

# minutes

## **Chief Executive Officer Recruitment and Performance Review Committee**

MEETING HELD ON

MONDAY 30 AUGUST 2021

### **Acknowledgement of Traditional Custodians**

The City of Joondalup acknowledges the traditional custodians of the land, the Whadjuk people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Joondalup region and Australia. The City of Joondalup pays its respects to their Elders past and present and extends that respect to all Aboriginal and Torres Strait Islander peoples.

*This document is available in alternate formats upon request*

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## CITY OF JOONDALUP

### MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 30 AUGUST 2021.

#### ATTENDANCE

##### Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>	
Mayor Hon. Albert Jacob, JP	<i>Deputy Presiding Member</i>	
Cr Russell Poliwka		<i>from 5.50pm</i>
Cr Kerry Hollywood		
Cr Philippa Taylor		
Cr John Chester		
Cr John Raftis		<i>absent from 7.17pm to 7.19pm</i>

##### Observers

Cr John Logan  
Cr Tom McLean, JP  
Cr Suzanne Thompson

##### Officers

Mr Jamie Parry	Director Governance and Strategy
Mr Brad Sillence	Manager Governance

##### Guests

Ms Helen Hardcastle	Learning Horizons
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## ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

Prior to the opening of the Chief Executive Officer Recruitment and Performance Review Committee meeting, the Presiding Member acknowledged the traditional custodians of the land.

## DECLARATION OF OPENING

The Presiding Member declared the meeting open at 5.46pm.

## DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY

### 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.

<b>Name / Position</b>	<b>Mr James Pearson, 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 Pearson holds the position of Chief Executive Officer.

### Disclosure of interest affecting Impartiality

Elected Members (in accordance with clause 22 of Schedule 1 of the *Local Government [Model Code of Conduct] Regulations 2021*) 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 their interest.

<b>Name / Position</b>	<b>Mr Jamie Parry, Director Governance and Strategy.</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 Parry's employment relationship with the Chief Executive Officer.

## APOLOGIES AND LEAVE OF ABSENCE

Nil.

## **CONFIRMATION OF MINUTES**

### **MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD ON 24 NOVEMBER 2020 AND THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETINGS HELD ON 30 NOVEMBER 2020, 8 DECEMBER 2020, 13 APRIL 2021, 8 JUNE 2021 AND 6 JULY 2021**

**MOVED** Mayor Jacob, **SECONDED** Cr Hollywood that the Minutes of the following Committee meetings be **CONFIRMED** as a true and correct record:

- 1 Chief Executive Officer Recruitment and Performance Review Committee Meeting held on 24 November 2020;**
- 2 Special Chief Executive Officer Recruitment and Performance Review Committee Meeting held on 30 November 2020;**
- 3 Special Chief Executive Officer Recruitment and Performance Review Meeting held on 8 December 2020;**
- 4 Special Chief Executive Officer Recruitment and Performance Review Meeting held on 13 April 2021;**
- 5 Special Chief Executive Officer Recruitment and Performance Review Meeting held on 8 June 2021;**
- 6 Special Chief Executive Officer Recruitment and Performance Review Meeting held on 6 July 2021.**

**The Motion was Put and**

**CARRIED (6/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Jacob, Crs Chester, Hollywood, Raftis and Taylor.

## **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

<b>Name / Position</b>	<b>Mr James Pearson, 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 Pearson holds the position of Chief Executive Officer.

### Disclosure of interest affecting Impartiality

<b>Name / Position</b>	<b>Mr Jamie Parry, Director Governance and Strategy.</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 Parry's employment relationship with the Chief Executive Officer.

## ITEM 1 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW - PRE-INTERVIEW REPORT

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Governance and Strategy
<b>FILE NUMBERS</b>	74574, 108783
<b>ATTACHMENTS</b>	<p>Attachment 1 Chief Executive Officer's Annual Performance Review 2021 - Report by Consultant on Elected Member Feedback (Confidential - distributed separately).</p> <p>Attachment 2 Chief Executive Officer's Self Evaluation Report - CEO Performance Review 2021 (Confidential - previously distributed separately to all elected members).</p> <p>Attachment 3 Revised draft Key Performance Indicators for 2021-22 (Confidential – distributed separately).</p> <p><i>(Please Note: The Report and Attachments are Confidential and will appear in the official Minute Book only)</i></p>
<b>AUTHORITY / DISCRETION</b>	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) *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 Recruitment and Performance Review Committee:

- 1 NOTES that the requirements of clause 11.4 of the Chief Executive Officer's Employment Contract have been met, in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators;
- 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 11.6(b) of the Chief Executive Officer's Employment Contract have been met, in relation to inviting all elected members to make written comments on the Chief Executive Officer's performance;
- 4 RECEIVES the Consultant's Report on Elected Member Feedback as per Attachment 1 to this Report;
- 5 NOTES the draft 2021-22 Key Performance Indicators for the Chief Executive Officer as tabled and discussed at the Chief Executive Officer Recruitment and Performance Review Committee at its meeting held on 30 August 2021, for consideration and discussion with the Chief Executive Officer at the Chief Executive Officer Performance Interview to be held 31 August 2021.

*Cr Poliwka entered the room at 5.50pm.*

*Cr Raftis left the room at 7.17pm and returned at 7.19pm.*

**MOVED Mayor Jacob, SECONDED Cr Hollywood that the Chief Executive Officer Recruitment and Performance Review Committee:**

- 1 NOTES that the requirements of clause 11.4 of the Chief Executive Officer's Employment Contract have been met, in relation to the Chief Executive Officer completing a self-evaluation report assessing his performance against the prescribed Key Performance Indicators;**
- 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 11.6(b) of the Chief Executive Officer's Employment Contract have been met, in relation to inviting all elected members to make written comments on the Chief Executive Officer's performance;**
- 4 RECEIVES the Consultant's Report on Elected Member Feedback as per Attachment 1 to this Report;**
- 5 ENDORSES the draft 2021-22 Key Performance Indicators for the Chief Executive Officer as tabled and as amended by the Committee at the Chief Executive Officer Recruitment and Performance Review Committee at its meeting held on 30 August 2021, for consideration and discussion with the Chief Executive Officer at the Chief Executive Officer Performance Interview to be held 31 August 2021.**

**The Motion was Put and**

**CARRIED (7/0)**

**In favour of the Motion:** Cr Fishwick, Mayor Jacob, Crs Chester, Hollywood, Poliwka, Raftis and Taylor.



## **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 7.26pm the following Committee Members being present at that time:

CR RUSS FISHWICK, JP  
MAYOR HON. ALBERT JACOB, JP  
CR RUSSELL POLIWKA  
CR KERRY HOLLYWOOD  
CR PHILIPPA TAYLOR  
CR JOHN CHESTER  
CR JOHN RAFTIS