

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 2 MAY 2016**

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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 2 MAY 2016.

ATTENDANCE

Committee Members

Cr Mike Norman *Deputy Presiding Member*
Mayor Troy Pickard
Cr Russell Poliwka
Cr John Logan
Cr Kerry Hollywood
Cr Nige Jones

Officers

Mr Mike Tidy Director Corporate Services
Mr John Byrne Acting Manager Governance

DECLARATION OF OPENING

The Deputy Presiding Member declared the meeting open at 6.01pm.

DECLARATIONS OF INTEREST

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.

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review Program 2016.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of Chief Executive Officer.

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.

Name/Position	Mr Mike Tidy – Director Corporate Services.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review Program 2016.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Tidy’s employment relationship with the Chief Executive Officer.

APOLOGIES/LEAVE OF ABSENCE

Leave of Absence Previously Approved:

Cr Russ Fishwick, JP 26 April to 6 June 2016 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 14 SEPTEMBER 2015

MOVED Mayor Pickard **SECONDED** Cr Hollywood that the minutes of the meeting of the Chief Executive Officer – Performance Review Committee held on 14 September 2015 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr Norman, Mayor Pickard, Crs Hollywood, Jones, Logan, and Poliwka.

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER – PERFORMANCE REVIEW COMMITTEE HELD 3 NOVEMBER 2015

MOVED Cr Norman **SECONDED** Mayor Pickard that the minutes of the special meeting of the Chief Executive Officer – Performance Review Committee held on 3 November 2015 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr Norman, Mayor Pickard, Crs Hollywood, Jones, Logan, and Poliwka.

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 Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review Program 2016.
Nature of interest	Financial.
Extent of Interest	Mr Hunt holds the position of Chief Executive Officer.

Disclosure of interest affecting impartiality

Name/Position	Mr Mike Tidy – Director Corporate Services.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review Program 2016.
Nature of interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Tidy's employment relationship with the Chief Executive Officer.

ITEM 1 **CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW PROGRAM 2016**

WARD	All
RESPONSIBLE DIRECTOR	Mr Mike Tidy Corporate Services
FILE NUMBER	74574, 101515
ATTACHMENT	Attachment 1 Clauses 11 and 12.10 of the Chief Executive Officer's Contract of Employment Attachment 2 Chief Executive Officer Performance Review – Timetable 2016 Attachment 3 Chief Executive Officer KPIs 2015-16 (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.

MOVED Cr Logan SECONDED Cr Hollywood that the Chief Executive Officer Performance Review Committee:

- 1 APPROVES** the timetable for the performance review of the Chief Executive Officer forming Attachment 2 to this Report and sets the date for the formal performance review interview as Monday 29 August 2016;
- 2 REQUESTS** that the consultant appointed as the external and independent human resources 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 2016 be JCP Consulting (John Phillips);
- 3 ENDORSES** the process of seeking input into the Chief Executive Officer's KPIs from Elected Members at the same time as feedback is provided in relation to the Chief Executive Officer's performance review and that the review of the Chief Executive Officer's KPIs be undertaken at the interview with the Chief Executive Officer in relation to his annual performance;
- 4 ENDORSES** the process of undertaking the annual salary review at the same meeting as its consideration of the Concluded Annual Performance Review Report.

AMENDMENT MOVED Mayor Pickard SECONDED Cr Jones that Part 2 of the motion be amended to read as follows:

- "2 REQUESTS that submissions be called to appoint an external and independent human resources 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 2016 and potentially undertake the future recruitment process for the position of the Chief Executive Officer;"***

The Amendment was Put and

CARRIED (6/0)

In favour of the Amendment: Cr Norman, Mayor Pickard, Crs Hollywood, Jones, Logan, and Poliwka.

The Original Motion as amended, being:

That the Chief Executive Officer Performance Review Committee:

- 1 APPROVES** the timetable for the performance review of the Chief Executive Officer forming Attachment 2 to this Report and sets the date for the formal performance review interview as Monday 29 August 2016;
- 2 REQUESTS** that submissions be called to appoint an external and independent human resources 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 2016 and potentially undertake the future recruitment process for the position of the Chief Executive Officer;

- 3 ENDORSES the process of seeking input into the Chief Executive Officer's KPIs from Elected Members at the same time as feedback is provided in relation to the Chief Executive Officer's performance review and that the review of the Chief Executive Officer's KPIs be undertaken at the interview with the Chief Executive Officer in relation to his annual performance;**
- 4 ENDORSES the process of undertaking the annual salary review at the same meeting as its consideration of the Concluded Annual Performance Review Report.**

Was Put and

CARRIED (6/0)

In favour of the Motion: Cr Norman, Mayor Pickard, Crs Hollywood, Jones, Logan, and Poliwka.

URGENT BUSINESS

Nil.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION

Background information in relation to recruitment consultants

The Director Corporate Services was requested to provide background information to the Chief Executive Officer Performance Review Committee members in relation to recruitment consultants used by other local governments within the industry.

CLOSURE

There being no further business, the Deputy Presiding Member declared the meeting closed at 6.26pm; the following Committee Members being present at that time:

Cr Mike Norman
Mayor Troy Pickard
Cr Russell Poliwka
Cr John Logan
Cr Kerry Hollywood
Cr Nige Jones