

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 16 SEPTEMBER 2013**

TABLE OF CONTENTS

Item No.	Title	Page No.
	Declaration of Opening	3
	Apologies/Leave of absence	3
	Confirmation of Minutes	3
	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
	Consideration of Change to Order of Business	5
	Reports	6
1	Confidential – Chief Executive Officer Concluded Annual Performance Review – [74574]	6/9
2	Confidential – Annual Salary Review – Chief Executive Officer – [74574]	7
1	Confidential – Chief Executive Officer Concluded Annual Performance Review – [74574]	9/6
3	Confidential – Chief Executive Officer Annual Performance Review Program 2014 – [74574]	11
	Motions of which previous notice has been given	13
	Requests for Reports for future consideration	13
	Closure	13

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 16 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 Russ Fishwick, JP		
Cr Kerry Hollywood	<i>Deputising for Cr McLean</i>	
Cr Mike Norman		<i>Arrived at 6.08pm</i>
Cr Sam Thomas		

Officers:

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.01pm.

APOLOGIES/LEAVE OF ABSENCE

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 2 SEPTEMBER 2013

MOVED Cr Fishwick SECONDED Cr Amphlett that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 2 September 2013 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, Hollywood 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.

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

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of CEO.

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 3 – Confidential – Chief Executive Officer Annual Performance Review Program 2014.
Nature of interest	Financial.
Extent of Interest	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.

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

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

Name/Position	Mr Mike Tidy – Director Corporate Services.
Item No./Subject	Item 3 – Confidential – Chief Executive Officer Annual Performance Review Program 2014.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	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.

Cr Norman entered the meeting room at 6.08pm.

MOTION TO CHANGE ORDER OF BUSINESS

CONSIDERATION OF CHANGE TO ORDER OF BUSINESS - [02154]

MOVED Cr Amphlett, SECONDED Cr Hollywood that the Chief Executive Officer – Performance Review Committee suspends clause 14(4) of the City's *Standing Orders Local Law 2005* – Order of Business, to allow the items of business to be considered out of sequence as they are listed on the agenda, dealing with Item 2 – Confidential – Annual Salary Review – Chief Executive Officer prior to considering Item 1 – Confidential – Chief Executive Officer Concluded Annual Performance Review.

The Motion was Put and

CARRIED (7/0)

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

REPORTS

Disclosure of Financial Interest

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

Disclosure of interest that may affect impartiality

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

ITEM 1 CONFIDENTIAL – 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 (to be distributed under separate cover). <i>(Please Note: The Report and Attachment are confidential and will appear in the official Minute Book only)</i>
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 Item was dealt with following Item 2 - Confidential – Annual Salary Review – Chief Executive Officer (page 9 refers).

Disclosure of Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of CEO.

Disclosure of interest that may affect impartiality

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

ITEM 2 CONFIDENTIAL – 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 (to be distributed under separate cover). <i>(Please Note: The Report and Attachment are confidential and will appear in the official Minute Book only).</i>
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 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 the Chief Executive Officer - Performance Review Committee GIVES consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer, provided as Attachment 1 to this Report and MAKES a recommendation to Council on the annual salary review of the Chief Executive Officer.

MOVED Cr Chester, SECONDED Cr Amphlett that giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer, provided as Attachment 1 to this Report, Council ADOPTS the Chief Executive Officer's total reward package for the 2013 Annual Salary Review with a 4.0% increase to \$355,421.

The Motion was Put and

CARRIED (7/0)

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

Disclosure of Financial Interest

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

Disclosure of interest that may affect impartiality

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

**ITEM 1 CONFIDENTIAL – 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 (to be distributed under separate cover). <i>(Please Note: The Report and Attachment are confidential and will appear in the official Minute Book only)</i>
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 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 Performance Review Committee’s Confidential Concluded Annual Performance Review Report and ENDORSES the overall rating of(to be determined by the committee).

MOVED Cr Amphlett, SECONDED Cr Thomas that Council ADOPTS the Chief Executive Officer Performance Review Committee’s Confidential Concluded Annual Performance Review Report and ENDORSES the overall rating that Mr Hunt’s performance has continued to have met the Elected Member’s expectations to the highest standard in his role of Chief Executive Officer.

The Motion was Put and

CARRIED (7/0)

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

Disclosure of Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 3 – Confidential – Chief Executive Officer Annual Performance Review Program 2014.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of CEO.

Disclosure of interest that may affect impartiality

Name/Position	Mr Mike Tidy – Director Corporate Services.
Item No./Subject	Item 3 – Confidential – Chief Executive Officer Annual Performance Review Program 2014.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the CEO.

**ITEM 3 CONFIDENTIAL – CHIEF EXECUTIVE
OFFICER ANNUAL PERFORMANCE REVIEW
PROGRAM 2014**

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
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 2014. Attachment 3 Chief Executive Officer KPIs 2013-14. <i>(Please Note: The Report and Attachments are confidential and will appear in the official Minute Book only).</i>
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 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 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 Monday 2 September 2014;
- 2 REQUESTS Workplace Solutions (John Phillips) be appointed as the external and independent HR expert for the Chief Executive Officer Performance Review Committee to consult with and seek guidance from and to facilitate the review of the Chief Executive Officer's performance for 2014;
- 3 ENDORSES the process of seeking input into the CEO's KPIs from Elected Members at the same time as feedback is provided in relation to the CEO's performance review and that the review of the CEO's KPIs be undertaken at the interview with the CEO in relation to his annual performance;
- 4 ENDORSES the process of undertaking the annual salary review at the same meeting as its consideration of the Concluded Annual Performance Review Report.

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

- 1 **APPROVES the timetable for the performance review of the Chief Executive Officer with the deletion of the first meeting of the Chief Executive Officer – Performance Review Committee scheduled to occur on 2 June 2014, and sets the date for the formal performance review interview as Monday 2 September 2014;**
- 2 **REQUESTS Workplace Solutions (John Phillips) be appointed as the external and independent HR expert for the Chief Executive Officer Performance Review Committee to consult with and seek guidance from and to facilitate the review of the Chief Executive Officer's performance for 2014;**
- 3 **ENDORSES the process of seeking input into the CEO's KPIs from Elected Members at the same time as feedback is provided in relation to the CEO's performance review and that the review of the CEO's KPIs be undertaken at the interview with the CEO in relation to his annual performance;**
- 4 **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 (7/0)

In favour of the Motion: Mayor Pickard, Crs Amphlett, Chester, Fishwick, Hollywood, Norman 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 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 Kerry Hollywood
Cr Mike Norman
Cr Sam Thomas