

minutes

Special Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

TUESDAY 30 AUGUST 2022

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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Note:

Clause 15.10 of the City's *Meeting Procedures Local Law 2013* states:

This local law applies generally to committee meetings except for clause 7.1 in respect of members seating and clause 7.8 in respect of limitation on members speaking.

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 TUESDAY 30 AUGUST 2022.

ATTENDANCE

Committee Members

Mayor Hon. Albert Jacob, JP *Presiding Member* *via electronic means*
Cr Tom McLean, JP
Cr Daniel Kingston
Cr Christopher May *Deputy Presiding Member*
Cr Suzanne Thompson
Cr Christine Hamilton-Prime, JP
Cr John Chester

Observers:

Cr John Raftis

Officers:

Mr James Pearson Chief Executive Officer
Mr Jamie Parry Director Governance and Strategy

Guests:

Ms Helen Hardcastle Learning Horizons

In accordance with clause 3.6 of the *City of Joondalup Meeting Procedures Local Law 2013* the Presiding Member advised they were not able to perform the functions of Presiding Member.

Deputy Presiding Member, Cr Christopher May, performed the functions of Presiding Member.

DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.00pm.

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

Disclosures of Financial Interest / 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 James Pearson, Chief Executive Officer.
Item No. / Subject	Item 1 - Confidential - Chief Executive Officer Annual Performance Review - Interview.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

Disclosures 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.

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Item No. / Subject	Item 1 - Confidential - Chief Executive Officer Annual Performance Review - Interview.
Nature of Interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Parry's employment relationship with the Chief Executive Officer.

APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence Previously Approved

Cr John Raftis	17 to 31 August 2022 inclusive.
Cr John Logan	29 August to 2 September 2022 inclusive.
Cr Russell Fishwick	29 August to 4 September 2022 inclusive.
Cr John Chester	6 to 10 September 2022 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 James Pearson, Chief Executive Officer.
Item No. / Subject	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

Disclosures of interest affecting Impartiality

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Item No. / Subject	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
Nature of Interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Parry’s employment relationship with the Chief Executive Officer.

ITEM 1 **CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBERS	74574, 108783
ATTACHMENTS	<p>Attachment 1 Chief Executive Officer’s Annual Performance Review 2022 - Report by Consultant on Elected Member Feedback</p> <p>Attachment 2 Chief Executive Officer’s Self Evaluation Report - CEO Performance Review 2022 (Confidential - distributed separately)</p> <p>Attachment 3 Draft Key Performance Indicators for 2022-23 (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>
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) a matter affecting an employee or employees.

A full report was provided to Elected Members under separate cover. The report is not for publication.

PROCEDURAL MOTION – THAT THE MEETING BE ADJOURNED

MOVED Cr May, SECONDED Cr Hamilton-Prime that the meeting of the Chief Executive Officer Recruitment and Performance Review Committee BE ADJOURNED until such time that the Chief Executive Officer’s annual performance review interview is concluded.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr May, Mayor Jacob, Crs Chester, Hamilton-Prime, Kingston, McLean and Thompson.

The meeting ADJOURNED at 6.03pm on 30 August 2022 with the following Committee Members being present at that time:

Cr Christopher May
Mayor Hon. Albert Jacob, JP
Cr Tom McLean, JP
Cr Daniel Kingston
Cr Suzanne Thompson
Cr Christine Hamilton-Prime, JP
Cr John Chester.

In accordance with clause 10.8(2) of the *City of Joondalup Meeting Procedures Local Law 2013*, no elected members had spoken to the motion prior to the adjournment.

RESUMPTION OF MEETING

Following the interview between Committee Members and the Chief Executive Officer, the Presiding Member declared the **Chief Executive Officer Recruitment and Performance Review Committee** meeting **RESUMED** at 8.46pm on 30 August 2022 with the following persons being present:

ATTENDANCE

Committee Members

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>	<i>via electronic means</i>
Cr Tom McLean, JP		
Cr Daniel Kingston		
Cr Christopher May	<i>Deputy Presiding Member</i>	
Cr Suzanne Thompson		
Cr Christine Hamilton-Prime, JP		
Cr John Chester		

Observers:

Cr John Raftis

Officers:

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy

Guests:

Ms Helen Hardcastle	Learning Horizons
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REPORT

Disclosure of Financial Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Item No. / Subject	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

Disclosures of interest affecting Impartiality

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Item No. / Subject	Item 1 – Confidential – Chief Executive Officer Annual Performance Review Interview.
Nature of Interest	Interest that may affect impartiality.
Extent of Interest	Due to the nature of Mr Parry’s employment relationship with the Chief Executive Officer.

ITEM 1

CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW INTERVIEW

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBERS	74574, 108783
ATTACHMENTS	<p>Attachment 1 Chief Executive Officer’s Annual Performance Review 2022 - Report by Consultant on Elected Member Feedback</p> <p>Attachment 2 Chief Executive Officer’s Self Evaluation Report - CEO Performance Review 2022 (Confidential - distributed separately)</p> <p>Attachment 3 Draft Key Performance Indicators for 2022-23 (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>
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) *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 May, SECONDED Cr Hamilton-Prime that the Chief Executive Officer Recruitment and Performance Review Committee:

1 REQUESTS the Director Governance and Strategy, in conjunction with Ms Helen Hardcastle, Learning Horizons to prepare a report on the:

1.1 Draft Concluded Annual Performance Review Report of the Chief Executive Officer;

1.2 Draft Key Result Areas and KPIs for the Chief Executive Officer for 2022-23,

for consideration by the Chief Executive Officer Recruitment and Performance Review Committee at its meeting to be held on Monday 19 September 2022;

2 NOTES that a report on the Annual Salary Review of the Chief Executive Officer will be presented at the Chief Executive Officer Recruitment and Performance Review Committee meeting to be held on Monday 19 September 2022.

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr May, Mayor Jacob, Crs Chester, Hamilton-Prime, Kingston, McLean and Thompson.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.48pm the following Committee Members being present at that time:

CR CHRISTOPHER MAY
MAYOR HON. ALBERT JACOB, JP
CR TOM MCLEAN, JP
CR DANIEL KINGSTON
CR SUZANNE THOMPSON
CR CHRISTINE HAMILTON-PRIME, JP
CR JOHN CHESTER