

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **MONDAY, 12 NOVEMBER 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, 12 NOVEMBER 2012.

#### ATTENDANCE

##### Committee Members:

Mayor Troy Pickard	<i>Presiding Member</i>
Cr Geoff Amphlett, JP	<i>Deputy Presiding Member</i>
Cr John Chester	
Cr Russ Fishwick, JP	
Cr Tom McLean, JP	
Cr Mike Norman	
Cr Sam Thomas	

##### Observers:

Cr Liam Gobbert	
Cr Kerry Hollywood	
Cr Christine Hamilton-Prime	<i>from 5.42pm</i>

##### Officers:

Mr Garry Hunt	Chief Executive Officer	<i>Absent from 6.15pm to 6.38pm</i>
Mr Mike Tidy	Director Corporate Services	<i>Absent from 6.15pm to 6.37pm</i>

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.40pm.

#### APOLOGIES/LEAVE OF ABSENCE

##### Leave of Absence previously approved

Cr Christine Hamilton-Prime	1 to 25 November 2012 inclusive.
Cr Brian Corr	6 to 16 November 2012 inclusive.
Cr Sam Thomas	12 to 24 November 2012 inclusive.
Cr Geoff Amphlett, JP	14 to 23 November 2012 inclusive.
Cr Liam Gobbert	20 to 28 November 2012 inclusive.
Cr Teresa Ritchie	27 November to 04 December 2012 inclusive.

## CONFIRMATION OF MINUTES

### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 8 OCTOBER 2012

**MOVED Cr Amphlett, SECONDED Cr McLean that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 8 October 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, Fishwick, McLean, Norman and Thomas.

## ANNOUNCEMENTS BY THE PRESIDING MEMBER 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.

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No/Subject</b>	Item 1 - Chief Executive Officer - 2012/13 Key Performance Indicators.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of CEO.

### 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.

<b>Name/Position</b>	<b>Mr Mike Tidy - Director Corporate Services.</b>
<b>Item No/Subject</b>	Item 1 - Chief Executive Officer - 2012/13 Key Performance Indicators.
<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 - 2012/13 Key Performance Indicators.
<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 1 - Chief Executive Officer - 2012/13 Key Performance Indicators.
<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 - 2012/13 KEY PERFORMANCE INDICATORS**

**WARD:** All

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

**FILE NUMBER:** 74574, 101515

**ATTACHMENTS:** Attachment 1 Confidential Draft Chief Executive Officer  
Key Performance Indicators 2012/13

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

**OFFICER’S RECOMMENDATION:**

That Council ADOPTS the Chief Executive Officer’s Key Performance Indicators, aligned to the Key Themes of the Strategic Community Plan 2012-2022, for the next review period 2012/13 as detailed in Attachment 1 to this Report.

**MOVED Cr Amphlett, SECONDED Cr McLean that the Chief Executive Officer - Performance Review Committee REQUESTS the Chief Executive Officer give further consideration to the structural alignment of the Chief Executive Officer’s key performance indicators to the Strategic Community Plan themes.**

**The Motion was Put and**

**CARRIED (7/0)**

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

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

Nil.

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

**MOVED Cr Chester, SECONDED Cr Norman 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 officers to consider the following Item:**

**Proposed request for a report related to the Chief Executive Officer's Contract of Employment.**

**The Motion was Put and**

**CARRIED (7/0)**

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

*The Chief Executive Officer and Director Corporate Services left the room at 6.15pm.*

**MOVED Cr Thomas, SECONDED Cr Fishwick 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 now be held with OPEN DOORS, to allow officers to re-enter the meeting.**

**The Motion was Put and**

**CARRIED (7/0)**

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

*The Director Corporate Services entered the room at 6.37pm.*

*The Chief Executive Officer entered the room at 6.38pm.*



It was requested that a report be provided to the Chief Executive Officer Performance Review Committee in relation to offering the Chief Executive Officer a new contract for a four year term under the same terms as the Chief Executive Officer's current Contract of Employment.

## **CLOSURE**

There being no further business, the Presiding Member declared the Meeting closed at 6.40pm; the following Committee Members being present at that time:

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