

# minutes

**Chief Executive Officer**  
Performance Review Committee

MEETING HELD ON **MONDAY 20 AUGUST 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 MONDAY 20 AUGUST 2018.**

### **ATTENDANCE**

#### **Committee Members**

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

#### **Officers**

Mr Mike Tidy	Director Corporate Services
Mr Brad Sillence	Manager Governance

#### **Guests**

Ms Helen Hardcastle	Consultant, Learning Horizons
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### **DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 5.47pm.

## 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 Annual Performance Review – Pre-Interview Report.
<b>Nature of interest</b>	Financial Interest.
<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 Annual Performance Review – Pre-Interview Report.
<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 Russell Poliwka	26 July to 28 August 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 7 MAY 2018

**MOVED Cr Chester, SECONDED Cr Fishwick** that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 7 May 2018 be confirmed as a true and correct record.

**The Motion was Put and**

**CARRIED (7/0)**

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

### MINUTES OF THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE HELD ON 2 JULY 2018

**MOVED Cr Norman, SECONDED Cr Fishwick** that the minutes of the meeting of the Chief Executive Officer Performance Review Committee held on 2 July 2018 be confirmed as a true and correct record.

**The Motion was Put and**

**CARRIED (7/0)**

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

## **ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

The Presiding Member welcomed Ms Hardcastle to the meeting.

## **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 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 Annual Performance Review – Pre-Interview Report.
<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 Annual Performance Review – Pre-Interview Report.
<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 ANNUAL PERFORMANCE REVIEW – PRE-INTERVIEW REPORT

**WARD** All

**RESPONSIBLE DIRECTOR** Mr Mike Tidy  
Corporate Services

**FILE NUMBER** 74574

**ATTACHMENTS**

Attachment 1	Chief Executive Officer Annual Performance Review 2018 Report by Consultant on Elected Member Feedback (Confidential - distributed separately)
Attachment 2	Chief Executive Officer's Self Evaluation Report – CEO Performance Review 2018 (Confidential – previously distributed separately to all Elected Members)

*(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.

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 the Chief Executive Officer Performance Review Committee:

- 1 NOTES that the requirements of clause 11.2(c) of the Chief Executive Officer's contract in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators have been met;
- 2 RECEIVES the Chief Executive Officer's Self Evaluation Report on his performance as per Attachment 2 to this Report;
- 3 NOTES that the requirements of clause 11.2(e)(ii) of the Chief Executive Officer's contract in relation to inviting all Elected Members to make written comments on the Chief Executive Officer's performance have been met;
- 4 RECEIVES the Consultant's Report on Elected Member Feedback as per Attachment 1 to this Report.

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

- 1 **NOTES that the requirements of clause 11.2(c) of the Chief Executive Officer's contract in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators have been met;**
- 2 **RECEIVES the Chief Executive Officer's Self Evaluation Report on his performance as per Attachment 2 to this Report;**
- 3 **NOTES that the requirements of clause 11.2(e)(ii) of the Chief Executive Officer's contract in relation to inviting all Elected Members to make written comments on the Chief Executive Officer's performance have been met;**
- 4 **RECEIVES the Consultant's Report on Elected Member Feedback as per Attachment 1 to this Report;**
- 5 **ENDORSES the revised draft 2018-19 Key Performance Indicators for the Chief Executive Officer as detailed in Attachment 3 to this Report, for consideration and discussion with the Chief Executive Officer at the upcoming Chief Executive Officer Performance Interview.**

**The Motion was Put and**

**CARRIED (7/0)**

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

**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 7.47pm; 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