

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **WEDNESDAY 8 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 WEDNESDAY 8 OCTOBER 2014.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP *Presiding Member*
Mayor Troy Pickard
Cr Geoff Amphlett, JP *from 7.11pm*
Cr Brian Corr
Cr Sam Thomas

Officers

Mr Garry Hunt Chief Executive Officer *from 7.22pm until 7.36pm*
Mr Mike Tidy Director Corporate Services
Mr Brad Sillence Manager Governance *until 7.20pm
from 7.22pm*

Guests

Mr John Phillips John Phillips Consulting

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.05pm.

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.

| | |
|---------------------------|--|
| 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 Chief Executive Officer. |

| | |
|---------------------------|---|
| 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 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.

| | |
|---------------------------|--|
| 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 Chief Executive Officer. |

| | |
|---------------------------|--|
| 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 Chief Executive Officer. |

APOLOGIES/LEAVE OF ABSENCE

Apologies:

Cr Kerry Hollywood, JP.
 Cr Mike Norman.

Leave of Absence Previously Approved:

| | |
|-----------------------------|--|
| Cr Tom McLean, JP | 17 September to 10 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 2 OCTOBER 2014

MOVED Cr Thomas, **SECONDED** Mayor Pickard that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 2 October 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 Corr 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

| | |
|---------------------------|--|
| 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 Chief Executive Officer. |

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 Chief Executive Officer. |

ITEM 1 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER CONCLUDED ANNUAL PERFORMANCE REVIEW

| | |
|-------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Mike Tidy Corporate Services |
| FILE NUMBER | 74574 |
| ATTACHMENT | Attachment 1 Confidential Chief Executive Officer Concluded Annual Performance Review Report (to be distributed under separate cover prior to the meeting) |
| 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:

- 1 ADOPTS the Chief Executive Officer - Performance Review Committee's Confidential Concluded Annual Performance Review Report as detailed in Attachment 1 to this Report and endorses the overall rating of(to be determined by the committee);
- 2 ADOPTS the Key Performance Indicators for the next review period as detailed in Attachment 1 to this Report.

The Presiding Member requested that parts 1 and 2 be dealt with separately.

MOVED Cr Fishwick, SECONDED Mayor Pickard that Council:

- 1 **ADOPTS the Chief Executive Officer - Performance Review Committee's Confidential Concluded Annual Performance Review Report as detailed in Attachment 1 to this Report and endorses the overall rating of "meets expectations and in addition acknowledges that overall, the Chief Executive Officer's performance met the requirements as Chief Executive Officer to the highest standard in his role as Chief Executive Officer of the City of Joondalup for the period of the review";**

The Motion was Put and

CARRIED (4/0)

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

Cr Amphlett entered the room at 7.11pm.

The Manager Governance left the room at 7.20pm.

The Chief Executive Officer and the Manager Governance entered the room at 7.22pm.

The Chief Executive Officer left the room at 7.36pm.

MOVED Mayor Pickard, SECONDED Cr Amphlett that Council:

- 2 **ADOPTS the Key Performance Indicators for the next review period as amended by the Chief Executive Officer – Performance Review Committee at its meeting held on 8 October 2014.**

The Motion was Put and

CARRIED (5/0)

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

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 Chief Executive Officer. |

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 Chief Executive Officer. |

**ITEM 2 CONFIDENTIAL – ANNUAL SALARY REVIEW -
CHIEF EXECUTIVE OFFICER**

| | |
|-------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Mike Tidy Corporate Services |
| FILE NUMBER | 74574 |
| ATTACHMENT | Attachment 1 Confidential Report Annual Salary Review – Chief Executive Officer (Provided Under Separate Cover) |
| 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, giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as detailed In Attachment 1 to this Report, ADOPTS the Chief Executive Officer's total reward package for the 2014 Annual Salary review with a% increase To \$..... (to be determined by the Committee).

MOVED Cr Fishwick, SECONDED Cr Amphlett that Council, giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as detailed In Attachment 1 to this Report and acknowledging that the City of Joondalup is classified by the Salaries and Allowances Tribunal as a Band 1 Local Government, ADOPTS the Chief Executive Officer’s total reward package for the 2014 Annual Salary Review to be set at the maximum of Band 1 being \$370,220.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Fishwick, Mayor Pickard, Crs Amphlett, Corr 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 7.52pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP
Mayor Troy Pickard
Cr Geoff Amphlett, JP
Cr Brian Corr
Cr Sam Thomas