

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **MONDAY, 8 OCTOBER 2012**

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## 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, 8 OCTOBER 2012.

#### ATTENDANCE

##### Committee Members:

Mayor Troy Pickard                      *Presiding Member*  
Cr Geoff Amphlett, JP                  *Deputy Presiding Member*  
Cr John Chester  
Cr Tom McLean, JP  
Cr Mike Norman  
Cr Teresa Ritchie                      *(Deputising for Cr Russ Fishwick, JP)*  
Cr Sam Thomas

##### Observers:

Cr Brian Corr  
Cr Kerry Hollywood

##### Officers:

Mr Mike Tidy                              Director Corporate Services      *Absent from 7.50pm to 8.37pm*

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.34pm.

#### APOLOGIES/LEAVE OF ABSENCE

##### Leave of Absence previously approved

Cr Russ Fishwick, JP      29 September to 9 November 2012 inclusive  
Cr Liam Gobbert              20 – 21 November 2012 inclusive

#### CONFIRMATION OF MINUTES

##### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 25 SEPTEMBER 2012

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

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

## ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

## DECLARATIONS OF INTEREST

### Disclosures 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.

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 1 - Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 2 - Annual Salary Review - Chief Executive Officer.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 3 - Chief Executive Officer Contract of Employment.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

### Disclosures 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.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No/Subject</b>	Item1 - Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No/Subject</b>	Item 2 - Annual Salary Review - Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services</b>
<b>Item No/Subject</b>	Item 3 - Chief Executive Officer Contract of Employment
<b>Nature of interest</b>	Interest that may affect impartiality
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

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

In accordance with Clause 76 of the City's *Standing Orders Local Law 2005*, this meeting was not open to the public.

#### **PETITIONS AND DEPUTATIONS**

Nil.

## REPORTS

### Disclosure of financial interest

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 1 - Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

### Disclosure of interest affecting impartiality

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No/Subject</b>	Item1 - Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

## **ITEM 1 CHIEF EXECUTIVE OFFICER CONCLUDED ANNUAL PERFORMANCE REVIEW**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Mike Tidy  
Corporate Services

**FILE NUMBER:** 74574, 101515

**ATTACHMENTS:** Attachment 1 Chief Executive Officer Confidential  
Concluded Annual Performance Review  
Report

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

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

## **OFFICER'S RECOMMENDATION**

That Council:

- 1 ADOPTS the Chief Executive Officer - Performance Review Committee's Confidential Concluded Annual Performance Review Report as detailed in Attachment 1 to this Report and endorses the overall rating of .....(to be determined by the Committee);
- 2 ADOPTS the Key Performance Indicators and Measures against each of the Key Result Areas for the next review period 2012/13, as detailed in Attachment 1 to this Report.

**MOVED Cr Norman, SECONDED Cr Chester that Council:**

- 1 **ADOPTS the Chief Executive Officer - Performance Review Committee's Confidential Concluded Annual Performance Review Report as amended and as detailed in Attachment 1 to this Report and endorses the overall rating of highly satisfactory;**
- 2 **REFERS adoption of the Key Performance Indicators and Measures against each of the Key Result Areas for the next review period 2012/13, to a future meeting of the Chief Executive Officer - Performance Review Committee pending formal consideration of Joondalup 2022 by Council; and**
- 3 **REQUESTS the Chief Executive Officer to consider the key themes and objectives of Joondalup 2022 in terms of his Key Performance Indicators and Measures for the next review period 2012/13.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

**Disclosure of financial interest**

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 2 - Annual Salary Review - Chief Executive Officer.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

**Disclosure of interest affecting impartiality**

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No/Subject</b>	Item 2 - Annual Salary Review - Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

**ITEM 2                      ANNUAL SALARY REVIEW - CHIEF  
EXECUTIVE OFFICER**

**WARD:** All

**RESPONSIBLE  
DIRECTOR:** Mr Mike Tidy  
Corporate Services

**FILE NUMBER:** 74574, 101515

**ATTACHMENTS:** Attachment 1            Confidential Report Annual Salary Review –  
Chief Executive Officer

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

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**OFFICER’S RECOMMENDATION**

That the Chief Executive Officer - Performance Review Committee GIVES consideration to the Confidential Report and RESOLVES to make a recommendation to Council on the Annual Salary Review of the Chief Executive Officer.



**MOVED Cr Amphlett, SECONDED Cr Thomas that:**

- 1 The Chief Executive Officer - Performance Review Committee NOTES the confidential report at Attachment 1 to this Report;**
- 2 Council ADOPTS the Chief Executive Officer's total reward package for the 2012 annual salary review with a 4.5% increase to \$341,751.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

**MOTION TO GO BEHIND CLOSED DOORS – [08122, 02154]**

**MOVED Mayor Pickard, SECONDED Cr McLean that the Chief Executive Officer - Performance Review Committee in accordance with Sections 5.23(2)(a) of the *Local Government Act 1995* and Clause 67 of the *City's Standing Orders Local Law 2005*, RESOLVES to close the meeting to consider the following item:**

**Item 3 Chief Executive Officer Contract of Employment**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

*The Director Corporate Services left the meeting at 7.50pm.*

**Disclosure of financial interest**

<b>Name/Position</b>	<b>Mr Garry Hunt , Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 3 - Chief Executive Officer Contract of Employment.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

**Disclosure of interest affecting impartiality**

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services</b>
<b>Item No/Subject</b>	Item 3 - Chief Executive Officer Contract of Employment
<b>Nature of interest</b>	Interest that may affect impartiality
<b>Extent of Interest</b>	Due to the nature of his employment relationship with the CEO.

**ITEM 3 CHIEF EXECUTIVE OFFICER CONTRACT OF EMPLOYMENT**

**WARD:** All

**RESPONSIBLE DIRECTOR:** Mr Mike Tidy  
Corporate Services

**FILE NUMBER:** 74574, 101515

**ATTACHMENTS:** Attachment 1 Local Government Operational Guidelines -  
Appointing a CEO

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

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

**OFFICER'S RECOMMENDATION**

That the Chief Executive Officer - Performance Review Committee NOTES the report on the Chief Executive Officer Contract of Employment.

**MOVED Cr Chester, SECONDED Cr McLean that the Chief Executive Officer – Performance Review Committee:**

- 1 DEFERS consideration of an extension to the Chief Executive Officer’s Contract of Employment to a future meeting of the Chief Executive Officer – Performance Review Committee to seek input from all Elected Members; and**
- 2 REQUESTS the Presiding Member to seek the Chief Executive Officer’s position on an extension to the Chief Executive Officer Contract of Employment.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

**MOTION TO GO TO OPEN DOORS – [08122, 02154]**

**MOVED Cr Chester, SECONDED Cr McLean that the Chief Executive Officer - Performance Review Committee in accordance with Clause 67 of the City’s *Standing Orders Local Law 2005*, RESOLVES the meeting be now held with OPEN DOORS, to allow the Director Corporate Services to return to the meeting.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Mayor Pickard, Crs Amphlett, Chester, McLean, Norman, Ritchie and Thomas

*The Director Corporate Services returned to the meeting at 8.37pm.*

**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

Nil.

## **CLOSURE**

There being no further business, the Presiding Member declared the Meeting closed at 8.40pm; the following Committee Members being present at that time:

Mayor Troy Pickard  
Cr Geoff Amphlett, JP  
Cr John Chester  
Cr Tom McLean, JP  
Cr Mike Norman  
Cr Teresa Ritchie  
Cr Sam Thomas