

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **TUESDAY 4 SEPTEMBER 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 TUESDAY 4 SEPTEMBER 2018.

#### ATTENDANCE

##### Committee Members

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>	
Cr Christopher May		<i>Arrived at 5.51pm</i>
Cr Tom McLean	<i>Deputy Presiding Member</i>	
Cr Philippa Taylor		<i>Arrived at 5.46pm</i>
Cr Russ Fishwick, JP		
Cr John Chester		
Cr Mike Norman		

##### Observers

Cr Russell Poliwka

##### Officers

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

## DECLARATIONS OF INTEREST

### 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>Ms Dale Page, Acting Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of Ms Page’s employment relationship with the Chief Executive Officer.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Concluded Annual Performance Review.
<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.

<b>Name/Position</b>	<b>Ms Dale Page, Acting Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of Ms Page’s employment relationship with the Chief Executive Officer.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<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 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 27 AUGUST 2018

**MOVED Cr Fishwick, SECONDED Cr McLean that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 27 August 2018 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (5/0)**

**In favour of the Motion:** Mayor Jacob, Crs Chester, Fishwick, McLean 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.

## REPORTS

### Disclosures of interest affecting impartiality

<b>Name/Position</b>	<b>Ms Dale Page, Acting Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Concluded Annual Performance Review.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of Ms Page's employment relationship with the Chief Executive Officer.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Chief Executive Officer Concluded Annual Performance Review.
<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 CONCLUDED ANNUAL PERFORMANCE REVIEW**

**WARD**

All

**RESPONSIBLE  
DIRECTOR**

Mr Mike Tidy  
Corporate Services

**FILE NUMBER**

74574

**ATTACHMENT**

Attachment 1    Chief Executive Officer KPI's for 2018-19,  
(distributed under separate cover).  
Attachment 2    Chief Executive Officer Confidential  
Concluded Annual Performance Review  
Report (distributed under separate cover).

*(Please Note: The Report and Attachments are  
confidential and will appear in the official  
Minute Book only)*

**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.

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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.

*Cr Taylor entered the room at 5.46pm.*

*Cr May entered the room at 5.51pm.*

**MOVED Cr Fishwick, SECONDED Cr Chester that Council:**

- 1 ADOPTS the Chief Executive Officer Performance Review Committee's Confidential Concluded Annual Performance Review Report as in Attachment 2 to the Report and endorses the overall rating of "performing at an extremely high level";**
- 2 ADOPTS the Key Performance Indicators for the 2018-19 review period as detailed in Attachment 1 to the Report;**
- 3 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 Motion was Put and**

**CARRIED (7/0)**

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

**Disclosure of interest affecting impartiality**

<b>Name/Position</b>	<b>Ms Dale Page, Acting Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Due to the nature of Ms Page’s employment relationship with the Chief Executive Officer.

<b>Name/Position</b>	<b>Mr Mike Tidy, Director Corporate Services.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<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 2 CONFIDENTIAL – ANNUAL SALARY REVIEW – CHIEF EXECUTIVE OFFICER**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574
<b>ATTACHMENT</b>	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>
<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 giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as at Attachment 1 to the 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 ADOPTS the Chief Executive Officer’s total reward package for the 2018 annual salary review .....(to be determined by the Committee).

**MOVED Mayor Jacob, SECONDED Cr McLean that giving consideration to the Confidential Report – Annual Salary Review – Chief Executive Officer as at Attachment 1 to the 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 2018 annual salary review remaining at \$375,774.**

**The Motion was Put and**

**CARRIED (7/0)**

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

**URGENT BUSINESS**

Nil.

**MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

It was requested that a report be prepared regarding an assessment and analysis of the relevant industry documentation in the review of future salary determinations for the Chief Executive Officer.

**CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6.10pm; 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