

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **MONDAY 29 AUGUST 2016**

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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 MONDAY 29 AUGUST 2016.

#### ATTENDANCE

##### Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>	
Mayor Troy Pickard		<i>Arrived at 6.02pm</i>
		<i>Absent from 6.03pm to 6.04pm</i>
Cr Russell Poliwka		
Cr John Logan		
Cr Kerry Hollywood		
Cr Mike Norman	<i>Deputy Presiding Member</i>	<i>Arrived at 6.01pm</i>
Cr Nige Jones		

##### Observers

Cr John Chester		<i>Absent from 6.43pm to 6.46pm</i>
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##### Officers

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

##### Guests

Mr John Phillips	Consultant, JCP Consulting
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#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.00pm.

**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.

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Chief Executive Officer Annual Performance Review - Pre Interview Report.
<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 – Chief Executive Officer Annual Performance Review - Pre Interview Report.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of Mr Tidy’s employment relationship with the Chief Executive Officer.

*Cr Norman entered the Room at 6.01pm.*

**APOLOGIES/LEAVE OF ABSENCE**

**Leave of Absence previously approved**

- Cr Liam Gobbert            29 August to 4 October 2016 inclusive;
- Cr Sophie Dwyer           11 September to 16 September 2016 inclusive;
- Cr Sophie Dwyer           20 September to 24 September 2016 inclusive;
- Cr Sophie Dwyer           6 November to 11 November 2016 inclusive.

*Mayor Pickard entered the Room at 6.02pm.*

## **CONFIRMATION OF MINUTES**

### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 2 MAY 2016

**MOVED Cr Hollywood SECONDED Cr Norman that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 2 May 2016 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 Hollywood, Jones, Logan, Norman and Poliwka.

### MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 19 JULY 2016

**MOVED Cr Hollywood SECONDED Cr Norman that the minutes of the Special meeting of the Chief Executive Officer – Performance Review Committee held on 19 July 2016 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 Hollywood, Jones, Logan, Norman and Poliwka.

### MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 22 AUGUST 2016

**MOVED Cr Hollywood SECONDED Cr Norman that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 22 August 2016 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 Hollywood, Jones, Logan, Norman and Poliwka.

## **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 / Proximity Interest**

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Chief Executive Officer Annual Performance Review - Pre Interview Report.
<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**

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

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

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574, 101515
<b>ATTACHMENT</b>	Attachment 1 Reviewers Report by Consultant on Elected Member Feedback (Confidential - distributed separately) Attachment 2 Chief Executive Officer's Self Evaluation Report – Chief Executive Officer Performance Review 2016 (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>
<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.

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.

*Mayor Pickard left the Room at 6.03pm and returned at 6.04pm.*

*Cr Chester left the Room at 6.43pm and returned at 6.46pm.*

### **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;
- 5 APPROVES the change of date for the formal performance review interview with the Chief Executive Officer to Monday 5 September 2016.

**MOVED Mayor Pickard SECONDED Cr Norman 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 interim report on Elected Member Feedback;**

- 5 **REQUESTS** the Consultant seek separate further feedback from Elected Members on KPI 5 – Economic Development and that feedback be made available to the Chief Executive Officer Performance Review Committee at its meeting on Monday 5 September 2016 prior to the interview of the Chief Executive Officer;
- 6 **APPROVES** the change of date for the formal performance review interview with the Chief Executive Officer to Monday 5 September 2016;
- 7 **ENDORSES** the suggested changes to the Chief Executive Officer's Key Performance Indicators as discussed by the Chief Executive Officer Performance Review Committee and seeks feedback from the Chief Executive Officer on those changes prior to the interview of the Chief Executive Officer on Monday 5 September 2016.

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Pickard, Crs Hollywood, Jones, Logan, Norman and Poliwka.



**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 6.53pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP  
Mayor Troy Pickard  
Cr Russell Poliwka  
Cr John Logan  
Cr Kerry Hollywood  
Cr Mike Norman  
Cr Nige Jones