

minutes

Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

TUESDAY 31 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.

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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 TUESDAY 31 AUGUST 2021.

ATTENDANCE

Committee Members

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

Observers

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 5.49pm.

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.

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.

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.

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.

Mayor Jacob entered the room at 5.50pm.

APOLOGIES AND LEAVE OF ABSENCE

Nil.

CONFIRMATION OF MINUTES

Nil.

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 is 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.

Disclosure 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	Nil
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 Fishwick, **SECONDED** Cr Chester 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 Fishwick, Mayor Jacob, Crs Chester, Hollywood, Poliwka, Raftis and Taylor.

The meeting **ADJOURNED** at 5.57pm on 31 August 2021 with the following Committee Members being present at that time:

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

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.

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.

Disclosure 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.
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ITEM 1

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MOVED Cr Hollywood, SECONDED Cr Taylor 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 KPI's for the Chief Executive Officer for 2021-22;

for consideration by the Chief Executive Officer Recruitment and Performance Review Committee at its meeting to be held on Tuesday 28 September 2021;

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 Tuesday 28 September 2021.

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Crs Fishwick, 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 7.35pm the following Committee Members being present at that time:

Cr Russ Fishwick, JP
Cr John Chester
Cr Kerry Hollywood
Cr Russell Poliwka
Cr John Raftis
Cr Philippa Taylor