

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 7 MAY 2018**

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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 7 MAY 2018.**

ATTENDANCE

Committee Members

Cr Tom McLean *Deputy Presiding Member*
Cr Christopher May
Cr Philippa Taylor
Cr Russ Fishwick, JP
Cr John Chester
Cr Mike Norman

Observers

Cr Kerry Hollywood *to 6.05pm*
Cr Russell Poliwka

Officers

Mr Mike Tidy Director Corporate Services
Mr Brad Sillence Manager Governance

DECLARATION OF OPENING

The Deputy Presiding Member declared the meeting open at 5.45pm.

DECLARATIONS OF INTEREST

Disclosure of Financial 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 Program 2018.
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 Program 2018.
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

Leave of Absence previously approved

Mayor Hon. Albert Jacob, JP	26 April to 7 May 2018 inclusive;
Cr Christine Hamilton-Prime	5 May to 15 May 2018 inclusive;
Cr Nige Jones	20 May to 25 May 2018 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 4 SEPTEMBER 2017 AND 6 NOVEMBER 2017

MOVED Cr Chester, SECONDED Cr Fishwick that the minutes of the following meetings of the Chief Executive Officer Performance Review Committee be confirmed as a true and correct record:

- 1 Ordinary meeting of the Chief Executive Officer Performance Review Committee held on 4 September 2017;**
- 2 Special meeting of the Chief Executive Officer Performance Review Committee held on 6 November 2017.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Chester, Fishwick, McLean, May, Norman and Taylor.

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.

REPORT

Disclosure of Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review Program 2018.
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 Program 2018.
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 PROGRAM 2018**

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574
ATTACHMENTS	Attachment 1 Clauses 11 and 12.10 of the Chief Executive Officer's Contract of Employment Attachment 2 Chief Executive Officer Performance Review – Timetable 2018 Attachment 3 Chief Executive Officer KPIs 2017-18 <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 left the room at 6.05pm.

OFFICER'S RECOMMENDATION

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 Monday 27 August 2018;
- 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 2018 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.

MOVED Cr Fishwick, SECONDED Cr May 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 Monday 27 August 2018;**
- 2 **REQUESTS that submissions be called through a public and targeted process, to appoint an external and independent human resources 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 2018;**
- 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 (6/0)

In favour of the Motion: Crs Chester, Fishwick, McLean, May, Norman and Taylor.

URGENT BUSINESS

Nil.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

A report was requested to change the title of the Committee to the Chief Executive Officer Recruitment and Review Committee and to change the terms of reference of the committee accordingly.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 6.13pm; the following Committee Members being present at that time:

Cr Christopher May
Cr Tom McLean
Cr Philippa Taylor
Cr Russ Fishwick, JP
Cr John Chester
Cr Mike Norman