

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 4 SEPTEMBER 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 4 SEPTEMBER 2017.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>	
Cr Russell Poliwka		
Cr John Logan		
Cr Kerry Hollywood		<i>from 5.53pm</i>
Cr Tom McLean	<i>Deputising for Cr Hollywood</i>	<i>until 5.53pm</i>
Cr Mike Norman	<i>Deputy Presiding Member</i>	<i>from 5.51pm</i>
Cr Nige Jones		

Observers

Cr Tom McLean	<i>from 5.53pm</i>
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Officers

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.48pm.

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 Interest.
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 Interest.
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 Mr Tidy's 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 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.

Cr Norman entered the room at 5.51pm.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW
COMMITTEE HELD ON 28 AUGUST 2017.

MOVED Cr Poliwka SECONDED Cr Jones that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 28 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, Jones, Logan, McLean, 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 Concluded Annual Performance Review.
Nature of interest	Financial Interest.
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 Concluded Annual Performance Review.
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 CONCLUDED ANNUAL PERFORMANCE REVIEW

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574
ATTACHMENTS	Attachment 1 Chief Executive Officer KPIs for 2017-18 with track and highlighted changes from 2016-17, (distributed under separate cover) Attachment 2 Chief Executive Officer Confidential Concluded Annual Performance Review Report (distributed under separate cover)
	<i>(Please Note: The Report and Attachments are 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.

Cr Hollywood entered the room at 5.53pm.

MOVED Cr Logan, SECONDED Cr Norman that Council ADOPTS:

- 1 Chief Executive Officer Performance Review Committee’s Confidential Concluded Annual Performance Review Report as in Attachment 1 to this Report and endorses the overall rating of “meets expectations”;**
- 2 Key Performance Indicators for the 2017-18 review period as detailed in Attachment 1 to this Report.**

The Motion was Put and

CARRIED (6/0)

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

Disclosure of Financial/Proximity 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 Interest.
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 2 – Confidential - Annual Salary Review - Chief Executive Officer.
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 2 CONFIDENTIAL - ANNUAL SALARY REVIEW -
CHIEF EXECUTIVE OFFICER**

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574
ATTACHMENTS	Attachment 1 Confidential Report Annual Salary Review – Chief Executive Officer (distributed under separate cover)
	<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 giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as at Attachment 1 to this Report, Council ADOPTS the Chief Executive Officer’s total reward package for the 2017 annual salary review as \$ (to be determined by the committee).

MOVED Cr Poliwka, SECONDED Cr Logan that giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as at Attachment 1 to this Report, Council:

- 1 ACKNOWLEDGES that the Salaries and Allowances Tribunal has determined that it will not increase the maximum salary levels in the various bands for Chief Executive Officers;**
- 2 taking cognisance of the economic climate and the Salaries and Allowances Tribunal determination in part 1 above, ADOPTS the Chief Executive Officer’s total reward package for the 2017 annual salary review remaining at \$375,774.**

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 6.05pm; 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