

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **WEDNESDAY 9 SEPTEMBER 2015**

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CITY OF JOONDALUP

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 3, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 9 SEPTEMBER 2015.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>
Mayor Troy Pickard	
Cr Geoff Amphlett, JP	
Cr Brian Corr	
Cr Tom McLean, JP	
Cr Mike Norman	<i>Deputy Presiding Member</i>
Cr Sam Thomas	

Officers

Mr Garry Hunt	Chief Executive Officer	<i>from 7.05pm until 7.43pm</i>
Mr Mike Tidy	Director Corporate Services	<i>absent from 7.04pm until 7.44pm</i>
Mr Brad Sillence	Manager Governance	<i>absent from 7.04pm until 7.44pm</i>

Observers

Cr Kerry Hollywood	<i>from 7.01pm</i>
Cr Philippa Taylor	<i>from 7.06pm until 7.16pm</i>

Guests

Mr John Phillips	John Phillips Consulting
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DECLARATION OF OPENING

The Presiding Member declared the meeting open at 7.00pm.

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 Annual Performance Review Interview.
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 Annual Performance Review Interview.
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

Leave of Absence previously approved

Cr Liam Gobbert 15 September 2015.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 24 AUGUST 2015

MOVED Cr Fishwick, **SECONDED** Mayor Pickard that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 24 August 2015 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, McLean, 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.

Cr Hollywood entered the Room at 7.01pm.

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 Annual Performance Review Interview.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of Chief Executive Officer.

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 Interview.
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 INTERVIEW

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
ATTACHMENT	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.

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 Director Corporate Services and Manager Governance left the Room at 7.04pm.

The Chief Executive Officer entered the Room at 7.05pm.

Cr Taylor entered the Room at 7.06pm.

Cr Taylor left the Room at 7.16pm.

The Chief Executive Officer left the Room at 7.43pm.

The Director Corporate Services and Manager Governance entered the Room at 7.44pm.

OFFICER'S RECOMMENDATION

That the Chief Executive Officer - Performance Review Committee:

- 1 REQUESTS the Director of Corporate Services, in conjunction with Mr John Phillips to prepare a report on the:
 - 1.1 Draft Concluded Annual Performance Review Report of the Chief Executive Officer;
 - 1.2 Draft Key Result Areas and Key Performance Indicators for the Chief Executive Officer for 2015-16,for consideration by the Chief Executive Officer - Performance Review Committee at its meeting to be held on Wednesday, 14 September 2015;
- 2 NOTES that a report on the Annual Salary Review of the Chief Executive Officer will be presented at the Chief Executive Officer - Performance Review Committee meeting to be held on Wednesday, 14 September 2015.

MOVED Mayor Pickard, SECONDED Cr Norman that the Chief Executive Officer - Performance Review Committee:

- 1 **REQUESTS the Director of Corporate Services, in conjunction with Mr John Phillips, to prepare a report on the Draft Concluded Annual Performance Review Report of the Chief Executive Officer for consideration by the Chief Executive Officer - Performance Review Committee at its meeting to be held on Monday, 14 September 2015;**
- 2 **REQUESTS the Director of Corporate Services, in conjunction with Mr John Phillips and in consultation with the Chief Executive Officer, to prepare a report on the Draft Key Result Areas and Key Performance Indicators for the Chief Executive Officer for 2015-16 for consideration by the Chief Executive Officer - Performance Review Committee at its meeting to be held on Monday, 14 September 2015;**

- 3 NOTES that a report on the Annual Salary Review of the Chief Executive Officer will be presented at the Chief Executive Officer - Performance Review Committee meeting to be held on Monday, 14 September 2015.**

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr Fishwick, Mayor Pickard, Crs Amphlett, Corr, McLean, 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 7.47pm; the following Committee Members being present at that time:

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