

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **TUESDAY 30 SEPTEMBER 2014**

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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 30 SEPTEMBER 2014.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>	
Mayor Troy Pickard		
Cr Kerry Hollywood	<i>Deputising for Cr McLean</i>	
Cr Mike Norman	<i>Deputy Presiding Member</i>	
Cr Sam Thomas		<i>Arrived at 6.05pm</i>

Officers

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

Guests

Mr John Phillips	John Phillips Consulting
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DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.02pm.

DECLARATIONS OF INTEREST

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.

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

APOLOGIES/LEAVE OF ABSENCE

Apologies

Cr Geoff Amphlett, JP.
Cr Brian Corr.

Leave of Absence previously approved

Cr Tom McLean, JP	17 September to 10 October 2014 inclusive;
Cr John Chester	1 October to 7 October 2014 inclusive;
Cr Liam Gobbert	4 October to 11 October 2014 inclusive;
Cr Teresa Ritchie, JP	6 November to 14 November 2014 inclusive;
Cr Christine Hamilton-Prime	5 November to 20 November 2014 inclusive;
	6 December 2014 to 5 January 2015 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 31 JULY 2014

MOVED Cr Thomas, **SECONDED** Cr Fishwick that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 31 July 2014 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Cr Fishwick, Mayor Pickard, Crs Hollywood and Thomas.

ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

In accordance with Clause 5.2 of the *City's Meeting Procedures Local Law 2013*, this meeting was not open to the public.

PETITIONS AND DEPUTATIONS

Nil.

REPORTS

Disclosure of interest affecting impartiality

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

ITEM 1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW - PRE INTERVIEW REPORT

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574
ATTACHMENTS	Attachment 1 Reviewers Report by Consultant on Elected Member Feedback (Confidential - distributed separately) Attachment 2 Chief Executive Officer's Self Evaluation Report – CEO Performance Review 2014 (Confidential – previously distributed separately to all Elected Members) <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 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.

The Presiding Member requested that parts 1 to 3 be dealt with separately.

MOVED Mayor Pickard, SECONDED Cr Hollywood 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;**

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Cr Fishwick, Mayor Pickard, Crs Hollywood and Thomas.

Cr Norman entered the meeting at 6.05pm.

MOVED Mayor Pickard, SECONDED Cr Hollywood that the Chief Executive Officer – Performance Review Committee:

- 4 **RECEIVES the consultant's report on Elected Member Feedback;**

5 REQUESTS the consultant to replace the existing key result areas with the following key themes for 2014-15:

5.1 *Strategic Community Plan* and associated plans;

5.2 Stakeholder engagement;

5.3 Major projects;

5.4 Financial sustainability,

with a view of discussing the key deliverables under each key theme with the Chief Executive Officer at the scheduled Chief Executive Officer interview on 2 October 2014.

The Motion was Put and

CARRIED (5/0)

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

URGENT BUSINESS

Nil.

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 6.45pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP
Mayor Troy Pickard
Cr Kerry Hollywood
Cr Mike Norman
Cr Sam Thomas