

minutes

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 | | <i>until 12.13pm</i> |
| 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 |
|-----------------|------------------------|

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.

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

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

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

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

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

| | |
|---------------------------|--|
| Name/Position | Mr Garry Hunt, Chief Executive Officer. |
| Item No./Subject | Item 1 - Confidential - Selection of Preferred Applicants for Position of Chief Executive Officer. |
| Nature of interest | Interest that may affect impartiality. |
| Extent of Interest | 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

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

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

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

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

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

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

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

| | | |
|---------------------------------|---|--|
| WARD | All | |
| RESPONSIBLE DIRECTOR | Mr Garry Hunt Office of the CEO | |
| FILE NUMBER | 74574 | |
| ATTACHMENTS | 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> | |
| 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)(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.

Cr Raftis left the meeting at 12.13pm.

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 (5/0)

In favour of the Procedural Motion: Cr Fishwick, Mayor Jacob, Crs Hollywood, Poliwka 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 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 |
|------------------|--------------------|

Guest

| | |
|-----------------|------------------------|
| Mr Geoff Blades | Partner, Lester Blades |
|-----------------|------------------------|

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

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

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

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

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

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

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

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

| | | |
|---------------------------------|---|--|
| WARD | All | |
| RESPONSIBLE DIRECTOR | Mr Garry Hunt Office of the CEO | |
| FILE NUMBER | 74574 | |
| ATTACHMENTS | 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> | |
| 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)(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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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