

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 28 AUGUST 2017**

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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 28 AUGUST 2017.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP *Presiding Member*
Cr Russell Poliwka
Cr John Logan
Cr Kerry Hollywood
Cr Mike Norman *Deputy Presiding Member*
Cr Nige Jones

Observers

Cr Liam Gobbert
Cr Philippa Taylor

Officers

Mr Garry Hunt	Chief Executive Officer	<i>from 5.57pm to 7.23pm</i>
Mr Mike Tidy	Director Corporate Services	<i>Absent from 5.55pm to 7.24pm</i>
Mr Brad Sillence	Manager Governance	<i>Absent from 5.55pm to 7.24pm</i>

Guests

Mr John Phillips	JCP Consulting	<i>Absent from 7.23pm to 7.24pm</i>
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DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.47pm.

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.

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

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 Mr Tidy’s employment relationship with the Chief Executive Officer.

APOLOGIES/LEAVE OF ABSENCE

Apology:

Mayor Troy Pickard.

Leave of Absence previously approved

Cr Nige Jones	30 August to 4 September 2017 inclusive;
Cr John Logan	10 September to 17 September 2017 inclusive;
Cr Mike Norman	10 September to 22 September 2017 inclusive;
Cr Liam Gobbert	12 September 2017;
Cr Sophie Dwyer	23 September to 8 October 2017 inclusive;
Cr Nige Jones	25 September to 11 October 2017 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD ON 21 AUGUST 2017

MOVED Cr Norman SECONDED Cr Poliwka that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 21 August 2017 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Fishwick, 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

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 Mr Tidy’s 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
ATTACHMENTS	Attachment 1 Chief Executive Officer Annual Performance Review 2017 Report by Consultant on Elected Member Feedback – Updated (Confidential - distributed separately) <i>(Please Note: The Report and Attachment is confidential and will appear in the official Minute Book only)</i>
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 or employees.

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

OFFICER'S RECOMMENDATION

That the Chief Executive Officer Performance Review Committee:

- 1 REQUESTS the Director of Corporate Services, in conjunction with John Phillips to prepare a report on the:
 - 1.1 Draft Concluded Annual Performance Review Report of the Chief Executive Officer;
 - 2.2 Draft Key Result Areas and KPI's for the Chief Executive Officer for 2017-18, for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Monday 4 September 2017;
- 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 Monday 4 September 2017.

The Director Corporate Services and Manager Governance left the room at 5.55pm.

The Chief Executive Officer entered the room at 5.57pm.

MOVED Cr Hollywood SECONDED Cr Jones that the Chief Executive Officer Performance Review Committee AMENDS the Key Performance Indicator – Financial Sustainability measure of “Review of Operating Expenditure including Elected Member Expenses”, by adding the words “to identify reduction of long term financial impact on the City” and replacing its key deliverable with “Submit a comprehensive report to Council identifying potential costs and savings whilst minimising negative impact on customer satisfaction and services - February 2018.”.

The Motion was Put and

CARRIED (6/0)

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

MOVED Cr Poliwka SECONDED Cr Norman that the Chief Executive Officer Performance Review Committee AMENDS the new measure for the Key Performance Indicator – Major Projects (D) Joondalup Performing Arts and Cultural Facilities, to read “Project review” and adds an additional deliverable for this measure to read “Submit a report to enable the Council to consider the future of the JPACF project, including inter governmental financial support, community support and scope – Elected Member Strategic Weekend and Council meeting February 2018.”.

The Motion was Put and

CARRIED (6/0)

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

The Chief Executive Officer and Mr Phillips left the room at 7.23pm.

The Director Corporate Services, Manager Governance and Mr Phillips entered the room at 7.24pm.

MOVED Cr Hollywood SECONDED Cr Poliwka that the Chief Executive Officer Performance Review Committee:

- 1 REQUESTS the Director of Corporate Services, in conjunction with John Phillips to prepare a report on the:**
 - 1.1 Draft Concluded Annual Performance Review Report of the Chief Executive Officer;**
 - 2.2 Draft Key Result Areas and KPI's as amended for the Chief Executive Officer for 2017-18,**

for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Monday 4 September 2017;
- 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 Monday 4 September 2017.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Fishwick, 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 7.26pm; the following Committee Members being present at that time:

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