

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **MONDAY 27 AUGUST 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 27 AUGUST 2018.

#### ATTENDANCE

##### Committee Members

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>
Cr Christopher May	
Cr Tom McLean	<i>Deputy Presiding Member</i>
Cr Philippa Taylor	
Cr Russ Fishwick, JP	
Cr John Chester	
Cr Mike Norman	

##### Observer

Cr Kerry Hollywood

##### Officers

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

##### Guest

Ms Helen Hardcastle	Consultant, Learning Horizons
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#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.46pm.

## 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 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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.

## APOLOGIES/LEAVE OF ABSENCE

### Apologies

Nil.

### Leave of Absence previously approved

Cr Russell Poliwka	26 July to 28 August 2018 inclusive;
Cr Sophie Dwyer	1 to 30 September 2018 inclusive;
Cr John Logan	22 to 28 September 2018 inclusive;
Mayor Albert Jacob, JP	28 September to 5 October 2018 inclusive.

## **CONFIRMATION OF MINUTES**

### MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 20 AUGUST 2018

**MOVED Cr Fishwick, SECONDED Cr McLean that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 20 August 2018 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

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

## **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.

## **PROCEDURAL MOTION – THAT THE MEETING BE ADJOURNED**

**MOVED Mayor Jacob, SECONDED Cr Chester that the meeting of the Chief Executive Officer Performance Review Committee BE ADJOURNED until such time that the Chief Executive Officer's annual performance review interview is concluded.**

**The Procedural Motion was Put and**

**CARRIED (7/0)**

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

The meeting **ADJOURNED** at 5.56pm on Monday 27 August 2018, with the following Committee Members being present at that time:

Mayor Hon. Albert Jacob, JP  
Cr Christopher May  
Cr Tom McLean  
Cr Philippa Taylor  
Cr Russ Fishwick, JP  
Cr John Chester  
Cr Mike Norman

## **RESUMPTION OF MEETING**

Following the conclusion of the Chief Executive Officer annual performance review interview on Monday 27 August 2018, the Presiding Member declared the **Chief Executive Officer Performance Review Committee** meeting **RESUMED** at **7.04pm** on **Monday 27 August 2018**, the following persons being present:

### **ATTENDANCE**

#### **Committee Members**

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>
Cr Christopher May	
Cr Tom McLean	<i>Deputy Presiding Member</i>
Cr Philippa Taylor	
Cr Russ Fishwick, JP	
Cr John Chester	
Cr Mike Norman	

#### **Observer**

Cr Kerry Hollywood

#### **Officers**

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

#### **Guest**

Ms Helen Hardcastle	Consultant, Learning Horizons
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## REPORTS

### Disclosure of Financial Interest

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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 – Confidential – Chief Executive Officer Annual Performance Review Interview.
<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                      CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574
<b>ATTACHMENT</b>	Attachment 1    Chief Executive Officer Annual Performance Review 2018 Report by Consultant on Elected Member Feedback – Updated (Confidential – distributed separately)  <i>(Please Note: The Report and Attachment 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.

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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 Corporate Services, in conjunction with Ms Helen Hardcastle, Learning Horizons 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 KPI's for the Chief Executive Officer for 2018-19,  
for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Tuesday 4 September 2018;
- 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 Tuesday 4 September 2018.

**MOVED Mayor Jacob, SECONDED Cr May that the Chief Executive Officer Performance Review Committee:**

- 1 **REQUESTS the Director Corporate Services, in conjunction with Ms Helen Hardcastle, Learning Horizons 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 KPI's for the Chief Executive Officer for 2018-19 as amended as discussed at the Chief Executive Officer annual performance interview,**  
**for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Tuesday 4 September 2018;**
- 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 Tuesday 4 September 2018.**



**AMENDMENT MOVED Cr Fishwick, SECONDED Cr McLean that new parts 3 and 4 be added to the motion as follows:**

- “3 NOTES the Chief Executive Officer is performing at an extremely high level;**
- 4 OFFERS the Chief Executive Officer a new Contract of Employment as the Chief Executive Officer of the City of Joondalup, under the same terms and conditions as the current contract, for a term expiring on 31 July 2020, and should that be agreeable to the Chief Executive Officer, a further report be submitted to Council for its consideration to enter into a new Contract of Employment in accordance with the provisions of the Local Government Act 1995.”.**

**The Amendment was Put and**

**CARRIED (7/0)**

**In favour of the Amendment:** Mayor Jacob, Crs May, McLean, Taylor, Fishwick, Chester and Norman.

**The original motion as amended, being:**

**That the Chief Executive Officer Performance Review Committee:**

- 1 REQUESTS the Director Corporate Services, in conjunction with Ms Helen Hardcastle, Learning Horizons 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 KPI’s for the Chief Executive Officer for 2018-19 as amended as discussed at the Chief Executive Officer annual performance interview,**
- for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Tuesday 4 September 2018;**
- 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 Tuesday 4 September 2018;**
- 3 NOTES the Chief Executive Officer is performing at an extremely high level;**
- 4 OFFERS the Chief Executive Officer a new Contract of Employment as the Chief Executive Officer of the City of Joondalup, under the same terms and conditions as the current contract, for a term expiring on 31 July 2020, and should that be agreeable to the Chief Executive Officer, a further report be submitted to Council for its consideration to enter into a new Contract of Employment in accordance with the provisions of the Local Government Act 1995.**

**was Put and**

**CARRIED (7/0)**

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

**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 7.09pm; the following Committee Members being present at that time:

Mayor Hon. Albert Jacob, JP  
Cr Christopher May  
Cr Tom McLean  
Cr Philippa Taylor  
Cr Russ Fishwick, JP  
Cr John Chester  
Cr Mike Norman