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## Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON **TUESDAY 25 AUGUST 2020 AND RESUMED ON  
WEDNESDAY 9 SEPTEMBER 2020**

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## CITY OF JOONDALUP

MINUTES OF THE SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND  
PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1,  
JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY  
25 AUGUST 2020.

### ATTENDANCE

#### Committee Members

Cr Russ Fishwick, JP	<i>Presiding Member</i>
Mayor Hon. Albert Jacob, JP	<i>Deputy Presiding Member</i>
Cr Kerry Hollywood	
Cr Russell Poliwka	
Cr John Raftis	
Cr Philippa Taylor	

#### Officers

Mr Garry Hunt	Chief Executive Officer
Mr Brad Sillence	Manager Governance
Mr Glenn Heaperman	Manager Human Resource Services

#### Guest

Mr Geoff Blades	Partner, Lester Blades
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### DECLARATION OF OPENING

The Presiding Member declared the meeting open at 12.00 noon.

## DECLARATIONS OF INTEREST

### Disclosures of Financial Interest / 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.

<b>Name/Position</b>	<b>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Interview of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Interview of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020. Mr Hunt will not be an applicant.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Mr Hunt.

## **APOLOGIES / LEAVE OF ABSENCE**

### **Apologies**

Cr John Chester.

### **Leave of Absence previously approved**

Cr John Logan	23 to 30 August 2020 inclusive.
Cr Russell Poliwka	2 to 12 September 2020 inclusive.
Cr Russ Fishwick, JP	27 August to 10 September 2020 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.

**REPORTS**

**Disclosures of interest affecting impartiality**

<b>Name/Position</b>	<b>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Interview of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Interview of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020. Mr Hunt will not be an applicant.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Mr Hunt.

**ITEM 1                            CONFIDENTIAL – INTERVIEW OF PREFERRED  
APPLICANTS FOR POSITION OF CHIEF EXECUTIVE  
OFFICER**

<b>WARD</b>	All	
<b>RESPONSIBLE DIRECTOR</b>	Mr Garry Hunt Office of the CEO	
<b>FILE NUMBER</b>	74574	
<b>ATTACHMENTS</b>	Attachment 1	Position Description (including selection criteria).
	Attachment 2	Recommendation Reports for Shortlisted Applicants for Interview.
	<i>(Please Note: The Report and Attachments are Confidential and will appear in the official Minute Book only)</i>	
<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.	

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This report is confidential in accordance with Section 5.23(2)(e)(iii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

*Information about the business, professional, commercial or financial affairs of a person.*

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

**PROCEDURAL MOTION – THAT THE MEETING ADJOURN**

**MOVED Cr Fishwick, SECONDED Cr Hollywood that the Meeting of the Chief Executive Officer Recruitment and Performance Review Committee BE ADJOURNED until such time as the interviews with the all the preferred applicants for the position of Chief Executive Officer are held and concluded.**

**The Procedural Motion was Put and**

**CARRIED (6/0)**

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

The meeting ADJOURNED at 12.15pm on 25 August 2020 with the following committee members being present at that time:

Cr Russ Fishwick, JP  
Mayor Hon. Albert Jacob, JP  
Cr Kerry Hollywood  
Cr Russell Poliwka  
Cr John Raftis  
Cr Philippa Taylor



## **RESUMPTION OF MEETING**

Following the interviews with the preferred applicants for the position of Chief Executive Officer, the Presiding Member declared the **Special Chief Executive Officer Recruitment and Performance Review Committee** meeting that commenced on 25 August 2020 **RESUMED** at 5.20pm on Wednesday 9 September 2020, the following persons being present:

### **ATTENDANCE**

#### **Committee Members**

Cr Russ Fishwick, JP	<i>Presiding Member</i>
Mayor Hon. Albert Jacob, JP	<i>Deputy Presiding Member</i>
Cr John Chester	
Cr Christine Hamilton-Prime, JP	<i>Deputising for Cr John Raftis</i>
Cr Kerry Hollywood	
Cr Philippa Taylor	

#### **Officers**

Mr Brad Sillence	Manager Governance
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#### **Guest**

Mr Geoff Blades	Partner, Lester Blades
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### **APOLOGIES / LEAVE OF ABSENCE**

#### **Apologies**

Cr John Raftis.

#### **Leave of Absence previously approved**

Cr Russell Poliwka	2 to 12 September 2020 inclusive.
Cr Russ Fishwick, JP	27 August to 10 September 2020 inclusive.

**REPORTS**

**Disclosures of interest affecting impartiality**

<b>Name/Position</b>	<b>Cr Russ Fishwick, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Fishwick.

<b>Name/Position</b>	<b>Mayor Albert Jacob, JP.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Mayor Jacob.

<b>Name/Position</b>	<b>Cr Kerry Hollywood.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Hollywood.

<b>Name/Position</b>	<b>Cr Philippa Taylor.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Some of the applicants are known to Cr Taylor.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
<b>Extent of Interest</b>	Mr Hunt is the current Chief Executive Officer. His contract expires on 18 December 2020. Mr Hunt will not be an applicant.

<b>Name/Position</b>	<b>Mr Garry Hunt, Chief Executive Officer.</b>
<b>Item No./Subject</b>	Item 1 - Confidential - Selection of Preferred Applicants to Interview for Position of Chief Executive Officer.
<b>Nature of interest</b>	Interest that may affect impartiality.
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**ITEM 1**                    **CONFIDENTIAL – INTERVIEW OF PREFERRED  
APPLICANTS FOR POSITION OF CHIEF EXECUTIVE  
OFFICER**

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Garry Hunt Office of the CEO
<b>FILE NUMBER</b>	74574
<b>ATTACHMENTS</b>	Attachment 1    Position Description (including selection criteria) Attachment 2    Recommendation Reports for Shortlisted Applicants for Interview  <i>(Please Note:    The Report and Attachments are                                 Confidential and will appear in the official                                 Minute Book only)</i>
<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.

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This report is confidential in accordance with Section 5.23(2)(e)(iii) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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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      **UNDERTAKES** interviews of the preferred applicants for the position of Chief Executive Officer as selected by the Chief Executive Officer Recruitment and Performance Review Committee at its special meeting held on 11 August 2020;
- 2      **CONSIDERS** progressing any shortlisted applicant(s) for the position of Chief Executive Officer to the next stage of the Chief Executive Officer Recruitment process.

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

- 1      **NOTES** the interviews of the preferred applicants for the position of Chief Executive Officer have been conducted by the Chief Executive Officer Recruitment and Performance Review Committee on 25 August 2020 and 9 September 2020;
- 2      **PROGRESSES** shortlisted applicant No. 1 for the position of Chief Executive Officer to the next stage of the Chief Executive Officer Recruitment process.

**The Motion was Put and**

**CARRIED (6/0)**

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

## **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 5.54pm; the following Committee Members being present at that time:

Cr Russ Fishwick, JP  
Mayor Hon. Albert Jacob, JP  
Cr John Chester  
Cr Christine Hamilton-Prime, JP  
Cr Kerry Hollywood  
Cr Philippa Taylor