



21 January 2005

## **EXTRAORDINARY COUNCIL MEETING**

NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY COUNCIL MEETING OF THE COUNCIL OF THE CITY OF RANDWICK WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, 90 AVOCA STREET, RANDWICK ON THURSDAY, 27<sup>TH</sup> JANUARY, 2005 AT 7.00 P.M.

**(NOTE: AT 6.30 P.M. A BRIEFING WILL BE PROVIDED TO COUNCILLORS BY MR GARRY BYRNE, EMPLOYMENT SOLUTIONS, ON ISSUES RELATING TO THE GENERAL MANAGER'S PERFORMANCE AGREEMENT – FOLLOWING THIS AT 7.00 P.M. THE EXTRAORDINARY COUNCIL MEETING WILL COMMENCE.)**

- 1 Apologies**
- 2 Declaration of Pecuniary & Non-Pecuniary Interests**
- 3 Addresses to the Council by the Public**
- 4 Mayoral Minute**
- 4.1 MAYOR'S MINUTE 1/2005 - SETTING UP THE GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE AND MEASURES. 2
- 5 General Manager's Report**
- 5.1 GENERAL MANAGER'S REPORT 1/2005 - ITEMS DEALT WITH DURING COUNCIL'S RECESS. 4
- 6 Committee-of-the-Whole**
- 7 Report of the Committee-of-the-Whole**
- 8 Notice of Rescission Motions**

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GENERAL MANAGER.

***MAYOR'S MINUTE 1/2005***

<b>SUBJECT:</b>	SETTING UP THE GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE AND MEASURES.
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<b>DATE:</b>	20 January, 2005	<b>FILE NO:</b>	Personnel
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**REPORT BY:** MAYOR

**BACKGROUND:**

Council on 23rd November 2004, resolved to engage Employment Solutions to assist Councillors in the administration of their performance management requirements under the General Manager's contract. Mr Garry Byrne from Employment Solutions is in attendance this evening and will make a presentation on this matter.

**ISSUES:**

An initial meeting was held with Mr Byrne on the 18<sup>th</sup> January, 2005. Present were myself and Councillors Belleli and Andrews representing each of the political parties.

Employment Solutions' representative suggested the setting up of a four person Committee of Councillors to work with him.

A crucial first step for this Committee will be the adoption of the General Manager's Performance Agreement. This will involve the adoption of a range of generalised managerial objectives that Council would want the GM to achieve, along with 12 or so much more specific Key Activities to be accomplished each year.

The GM's achievement of each of these objectives and activities will be measured by the adoption of a Performance Indicator for each. Each Performance Indicator will then be assessed as to whether a desired Performance Standard has been achieved for that measure.

It should be noted that it is a condition of the General Manager's employment contract that the General Manager and the Council are to reach agreement on the performance measures proposed.

**FINANCIAL IMPACT STATEMENT:**

Council did, on 23<sup>rd</sup> November, 2004, vote the sum of \$2,000 per annum, plus G.S.T and expenses for this purpose which will be funded from the General Manager's Office Expenses Account.

**CONCLUSION:**

As detailed in my previous Mayor's Minute No. 96/2004, the utilisation of Employment Solutions to assist in undertaking the future performance assessment of the General Manager is well warranted.

**RECOMMENDATION:**

- (a) That, in addition to the Mayor, three (3) Councillors be selected at this meeting to serve on the General Manager's Review Committee;
- (b) That a General Manager's Review Committee be constituted which is:
- i. delegated authority:
    - to design and adopt the General Manager's Performance Agreement, in consultation with the General Manager, based on utilizing the expertise and advice of Employment Solutions;
    - to adopt 6 or more Key Activities to be achieved under the Performance Agreement by July this year, to be followed by the adoption of 10 to 12 Key Activities to be achieved each year thereafter;
    - to convene half yearly Monitoring Meetings and once yearly Review Meetings with the General Manager to administer his Performance Agreement; and
    - to amend the Performance Agreement when required.
  - ii. to consist of the Mayor of the day and three other Councillors and have a quorum of three (3) members;
  - iii. to replace half its membership every 12 months whilst retaining representation from each political party on the Council;
  - iv. to convene its first Monitoring Meeting with the General Manager on the 7<sup>th</sup> March this year and its first Review Meeting with him in July of this year; and
  - v. to conduct a briefing and consultation session for all Councillors prior to holding each yearly Review Meeting with the General Manager.

**ATTACHMENT/S:**

Nil.

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MURRAY MATSON  
MAYOR

# **GENERAL MANAGER'S REPORT**

## **1/2005**



<b>SUBJECT:</b>	ITEMS DEALT WITH DURING COUNCIL'S RECESS
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<b>DATE:</b>	20 January, 2005	<b>FILE NO:</b>	F2004/07396, F2004/06282
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**REPORT BY:** GENERAL MANAGER

### **INTRODUCTION:**

The Mayor convened a meeting on 17 January, 2005, whilst Council was in recess, in accordance with Council's Policy Number 1.01.11 to discuss the following matters:

- 1) Council to authorise the General Manager to approve the donation of \$10,000 for Tsunami Relief Appeal:
- 2) Council to authorise the General Manager to arrange for the hire and erection of a stage for the purposes of a Sri Lankan fundraiser walk around Centennial Park to be held on 23 January, 2005; and
- 3) Council to authorise the General Manager to seek a \$1,000 State Government Grant for an International Women's Day Project to allow Council to survey female Council employees on what they see as barriers to working within the Council service.

### **ISSUES:**

Attached are the Minutes of the Meeting including the resolutions made at that meeting.

### **FINANCIAL IMPACT STATEMENT:**

The financial implication to Council is \$11,561.95 which will be charged to the Contingency Fund 2004/05.

### **CONCLUSION:**

In accordance with Policy 1.01.11 the decisions made as a result of the Council's Recess Procedure are to be circulated to Councillors for their information.

**RECOMMENDATION:**

That the contents of the General Manager's Report 1/2005 together with the Minutes of the 17 January 2005 meeting, be received and noted.

**ATTACHMENT/S:**

Minutes of Meeting convened by Mayor (Council in Recess) held on Monday 17 January 2005.

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GENERAL MANAGER

**MINUTES OF MEETING CONVENED BY MAYOR  
(COUNCIL IN RECESS)  
HELD ON MONDAY 17 JANUARY, 2005, AT 12.10 P.M.**

**PRESENT:**

His Worship the Mayor, Councillor Murray Matson  
Councillor Bradley Hughes (Chairperson Multi-Cultural Committee) (arrived 12.25pm)  
Councillor Bruce Notley-Smith (Deputy Mayor)  
Councillor Margaret Woodsmith (Deputy Chair Community Services Committee)

**OFFICERS PRESENT:**

General Manager Mr Ray Brownlee  
Co-ordinator Community Development Ms Rachelle Lewenkopf

The Mayor convened the meeting under Council's Policy 1.01.11 (Council in Recess) to discuss the following matters:

- 4) Council to authorise the General Manager to approve the donation of \$10,000 for Tsunami Relief Appeal:
- 5) Council to authorise the General Manager to arrange for the hire and erection of a stage for the purposes of a Sri Lankan fundraiser walk around Centennial Park to be held on 23 January, 2005; and
- 6) Council to authorise the General Manager to seek a \$1,000 State Government Grant for an International Women's Day Project to allow Council to survey female Council employees on what they see as barriers to working within the Council service.

**Item 1 – Tsunami Relief Appeal (F2004/07396)**

**Resolution:** Council authorises the General Manager to approve the donation of \$10,000 for the Tsunami Relief Appeal.

**Item 2 – Tsunami Relief Appeal (F2004/07396)**

**Resolution:** Council authorises the General Manager to arrange for the hire and erection of a stage for the Sri Lankan fundraiser walk around Centennial Park to be held on 23 January, 2005, and to place Council's banner around the stage.

**Item 3 – International Women's Day (F2004/06282)**

Discussion was held regarding what projects could be more applicable for the International Women's Day Grant.

Three possible activities were discussed, these included:

- Inviting local residents to submit information on the key achievements of women residing within the Randwick LGA. Women to be highlighted could be from any background, group, or age bracket.

This information to be combined into a booklet entitled "Celebrating Women in Randwick City" and a breakfast organised to launch the publication.

- Hold a series of workshops for women, by women on issues affecting women, e.g. women in business, careers, financial management, family, health, relationships, older women, safety, etc.
- Organising a Women's Art Competition/Exhibition whereby local women artists would be encouraged to submit their art works of any medium for display purposes.

The Art Exhibition to be held in the Randwick Town Hall on a suitable Saturday.

Prizes to be awarded for the best art works, on International Women's Day, Tuesday 8 March, 2005, as part of the Civic Affairs Committee meeting.

**Resolution:** Council authorises the General Manager to seek a \$1,000 State Government Grant to hold a Women's Art Competition/Exhibition for International Women's Day.

The Meeting closed at 12.40 P.M.