

# minutes

## Chief Executive Officer Performance Review Committee

MEETING HELD ON **THURSDAY 2 OCTOBER 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 THURSDAY 2 OCTOBER 2014.

#### ATTENDANCE

##### Committee Members

Cr Russ Fishwick, JP      *Presiding Member*  
Mayor Troy Pickard  
Cr Geoff Amphlett, JP  
Cr Brian Corr  
Cr Kerry Hollywood      *Deputising for Cr McLean*  
Cr Mike Norman      *Deputy Presiding Member*  
Cr Sam Thomas

##### Officers

Mr Garry Hunt      Chief Executive Officer      *from 6.08pm until 6.44pm*  
Mr Mike Tidy      Director Corporate Services      *absent from 6.09pm until 6.45pm*  
Mr Brad Sillence      Manager Governance      *absent from 6.06pm until 6.45pm*

##### Guests

Mr John Phillips      John Phillips Consulting

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.05pm.

#### DECLARATIONS OF INTEREST

##### Disclosures of Financial / 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.

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

### 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.

<b>Name/Position</b>	<b>Mr Mike Tidy – Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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 Chief Executive Officer.

### APOLOGIES/LEAVE OF ABSENCE

#### 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;
Cr Christine Hamilton-Prime	6 December 2014 to 5 January 2015 inclusive.

### CONFIRMATION OF MINUTES

#### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 30 SEPTEMBER 2014

**MOVED** Cr Norman, **SECONDED** Cr Hollywood that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 30 September 2014 be confirmed as a true and correct record.

The Motion was Put and

**CARRIED (7/0)**

In favour of the Motion: Cr Fishwick, Mayor Pickard, Crs Amphlett, Corr, Hollywood, Norman 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 Financial Interest

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

### Disclosure of interest that may affect impartiality

<b>Name/Position</b>	<b>Mr Mike Tidy – Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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 Chief Executive Officer.

## **ITEM 1                      CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW**

### WARD

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

**FILE NUMBER**                                      74574

**ATTACHMENTS**                                      Nil.

**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.

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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.

*The Manager Governance left the meeting at 6.06pm.*

*The Chief Executive Officer entered the meeting at 6.08pm.*

*The Director Corporate Services left the meeting at 6.09pm.*

*The Chief Executive Officer left the meeting at 6.44pm.*

*The Director Corporate Services and the Manager Governance entered the meeting at 6.45pm.*

**MOVED Mayor Pickard , SECONDED Cr Amphlett that the Chief Executive Officer – Performance Review Committee REQUESTS the Director of Corporate Services, in conjunction with John Phillips of John Phillips Consulting to prepare a report on the:**

- 1 Draft Concluded Annual Performance Review Report of the Chief Executive Officer;**
- 2 Draft Key Result Areas and Key Performance Indicators for the Chief Executive Officer for 2014-15,**

**for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Wednesday 8 October 2014.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Pickard, Crs Amphlett, Corr, 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 6.48pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP  
Mayor Troy Pickard  
Cr Geoff Amphlett, JP  
Cr Brian Corr  
Cr Kerry Hollywood  
Cr Mike Norman  
Cr Sam Thomas