

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **THURSDAY 31 JULY 2014**

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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 THURSDAY 31 JULY 2014.

ATTENDANCE

Committee Members

Cr Russ Fishwick, JP *Presiding Member*
Cr Tom McLean, JP
Cr Mike Norman *Deputy Presiding Member*
Cr Sam Thomas

Officers

Mr Mike Tidy Director Corporate Services
Mr Brad Sillence Manager Governance

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.30pm.

DECLARATIONS OF INTEREST

Disclosures of Financial / Proximity Interest

Nil.

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.

Name/Position	Mr Mike Tidy - Director Corporate Services
Item No/Subject	Item 1 – Confidential – Revised Chief Executive Officer Performance Review Program 2014.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the CEO.

APOLOGIES/LEAVE OF ABSENCE

Apologies:

Mayor Troy Pickard.
Cr Geoff Amphlett, JP.

Leave of Absence previously approved:

Cr Russ Fishwick, JP	4 August to 23 September 2014 inclusive;
Cr Liam Gobbert	6 August 2014;
Cr Geoff Amphlett, JP	6 August to 22 August 2014 inclusive;
Cr Liam Gobbert	20 August to 27 August 2014 inclusive;
Cr Philippa Taylor	20 August to 12 September 2014 inclusive;
Cr Tom McLean, JP	17 September to 10 October 2014 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 16 SEPTEMBER 2013

That the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 16 September 2013 be confirmed as a true and correct record.

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 5 NOVEMBER 2013

That the minutes of the special meeting of the Chief Executive Officer – Performance Review Committee held on 5 November 2013 be confirmed as a true and correct record.

MOVED Cr McLean, SECONDED Cr Norman that the Minutes of the following meetings of the Chief Executive Officer - Performance Review Committee be CONFIRMED as a true and correct record:

- 1 Meeting of the Chief Executive Officer – Performance Review Committee held on 16 September 2013;**
- 2 Special Meeting of the Chief Executive Officer – Performance Review Committee held on 5 November 2013.**

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Crs Fishwick, McLean, Norman and Thomas.

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 interest affecting impartiality

Name/Position	Mr Mike Tidy - Director Corporate Services.
Item No/Subject	Item 1 – Confidential – Revised Chief Executive Officer Performance Review Program 2014.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of his employment relationship with the CEO.

ITEM 1 CONFIDENTIAL - REVISED CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROGRAM 2014

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
ATTACHMENTS	Attachment 1 Chief Executive Officer Performance Review – Revised Timetable 2014.
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.

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION

That the Chief Executive Officer - Performance Review Committee:

- 1 APPROVES the revised timetable for the performance review of the Chief Executive Officer as shown on Attachment 1 to this Report and sets the date for the formal performance review interview as Thursday 2 October 2014;
- 2 REQUESTS that the consultant appointed as the external and independent HR expert for the Chief Executive Officer - Performance Review Committee to consult with and seek guidance from and to facilitate the review of the Chief Executive Officer's performance for 2014 be JCP Consulting (John Phillips) in lieu of the previously requested Workplace Solutions (John Phillips).

MOVED Cr Thomas, SECONDED Cr Norman that the Chief Executive Officer - Performance Review Committee:

- 1 **APPROVES the revised timetable for the performance review of the Chief Executive Officer as shown on Attachment 1 to this Report and sets the date for the formal performance review interview as Thursday 2 October 2014;**
- 2 **REQUESTS that the consultant appointed as the external and independent HR expert for the Chief Executive Officer - Performance Review Committee to consult with and seek guidance from and to facilitate the review of the Chief Executive Officer's performance for 2014 be John Phillips Consulting in lieu of the previously requested Workplace Solutions (John Phillips).**

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Crs Fishwick, McLean, Norman and Thomas.

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 5.32pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP
Cr Tom McLean, JP
Cr Mike Norman
Cr Sam Thomas