

minutes

Chief Executive Officer
Performance Review Committee

MEETING HELD ON **MONDAY 2 SEPTEMBER 2019**

TABLE OF CONTENTS

Item No.	Title	Page No.
	Declaration of Opening	3
	Declarations of Interest	4
	Apologies / Leave of absence	4
	Announcements by the Presiding Member without discussion	5
	Identification of matters for which the meeting may be closed to the public	5
	Petitions and deputations	5
	Report	6
1	Confidential - Chief Executive Officer Annual Performance Review – Pre-Interview Report.	6
	Closure	10

CITY OF JOONDALUP

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 2 SEPTEMBER 2019.

ATTENDANCE

Committee Members

Mayor Hon. Albert Jacob, JP

Cr John Chester

from 5.53pm

Cr Russ Fishwick, JP

Cr Christopher May

from 5.48pm

Cr Russell Poliwka

Deputising for Cr Christopher May

until 5.48pm

Cr Tom McLean

Cr Mike Norman

Cr Philippa Taylor

Observers

Cr Russell Poliwka

from 5.48pm

Officers

Mr Mike Tidy

Director Corporate Services

Mr Brad Sillence

Manager Governance

Guests

Ms Helen Hardcastle

Consultant, Learning Horizons

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.45pm.

DECLARATIONS OF INTEREST

Disclosure 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.

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 1 – Confidential – Chief Executive Officer Annual Performance Review – Pre-Interview Report.
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 – Pre-Interview Report.
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

Apologies

Nil.

Leave of Absence previously approved

Cr Russ Fishwick, JP 4 to 13 September 2019 inclusive;
Cr Sophie Dwyer 6 to 11 October 2019 inclusive;
Cr Russ Fishwick, JP 16 to 22 October 2019 inclusive;
Cr Russ Fishwick, JP 4 November to 19 December inclusive.

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.

REPORT

Disclosure of Financial Interest

Name/Position	Mr Garry Hunt – Chief Executive Officer.
Item No./Subject	Item 1 – Confidential - Chief Executive Officer Annual Performance Review – Pre-Interview Report.
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 – Pre-Interview Report.
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 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 2019 Report by Consultant on Elected Member Feedback (Confidential - distributed separately) Attachment 2 Chief Executive Officer’s Self Evaluation Report – CEO Performance Review 2019 (Confidential – previously distributed separately to all Elected Members) <i>(Please Note: The Report and Attachments are confidential and will appear in the official Minute Book only)</i>
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.

Cr May entered the room at 5.48pm.

Cr Chester entered the room at 5.53pm.

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 Taylor, SECONDED Cr Norman 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 2019-20 Key Performance Indicators for the Chief Executive Officer as discussed at the Chief Executive Officer Performance Review Committee at its meeting held on 2 September 2019, for consideration and discussion with the Chief Executive Officer at the upcoming Chief Executive Officer Performance interview.**

AMENDMENT MOVED Cr Fishwick, SECONDED Cr Chester that a new Part 6 be added to the motion to read as follows:

“6 NOTES the input and contributions from those elected members listed below who have participated in the Chief Executive Officer performance review process, noting Cr Hollywood was on a leave of absence:

- 6.1 Mayor Albert Jacob, JP;**
- 6.2 Cr Tom McLean, JP;**
- 6.3 Cr Philippa Taylor;**
- 6.4 Cr Nige Jones;**
- 6.5 Cr Christopher May**
- 6.6 Cr Russell Poliwka;**
- 6.7 Cr John Logan;**
- 6.8 Cr Mike Norman;**
- 6.9 Cr Christine Hamilton-Prime;**
- 6.10 Cr Russ Fishwick, JP;**
- 6.11 Cr Sophie Dwyer.”**

The Motion to Amend was Put and

CARRIED (6/1)

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

The original motion as amended, being:

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 2019-20 Key Performance Indicators for the Chief Executive Officer as discussed at the Chief Executive Officer Performance Review Committee at its meeting held on 2 September 2019, for consideration and discussion with the Chief Executive Officer at the upcoming Chief Executive Officer Performance Interview;**

6 NOTES the input and contributions from those elected members listed below who have participated in the Chief Executive Officer performance review process, noting Cr Hollywood was on a leave of absence:

- 6.1 Mayor Albert Jacob, JP;**
- 6.2 Cr Tom McLean, JP;**
- 6.3 Cr Philippa Taylor;**
- 6.4 Cr Nige Jones;**
- 6.5 Cr Christopher May**
- 6.6 Cr Russell Poliwka;**
- 6.7 Cr John Logan;**
- 6.8 Cr Mike Norman;**
- 6.9 Cr Christine Hamilton-Prime;**
- 6.10 Cr Russ Fishwick, JP;**
- 6.11 Cr Sophie Dwyer.**

was Put and

CARRIED (7/0)

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

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.07pm; the following Committee Members being present at that time:

Mayor Hon. Albert Jacob, JP
Cr John Chester
Cr Russ Fishwick, JP
Cr Christopher May
Cr Tom McLean
Cr Mike Norman
Cr Philippa Taylor