

# minutes

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

MEETING HELD ON **MONDAY 21 SEPTEMBER 2020**

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## CITY OF JOONDALUP

### MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 21 SEPTEMBER 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	
Cr John Raftis	
Cr Philippa Taylor	

##### Observers

Cr Tom McLean, JP  
Cr Christine Hamilton-Prime, JP  
Cr John Logan  
Cr Suzanne Thompson

##### Officers

Mr Garry Hunt	Chief Executive Officer
Mr Glenn Heaperman	Manager Human Resource Services
Mr Brad Sillence	Manager Governance

##### Guest

Mr Geoff Blades	Partner, Lester Blades
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#### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.01pm.

## 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>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Hon. Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr John Chester.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Chester.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Tom McLean, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr McLean.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mr Hunt.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020 and is not an applicant.

## **APOLOGIES / LEAVE OF ABSENCE**

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

Cr Suzanne Thompson                      5 to 11 October 2020 inclusive.

## **CONFIRMATION OF MINUTES**

### **MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 24 SEPTEMBER 2019**

**MOVED** Cr Chester, **SECONDED** Mayor Jacob that the minutes of the meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 24 September 2019 be confirmed as a true and correct record.

**The Motion was Put and** **CARRIED (7/0)**

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

### **MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 4 NOVEMBER 2019**

**MOVED** Cr Chester, **SECONDED** Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 4 November 2019 be confirmed as a true and correct record.

**The Motion was Put and** **CARRIED (7/0)**

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

### **MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 4 FEBRUARY 2020**

**MOVED** Cr Chester, **SECONDED** Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 4 February 2020 be confirmed as a true and correct record.

**The Motion was Put and** **CARRIED (7/0)**

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

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND  
PERFORMANCE REVIEW COMMITTEE HELD ON 14 APRIL 2020 AND RESUMED ON  
4 JUNE 2020

**MOVED Cr Chester, SECONDED Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 14 April 2020 and resumed on 4 June 2020 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

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

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND  
PERFORMANCE REVIEW COMMITTEE HELD ON 14 JULY 2020

**MOVED Cr Chester, SECONDED Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 14 July 2020 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

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

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND  
PERFORMANCE REVIEW COMMITTEE HELD ON 11 AUGUST 2020

**MOVED Cr Chester, SECONDED Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 11 August 2020 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

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

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND  
PERFORMANCE REVIEW COMMITTEE HELD ON 25 AUGUST 2020 AND RESUMED ON  
9 SEPTEMBER 2020

**MOVED Cr Chester, SECONDED Mayor Jacob that the minutes of the special meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 25 August 2020 and resumed on 9 September 2020 be confirmed as a true and correct record.**

**The Motion was Put and**

**CARRIED (7/0)**

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

**Disclosures of interest affecting impartiality**

<b>Name/Position</b>	<b>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Hon. Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr John Chester.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Chester.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Tom McLean, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr McLean.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mr Hunt.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020 and is not an applicant.



**ITEM 1                      CONFIDENTIAL – APPOINTMENT OF PREFERRED  
APPLICANT FOR POSITION 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>	Attachment 1    Applicant Recommendation Report Attachment 2    Proposed Contract of Employment Attachment 3    Curriculum Vitae of Preferred Applicant

*(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)(e)(iii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

*Information about the business, professional, commercial or financial affairs of a person.*

A full report was provided to elected members under separate cover. The report is not for publication.

**PROCEDURAL MOTION – THAT THE MEETING ADJOURN**

**MOVED** Cr Fishwick, **SECONDED** Cr Hollywood that the meeting of the Chief Executive Officer Recruitment and Performance Review Committee **BE ADJOURNED** until such time as elected members have concluded their informal meeting with the preferred applicant for the position of Chief Executive Officer.

**The Motion was Put and**

**CARRIED (7/0)**

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

The meeting ADJOURNED at 6.13pm on 21 September 2020 with 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

## **RESUMPTION OF MEETING**

Following the informal meeting between elected members and the preferred applicant for the position of Chief Executive Officer, the Presiding Member declared the **Chief Executive Officer Recruitment and Performance Review Committee** meeting **RESUMED** at 7.22pm on Monday 21 September 2020, the following persons being present:

### **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	
Cr John Raftis	
Cr Philippa Taylor	

#### **Observers**

Cr Suzanne Thompson	
Cr John Logan	<i>until 7.39pm</i>
Cr Tom McLean, JP	
Cr Christine Hamilton-Prime	

#### **Officers**

Mr Garry Hunt	Chief Executive Officer
Mr Glenn Heaperman	Manager Human Resource Services
Mr Brad Sillence	Manager Governance

#### **Guest**

Mr Geoff Blades	Partner, Lester Blades
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## REPORTS

### Disclosures of interest affecting impartiality

<b>Name/Position</b>	<b>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Hon. Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr John Chester.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Chester.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Tom McLean, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr McLean.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	The preferred applicant is known to Mr Hunt.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential – Appointment of Preferred Applicant for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020 and is not an applicant.

**ITEM 1**                      **CONFIDENTIAL – APPOINTMENT OF PREFERRED  
APPLICANT FOR POSITION 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>	Attachment 1    Applicant Recommendation Report Attachment 2    Proposed Contract of Employment Attachment 3    Curriculum Vitae of Preferred Applicant
	<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)(e)(iii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

*Information about the business, professional, commercial or financial affairs of a person.*

A full report was provided to elected members under separate cover. The report is not for publication.

*Cr Logan left the meeting room at 7.39pm.*

**MOVED Mayor Jacob, SECONDED Cr Hollywood that Council:**

- 1** in accordance with section 5.36(2)(a) of the *Local Government Act 1995* **BELIEVES** the Preferred Applicant No. 1 as detailed in this Report, is suitably qualified for the position of Chief Executive Officer;
- 2** **BY AN ABSOLUTE MAJORITY** in accordance with section 5.36(2)(b) of the *Local Government Act 1995* **IS SATISFIED** with the provisions of the proposed Chief Executive Officer Employment Contract, as detailed in Attachment 2 of this Report;
- 3** in accordance with section 5.36(1)(a) of the *Local Government Act 1995* **EMPLOYS** the Preferred Applicant No. 1 as detailed in this Report, to the position of Chief Executive Officer under the terms and conditions of the Chief Executive Officer Employment Contract as detailed in Part 2 above;
- 4** **AUTHORISES** the Mayor and Director Corporate Services to execute the Chief Executive Officer Employment Contract detailed in Part 2 above, on behalf of the City pursuant to section 9.49B of the *Local Government Act 1995*, and authorises the Common Seal to be affixed.

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Jacob, Crs Chester, Hollywood, Poliwka, Raftis 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 8.07pm; 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