

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **TUESDAY 5 MAY 2015**

## TABLE OF CONTENTS

<b>Item No.</b>	<b>Title</b>	<b>Page No.</b>
	<b>Declaration of Opening</b>	<b>3</b>
	<b>Declarations of Interest</b>	<b>3</b>
	<b>Apologies/Leave of absence</b>	<b>4</b>
	<b>Confirmation of Minutes</b>	<b>4</b>
	<b>Announcements by the Presiding Member without discussion</b>	<b>4</b>
	<b>Identification of matters for which the meeting may be closed to the public</b>	<b>5</b>
	<b>Petitions and deputations</b>	<b>5</b>
	<b>Reports</b>	<b>6</b>
1	Confidential – Chief Executive Officer Annual Performance Review Program 2015 – [74574]	6
	<b>Urgent Business</b>	<b>8</b>
	<b>Motions of which previous notice has been given</b>	<b>8</b>
	<b>Requests for Reports for future consideration</b>	<b>8</b>
	<b>Closure</b>	<b>8</b>

## 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 5 MAY 2015.

#### ATTENDANCE

##### Committee Members

Cr Russ Fishwick, JP      *Presiding Member*  
Mayor Troy Pickard  
Cr Tom McLean, JP  
Cr Sam Thomas

##### Officers

Mr Mike Tidy                      Director Corporate Services  
Mr Brad Sillence                 Manager Governance

##### Observers

Cr Kerry Hollywood

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

#### DECLARATIONS OF INTEREST

##### Disclosure 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 Program 2015.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	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.

<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 Program 2015.
<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

#### Apology

Cr Liam Gobbert      *Deputising for Cr Amphlett*

#### Leave of Absence previously approved

Cr Geoff Amphlett, JP	2 May to 10 May 2015 inclusive;
Cr Sam Thomas	6 May to 8 May 2015 inclusive;
Cr Christine Hamilton-Prime	22 May to 14 June 2015 inclusive;
Cr Brian Corr	26 May to 26 June 2015 inclusive;
Cr Teresa Ritchie, JP	28 May to 1 June 2015 inclusive.

### CONFIRMATION OF MINUTES

#### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD ON 8 OCTOBER 2014

**MOVED** Cr Fishwick, **SECONDED** Cr McLean that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 8 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 McLean 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 Program 2015.
<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 Program 2015.
<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 PROGRAM 2015**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574, 101515
<b>ATTACHMENTS</b>	Attachment 1    Clauses 11 and 12.10 of the Chief Executive Officer's Contract of Employment Attachment 2    Chief Executive Officer Performance Review – Timetable 2015 Attachment 3    Chief Executive Officer KPIs 2014-15  <i>(Please Note: The Report and Attachments are confidential and will appear in the official Minute Book only)</i>
<b>AUTHORITY / DISCRETION</b>	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 or employees.*

A full report was provided to Elected Members under separate cover. The report is not for publication.

**MOVED Cr McLean, SECONDED Mayor Pickard that the Chief Executive Officer Performance Review Committee:**

- 1 APPROVES the timetable for the performance review of the Chief Executive Officer as at Attachment 2 to this Report and sets the date for the formal performance review interview as Tuesday 1 September 2015;**
- 2 REQUESTS that the consultant 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 2015 be JCP Consulting (John Phillips);**
- 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 (4/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Pickard, Crs McLean 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 5.47pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP  
Mayor Troy Pickard  
Cr Tom McLean, JP  
Cr Sam Thomas