

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON MONDAY 2 SEPTEMBER 2013

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 Member without discussion	4
	Declarations of Interest	4
	Identification of matters for which the meeting may sit behind closed doors	5
	Petitions and deputations	5
	Reports	6
1	Confidential - Chief Executive Officer Annual Performance Review Interview	6
	Motions of which previous notice has been given	8
	Requests for Reports for future consideration	8
	Closure	8

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 2 SEPTEMBER 2013.

ATTENDANCE

Committee Members:

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

Officers:

Mr Garry Hunt	Chief Executive Officer	<i>from 7.43pm until 9.35pm</i>
Mr Mike Tidy	Director Corporate Services	<i>absent from 7.40pm until 9.37pm</i>

Guests:

Mr John Phillips	WALGA Workplace Solutions
------------------	---------------------------

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.35pm.

APOLOGIES/LEAVE OF ABSENCE

Apologies

Cr Russ Fishwick, JP

Leave of Absence previously approved

Cr Tom McLean, JP	22 August to 18 September 2013 inclusive.
Cr Liam Gobbert	23 August to 23 September 2013 inclusive.
Cr Brian Corr	8 September to 27 September 2013 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 20 AUGUST 2013

MOVED Cr Amphlett, SECONDED Cr Thomas that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 20 August 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, Hollywood, Norman, Ritchie 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 Interview.
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 Interview.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his 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 Interview.
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 Interview.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the Chief Executive Officer.

The Director Corporate Services left the room, the time being 7.40pm.

The Chief Executive Officer entered the room, the time being 7.43pm.

ITEM 1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
ATTACHMENT	Attachment 1 Confidential Draft - Chief Executive Officer Performance Review 2013

(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 was 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 Chief Executive Officer left the room, the time being 9.35pm.

The Director Corporate Services entered the room, the time being 9.37pm.

OFFICER'S RECOMMENDATION

That the Chief Executive Officer - Performance Review Committee REQUESTS the Director of Corporate Services, in conjunction with John Phillips to prepare a report on the:

- 1 *Draft Concluded Annual Performance Review Report of the Chief Executive Officer;*
- 2 *Draft Key Result Areas and KPI's for the Chief Executive Officer for 2013-14,*

for consideration by the Chief Executive Officer - Performance Review Committee at its meeting on Monday 16 September 2013.

MOVED Cr Norman, SECONDED Cr Amphlett that the Chief Executive Officer - Performance Review Committee REQUESTS the Director of Corporate Services, in conjunction with John Phillips to prepare a report on the Draft Concluded Annual Performance Review Report of the Chief Executive Officer for consideration by the Chief Executive Officer Performance Review Committee at its meeting on Monday 16 September 2013.

The Motion was Put and

CARRIED (7/0)

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

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 9.40pm; the following Committee Members being present at that time:

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