

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON

MONDAY, 25 JUNE 2012

TABLE OF CONTENTS

Item No	Title	Page No
	Declaration of Opening	3
	Apologies/Leave of absence	3
	Confirmation of Minutes	4
	Announcements by the Presiding Person without discussion	4
	Declarations of Interest	4
	Identification of matters for which the meeting may sit behind closed doors	5
	Petitions and deputations	4
	Reports	6
1	Chief Executive Officer Annual Performance Review Program	6
	Motions of which previous notice has been given	8
	Requests for Reports for future consideration	8
	Closure	8

Note:

Clause 77 of the City's Standing Orders Local Law 2005 states:

“Unless otherwise provided in this local law, the provisions of this local law shall apply to meetings of committees with the exception of:

- (a) clause 29 (Members seating;) and*
- (b) clause 54 (Limitation on members speaking.)”*

CITY OF JOONDALUP

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY, 25 JUNE 2012

ATTENDANCE

Committee Members:

Mayor Troy Pickard *Presiding Member*
Cr Geoff Amphlett, JP
Cr Tom McLean, JP
Cr Sam Thomas
Cr Russ Fishwick, JP
Cr John Chester

Observers:

Cr Teresa Ritchie
Cr Brian Corr

Officers:

Mr Mike Tidy Director Corporate Services

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.31pm.

APOLOGIES/LEAVE OF ABSENCE

Apologies

Cr Mike Norman.

Leave of Absence previously approved

Cr Philippa Taylor	14 June to 25 June 2012 inclusive.
Cr Christine Hamilton-Prime	1 June to 30 June 2012 inclusive.
Cr Liam Gobbert	12 July to 29 July 2012 inclusive.
Cr Russ Fishwick, JP	23 July to 28 July 2012 inclusive.
Cr Kerry Hollywood	23 July to 29 July 2012 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD 9 MAY 2012

MOVED Cr Amphlett, SECONDED Cr McLean that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 9 May 2012 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, McLean and Thomas.

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil.

DECLARATIONS OF INTEREST

Disclosure of Financial Interest

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	Mr Garry Hunt – Chief Executive Officer
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Financial Interest.
Extent of Interest	Mr Hunt holds the position of Chief Executive Officer.

Disclosure of interest affecting impartiality

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

Name/Position	Mr Mike Tidy - Director Corporate Services
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the Chief Executive Officer.

Name/Position	Mayor Troy Pickard
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	President of WALGA which runs Workplace Solutions.

**IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND
CLOSED DOORS**

Nil.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS

Disclosure of Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Financial Interest.
Extent of Interest	Mr Hunt holds the position of Chief Executive Officer.

Disclosure of interest affecting impartiality

Name/Position	Mr Mike Tidy - Director Corporate Services
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the Chief Executive Officer.

Name/Position	Mayor Troy Pickard
Item No/Subject	Item 1 – Chief Executive Officer Annual Performance Review Program.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	President of WALGA which runs Workplace Solutions.

ITEM 1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW PROGRAM

WARD: All

RESPONSIBLE DIRECTOR: Mr Mike Tidy
Corporate Services

FILE NUMBER: 09882, 18049

ATTACHMENTS:

Attachment 1	Clauses 11 and 12.10 of the Chief Executive Officer's Contract of Employment
Attachment 2	Chief Executive Officer Performance Review – Timetable 2012
Attachment 3	Chief Executive Officer KPIs 2010/11
Attachment 4	Chief Executive Officer KPIs 2011/12
Attachment 5	Proposed Chief Executive Officer KPI Review Process 2012
Attachment 6	Consultant Details (to be distributed separately)

(Please Note: *The Report and Attachment is confidential and will appear in the official Minute Book only)*

This report is confidential in accordance with Section 5.23 (2)(a) of the *Local Government Act 1995*, which also permits the meeting to be closed to the public for business relating to the following:

A matter affecting an employee.

A full report was provided to Elected Members under separate cover. The report is not for publication.

MOVED Cr Amphlett, SECONDED Cr Fishwick that the Chief Executive Officer Performance Review Committee:

- 1 APPROVES the timetable for the performance review of the Chief Executive Officer and sets the date for the formal performance review interview as Tuesday, 25 September 2012 subject to the deletion of the requirement for the meeting of the Chief Executive Officer Performance Review Committee on the 10 July 2012;**
- 2 REQUESTS Workplace Solutions (John Phillips) be appointed as the external and independent HR expert for the committee to consult with and seek guidance from and to facilitate the review of the CEO's performance;**
- 3 ENDORSES the minor modifications to the KPI's as per attachment 4;**
- 4 ENDORSES the process of seeking input into the Chief Executive Officer's KPIs from Elected Members at the same time as feedback is provided in relation to the Chief Executive Officer's performance review and that the review of the Chief Executive Officer's KPIs be undertaken at the interview with the Chief Executive Officer in relation to his annual performance; and**
- 5 ENDORSES the process of undertaking the annual salary review at the same meeting as its consideration of the Concluded Annual Performance Review Report.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, McLean and Thomas.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

A report was requested by Mayor Pickard on the process and timeframes relative to dealing with the expiry of the CEO's existing Contract of Employment on 17 March 2014.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.23pm the following Committee Members being present at that time:

Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Tom McLean, JP
Cr Sam Thomas
Cr Russ Fishwick, JP
Cr John Chester