

AGENDA

Chief Executive Officer -
Performance Review Committee

MEETING OF THE CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW COMMITTEE

TO BE HELD ON

MEETING DATE



TUESDAY 20 NOVEMBER 2007

commencing at 5.55 pm

in Conference Room 1
JOONDALUP CIVIC CENTRE,
BOAS AVENUE, JOONDALUP

Note:

Clause 77 of the City's Standing Orders Local Law 2005 states:

"Unless otherwise provided in this local law, the provisions of this local law shall apply to meetings of committees with the exception of:

- (a) clause 29 (Members seating;) and
- (b) clause 54 (Limitation on members speaking.)"



GARRY HUNT
Chief Executive Officer
16 November 2007

www.joondalup.wa.gov.au

CITY OF JOONDALUP

Notice is hereby given that a meeting of the **CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE** will be held in Conference Room 1, Joondalup Civic Centre, Boas Avenue, Joondalup on **TUESDAY 20 NOVEMBER 2007** commencing at **5.55 pm**

GARRY HUNT
Chief Executive Officer
16 November 2007

Joondalup
Western Australia

AGENDA

Committee Members

*Mayor Troy Pickard
Cr Tom McLean
Cr Albert Jacob
Cr Geoff Amphlett
Cr Mike Norman
Cr Russ Fishwick
Vacancy – South-East Ward*

Terms of Reference

- (a) *Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;*
- (b) *Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council at a Council meeting for consideration and actioning;*
- (c) *Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment contract;*
- (d) *Review the Key Performance Indicators to be met by the Chief Executive Officer;*
- (e) *Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;*
- (f) *Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.*

DECLARATION OF OPENING

ELECTION OF PRESIDING PERSON

Section 5.12 of the Local Government Act 1995 requires a committee appointed by a local government, to elect a presiding person as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside. Nominations for the position of presiding person are to be given to the Chief Executive Officer in writing, with the vote to be conducted by ballot.

ELECTION OF DEPUTY PRESIDING PERSON

It is advisable that the committee elects a deputy presiding person, who would chair the meeting in the absence of the presiding person. The procedure for electing the deputy presiding person is also determined by Schedule 2.3 of the Act.

APOLOGIES/LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD ON 27 SEPTEMBER 2007, 2 OCTOBER 2007 AND 4 OCTOBER 2007

RECOMMENDATION

That the minutes of meetings of the Chief Executive Officer – Performance Review Committee held on the following dates be confirmed as a true and correct record:

- **27 September 2007**
- **2 October 2007**
- **4 October 2007**

ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Disclosure of Financial 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.

Disclosure of interest affecting impartiality

Elected Members and staff are required under the Code of Conduct, in addition to declaring any financial interest, 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.

IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

PETITIONS AND DEPUTATIONS

REPORTS

ITEM 1 DATE OF NEXT MEETING

The primary purpose of this meeting was to elect the presiding person and deputy presiding person. To enable the Committee to meet again, it is recommended that a resolution is carried to set the date of the next meeting. At that meeting, a report will be presented establishing the meeting dates for 2008.

RECOMMENDATION

That the Chief Executive Officer – Performance Review Committee sets its next meeting as follows:

Date:

Time:

Venue: **Conference Room 1, Joondalup Civic Centre.**

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

CLOSURE