

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **TUESDAY 24 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 24 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	

#### **Observers**

Cr Kerry Hollywood

#### **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 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 Concluded Annual Performance Review.
<b>Nature of interest</b>	Financial.
<b>Extent of Interest</b>	Mr Hunt holds the position of Chief Executive Officer.

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<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 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>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**

### **Apology**

Cr Christopher May.

### **Leave of Absence previously approved**

Cr Sophie Dwyer	6 to 11 October 2019 inclusive;
Cr John Chester	10 to 16 October 2019 inclusive
Cr Russ Fishwick, JP	16 to 22 October 2019 inclusive;
Cr Christine Hamilton-Prime	27 October to 10 November 2019 inclusive;
Cr Russ Fishwick, JP	4 November to 19 December 2019 inclusive.

## **CONFIRMATION OF MINUTES**

### **MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 2 SEPTEMBER 2019**

**MOVED** Cr Fishwick, **SECONDED** Cr Chester that the minutes of the special meeting of the Chief Executive Officer Performance Review Committee held on 2 September 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.

### **MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 3 SEPTEMBER 2019**

**MOVED** Cr Fishwick, **SECONDED** Cr Chester that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 3 September 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

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

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Mike Tidy Corporate Services
<b>FILE NUMBER</b>	74574
<b>ATTACHMENTS</b>	Attachment 1 Chief Executive Officer KPI's for 2019-20, (A track change version and a clean version 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>
<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.

**MOVED Cr Fishwick, SECONDED Cr Norman that Council ADOPTS the:**

- 1 Chief Executive Officer Performance Review Committee’s Confidential Concluded Annual Performance Review Report as in Attachment 2 to this Report and endorses the overall rating of “met or exceeded the performance requirements set by Council for 2018-19”;**
- 2 Key Performance Indicators for the 2019-20 review period as detailed in Attachment 1 to this Report.**

**The Motion was Put and**

**CARRIED (7/0)**

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



**Disclosure of Financial Interest**

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 2 – Confidential – Annual Salary Review – Chief Executive Officer.
<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 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 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>ATTACHMENTS</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 Council giving consideration of the Confidential Report – Annual Salary Review – Chief Executive Officer as at Attachment 1 to this Report, Council:

- 1 NOTES that the Salaries and Allowances Tribunal has determined that there be an increase of 1% to the salary levels in the various bands for Chief Executive Officers;
- 2 ADOPTS the Chief Executive Officer’s total reward package for the 2019 annual salary review .....(to be determined by the committee).

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

- 1 **NOTES that the Salaries and Allowances Tribunal has determined that there be an increase of 1% to the salary levels in the various bands for Chief Executive Officers;**
- 2 **taking cognisance of the Salaries and Allowances Tribunal determination in part 1 above, ADOPTS the Chief Executive Officer’s total reward package for the 2019 annual salary review increasing to \$379,532.**

**The Motion was Put and**

**CARRIED (6/1)**

**In favour of the Motion:** Mayor Jacob, Crs Chester, Fishwick, McLean, Norman and Taylor.  
**Against the Motion:** Cr 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 6.18pm; 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