

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **TUESDAY 3 SEPTEMBER 2019**

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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 3 SEPTEMBER 2019.

ATTENDANCE

Committee Members

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

Officers

| | | |
|------------------|-----------------------------|-------------------------------|
| Mr Garry Hunt | Chief Executive Officer | <i>from 5.54pm to 6.31pm</i> |
| Mr Mike Tidy | Director Corporate Services | <i>to 5.51pm; from 6.31pm</i> |
| Mr Brad Sillence | Manager Governance | <i>to 5.51pm; from 6.31pm</i> |

Guests

| | |
|---------------------|-------------------------------|
| Ms Helen Hardcastle | Consultant, Learning Horizons |
|---------------------|-------------------------------|

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.

| | |
|---------------------------|--|
| 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. |

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 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:

Cr Christopher May.

Leave of Absence previously approved

Cr Russ Fishwick, JP 4 to 13 September 2019 inclusive;
 Cr Sophie Dwyer 6 to 11 October 2019 inclusive;
 Cr Russ Fishwick, JP 16 to 22 October 2019 inclusive;
 Cr Russ Fishwick, JP 4 November to 19 December inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 6 MAY 2019

MOVED Cr Fishwick, SECONDED Cr McLean that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 6 May 2019 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (7/0)

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

REPORTS

Disclosure of Financial 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 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW

| | |
|-------------------------------|---|
| WARD | All |
| RESPONSIBLE DIRECTOR | Mr Mike Tidy Corporate Services |
| FILE NUMBER | 74574 |
| ATTACHMENTS | Nil |
| 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.

The Director Corporate Services and the Manager Governance left the room at 5.51pm.

The Chief Executive Officer entered the room at 5.54pm.

The Chief Executive Officer left the room at 6.31pm.

The Director Corporate Services and the Manager Governance entered the room at 6.31pm.

OFFICER'S RECOMMENDATION

The Chief Executive Officer Performance Review Committee:

- 1 REQUESTS the Director of 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 2019-20,
for consideration by the Chief Executive Officer Performance Review Committee at its meeting to be held on Tuesday 24 September 2019;
- 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 24 September 2019.

MOVED Cr McLean, SECONDED Cr Fishwick that the Chief Executive Officer Performance Review Committee:

- 1 **REQUESTS the Director of 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 2019-20 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 24 September 2019;
- 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 24 September 2019.**

The Motion was Put and

CARRIED (7/0)

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

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 6.33pm; the following Committee Members being present at that time:

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