

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **TUESDAY 20 AUGUST 2013**

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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 TUESDAY 20 AUGUST 2013.

ATTENDANCE

Committee Members:

Nil.

Officers:

Mr Mike Tidy Director Corporate Services

There being no quorum at the scheduled start of the meeting, in accordance with Regulation 8(e) of the *Local Government (Administration) Regulations 1996*, the Director Corporate Services, being duly authorised by the Chief Executive Officer, adjourned the meeting of the Chief Executive Officer – Performance Review Committee until 4.20pm on Tuesday 20 August 2013.

The meeting **ADJOURNED** at 3.30pm on Tuesday 20 August 2013 with no committee members being present at that time.

RESUMPTION OF MEETING

The Presiding Member declared the **Chief Executive Officer – Performance Review Committee** meeting that commenced on Tuesday 20 August 2013 **RESUMED** at **4.20pm** on **Tuesday 20 August 2013**, the following persons being present:

Committee Members:

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

Officers:

Mr Mike Tidy Director Corporate Services
Mr Brad Sillence Manager Governance *Absent from 4.30pm to 4.32pm*

Guests:

Mr John Phillips WALGA Workplace Solutions

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 4.20pm.

APOLOGIES/LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 4 JUNE 2013

MOVED Cr McLean SECONDED Cr Norman that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 4 June 2013 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/Proximity 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 Progress.
Nature of interest	Financial.
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 Progress.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Tidy's employment relationship with the Chief Executive Officer.

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

Name/Position	Mr Garry Hunt, Chief Executive Officer.
Item No./Subject	Item 1 – Chief Executive Officer Annual Performance Review Progress.
Nature of interest	Financial.
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 Progress.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Tidy's employment relationship with the Chief Executive Officer.

ITEM 1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW PROGRESS

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
ATTACHMENT	Attachment 1 Consultants Report on Elected Member Feedback (<i>Confidential - distributed separately</i>) Attachment 2 Chief Executive Officer's Self Evaluation Report (<i>Confidential – previously distributed separately to all Elected Members</i>) (Please Note: The Report and Attachment is confidential and will appear in the official Minute Book only)
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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.

The Manager Governance left the meeting at 4.30pm and returned at 4.32pm.

OFFICER'S RECOMMENDATION

That the Chief Executive Officer - Performance Review Committee:

- 1 NOTES that the requirements of clause 11.2(c) of the Chief Executive Officer's contract in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators have been met;
- 2 RECEIVES the Chief Executive Officer's Self Evaluation Report on his performance;
- 3 NOTES that the requirements of clause 11.2(e)(ii) of the Chief Executive Officer's contract in relation to inviting all Elected Members to make written comments on the Chief Executive Officer's performance have been met;
- 4 RECEIVES the consultant's report on Elected Member Feedback.

MOVED Cr Chester, SECONDED Cr Norman that the Chief Executive Officer - Performance Review Committee:

- 1 **NOTES that the requirements of clause 11.2(c) of the Chief Executive Officer's contract in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators have been met;**
- 2 **RECEIVES the Chief Executive Officer's Self Evaluation Report on his performance;**
- 3 **NOTES that the requirements of clause 11.2(e)(ii) of the Chief Executive Officer's contract in relation to inviting all Elected Members to make written comments on the Chief Executive Officer's performance have been met, with all Elected Members participating in the appraisal process;**
- 4 **RECEIVES the consultant's report as amended on Elected Member Feedback;**
- 5 **REQUESTS the Presiding Member of the Chief Executive Officer - Performance Review Committee to present to the Chief Executive Officer in advance of the performance review interview any specific areas of concern raised during the Elected Member feedback process.**

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

The Mayor requested a report on the proposed performance review schedule for 2013-14.

CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 5.09pm; 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