment of the CEO's performance against the criteria agreed to by Council on 8 December 2022. The assessment matrix indicates that Mr Adams has met performance expectations in all competencies and has exceeded them in one.

The Probationary Period expired on 12 March 2023. As no issues were identified, and the terms of clause 11.2 of the contract of employment (termination during probationary period) not exercised, Mr Adams has successfully completed the Probationary Period.

CONCLUSION

Council encouraged to fulfil its obligations under clause 2.3 of the CEO's contract of employment by passing the recommendation in this report and taking the recommended action.

9. **COMMITTEE REPORTS**
10. **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
11. **QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
12. **URGENT BUSINESS APPROVED BY THE CHAIR**
13. **GENERAL BUSINESS**
14. **MATTERS BEHIND CLOSED DOORS**
15. **CLOSURE**

ATTACHMENT 1

12 February 2023

Dear Mr Adams,

As per clause 2.3(2) of your employment contract, the Tamala Park Regional Council has recently assessed your performance as Chief Executive Officer since your commencement in the role on 12 September 2022.

A summary report of the feedback provided by Councillors and the assessment against the Performance Criteria agreed upon by Council at its meeting held 8 December 2022 is attached. Overall, Council are satisfied that your performance has matched its expectations over the probation period.

Council will be meeting in the near future to consider the formal completion of your probationary period and will provide you with further advice in writing of the outcome of these considerations.

I would like to thank you for your service to date and look forward to continuing the good work.

Yours sincerely,

COUNCILLOR BIANCA SANDRI
CHAIR
TAMALA PARK REGIONAL COUNCIL

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Competency	TPRC Council: Outcomes Sought	Assessed Performance: Reviewer Feedback					Reviewers Comments
		Well below Expectation	Below Expectation	At Expectation	Above Expectation	Well Above Expectation	
Strategic Focus	<ul style="list-style-type: none"> • Uses the TPRC Strategic Community Plan and LTFP as the framework for Council decision making. • Actively seeks Council engagement and input into the strategic direction of the Catalina Project. 				✓		The CEO has engaged the Councillors on the strategic direction of the project moving forward via a strategic workshop which also considered the SCP and LTFP.
Governance	<ul style="list-style-type: none"> • Demonstrates a detailed knowledge and understanding of LG Act and TPRC Establishment Agreement. • Timely review of TPRC policies and procedures. • Facilitate the outcomes of the 2021 Landholding Review. • Review and regular reporting of the TPRC Risk Framework 				✓		The CEO has a clear understanding of the LG Act and TPRC Establishment Agreement, which was demonstrated through it recent review and recommendation. Further, TPRC policies and procedures continue to be reviewed and the risk framework has been improved.
Communication	<ul style="list-style-type: none"> • Provides accurate, timely reports to Council for their consideration. • Responds to Councillor requests in a timely and accurate manner. • Presents information/data to Council in a manner that is informative and useful for decision making 			✓			Council reports are presented on time. Councillor requests are dealt with in a timely and accurate manner. The CEO has presented information/data to Council in a manner that is better than what has previously been provided.
Stakeholder Relationship	<ul style="list-style-type: none"> • Develops and maintains strong relationships with Member Councils. • Provide leadership/mentorship for the TPRC staff. • Ensures appropriate, quality, transparent contractor relationships are developed and maintained. 			✓			The CEO has maintained relationships with the Member Councils, TPRC staff and contractors.

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Project Management	<ul style="list-style-type: none"> • Delivers the Catalina Estate Project in accordance with agreed milestones. • Actively monitors, manages and reports on external approval and compliance matters/processes affecting TPRC. • Reviews project staging timing in light of current market conditions/trends, land availability and best practice. 			✓			The CEO is actively monitoring agreed milestones and budgets. This will be further developed during the budgeting of FYE 2023/24.
Financial Management	<ul style="list-style-type: none"> • Delivers a timely, unqualified Financial Audit with no major risks identified by external auditors • Regular review and reporting of Budget performance to Council. • Manages budget resources to achieve \$20M distributions to Members 			✓			The CEO is actively reviewing past budgets and milestones to better inform the budgeting process of FYE 2023/24
Innovation	<ul style="list-style-type: none"> • Identifies opportunities for best practice in environmental design, urban design community engagement and/or estate development (as per SCP). • Reviews TPRC's systems, policies and procedures with the aim of becoming more efficient. 				✓		The CEO has provided a SWOT analysis of the TPRC strategic plans and measured our successes. With this, the CEO has provided options to this Council for future consideration of how to further engage in innovation.