

# minutes

**Chief Executive Officer**  
Recruitment and Performance  
Review Committee

MEETING HELD ON **TUESDAY 4 FEBRUARY 2020**

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## CITY OF JOONDALUP

### MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 4 FEBRUARY 2020.

#### ATTENDANCE

##### Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>	
Mayor Hon. Albert Jacob, JP	<i>Deputy Presiding Member</i>	
Cr John Chester		
Cr Kerry Hollywood		
Cr Russell Poliwka		<i>from 5.50pm</i>
Cr John Raftis		<i>from 5.51pm</i>
Cr Philippa Taylor		

##### Observers

Cr Tom McLean, JP		
Cr John Logan		<i>from 5.54pm</i>

##### Officers

Mr Garry Hunt	Chief Executive Officer
Mrs Vivienne Stampalija	Acting Manager Governance
Mr Glenn Heaperman	Manager Human Resource Services

#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

## DECLARATIONS OF INTEREST

### Disclosure of Financial / Proximity Interest

Nil.

### 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.

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Recruitment of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt holds the position of Chief Executive Officer until 31 July 2020.

## APOLOGIES / LEAVE OF ABSENCE

### Apology:

Nil.

### Leave of Absence previously approved

Mayor Hon. Albert Jacob, JP      10 to 12 February 2020 inclusive;  
Mayor Hon. Albert Jacob, JP      19 to 23 February 2020 inclusive.

## 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 interest affecting impartiality**

<b>Name/Position</b>	<b>Mr Garry Hunt – Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 – Confidential – Recruitment of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt holds the position of Chief Executive Officer until 31 July 2020.

**ITEM 1                      CONFIDENTIAL - RECRUITMENT OF CHIEF EXECUTIVE OFFICER**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Garry Hunt Office of the CEO
<b>FILE NUMBER</b>	74574
<b>ATTACHMENT</b>	<p>Attachment 1    Redacted Employment Contract of the Chief Executive Officer of the City of Joondalup (including Position Description)</p> <p>Attachment 2    Redacted Contract Variation – Employment Contract of the Chief Executive Officer of the City of Joondalup</p> <p>Attachment 3    2019-2020 Chief Executive Officer’s Key Performance Indicators</p> <p>Attachment 4    <i>Western Australia Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members</i></p> <p>Attachment 5    Chief Executive Officer Employment Contract LG Professionals WAWALGA</p> <p>Attachment 6    Guideline - Appointing a CEO (including sample Request for Quotation for Recruitment Consultant)</p> <p>Attachment 7    Detailed Legislation</p> <p><i>(Please Note: The Report and Attachments are confidential and will appear in the official Minute Book only).</i></p>
<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.

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 Poliwka entered the room at 5.50pm.*

*Cr Raftis entered the room at 5.51pm.*

*Cr Logan entered the room at 5.54pm.*

### **OFFICER'S RECOMMENDATION**

That the Chief Executive Officer Recruitment and Performance Review Committee:

- 1      CONSIDERS the confidential report titled Recruitment of Chief Executive Officer;
- 2      RECOMMENDS to Council:
  - 2.1    the proposed timelines for the recruitment process;
  - 2.2    the Request for Quotation as detailed in Attachment 6 of this Report be initiated to engage the services of appropriately qualified and experienced recruitment consultant(s) to assist in the recruitment process of the Chief Executive Officer role;
  - 2.3    the proposed format and contents of the Contract of Employment including:
    - 2.3.1    remuneration package within the Salaries and Allowances Tribunal determination;
    - 2.3.2    the position description for the role of Chief Executive Officer;
    - 2.3.3    the initial Key Performance Indicators.

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

- 1      CONSIDERS the confidential report titled Recruitment of Chief Executive Officer;**
- 2      RECOMMENDS to Council:**
  - 2.1    the proposed timelines for the recruitment process be adopted;**
  - 2.2    the Request for Quotation as detailed in Attachment 6 of this Report be initiated to engage the services of appropriately qualified and experienced recruitment consultant(s) to assist in the recruitment process of the Chief Executive Officer role;**
  - 2.3    the proposed format and contents of the Contract of Employment including:**
    - 2.3.1   remuneration package within the Salaries and Allowances Tribunal determination being advertised as total remuneration package of up to \$379,532;**
    - 2.3.2   the position description for the role of Chief Executive Officer as amended;**
    - 2.3.3   the initial Key Performance Indicators to be considered by the committee at a later date.**

**The Motion was Put and**

**CARRIED (7/0)**

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

## **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6.40pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP  
Mayor Hon. Albert Jacob, JP  
Cr John Chester  
Cr Kerry Hollywood  
Cr Russell Poliwka  
Cr John Raftis  
Cr Philippa Taylor