

minutes

Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

TUESDAY 28 SEPTEMBER 2021

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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 28 SEPTEMBER 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		
Cr Kerry Hollywood		
Cr Philippa Taylor		
Cr John Logan	<i>Deputising for Cr Chester</i>	
Cr John Raftis		<i>from 5.58pm</i>

Observers

Cr Tom McLean

Officers

Mr James Pearson	Chief Executive Officer	<i>until 6.02pm</i>
Mr Jamie Parry	Director Governance and Strategy	
Mrs Vivienne Stampalija	Acting Manager Governance	

Guests

Ms Helen Hardcastle Consultant – Learning Horizons

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 5.45pm.

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

Disclosures 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 Concluded Annual Performance Review.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

Name / Position	Mr James Pearson, Chief Executive Officer.
Item No. / Subject	Item 2 - Confidential - Salary Review - Chief Executive Officer.
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 Concluded Annual Performance Review.
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.

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Item No. / Subject	Item 2 - Confidential - Salary Review - Chief Executive Officer.
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

Apology

Cr John Chester.

Leave of Absence Previously Approved

Cr Nige Jones 2 November 2021 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETINGS HELD ON 30 AUGUST 2021 AND 31 AUGUST 2021

MOVED Cr Hollywood, **SECONDED** Mayor Jacob 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 held on 30 August 2021;**
- 2 Chief Executive Officer Recruitment and Performance Review Committee held on 31 August 2021.**

The Motion was Put and

CARRIED (6/0)

In favour of the Motion: Cr Fishwick, Mayor Jacob, Crs Hollywood, Logan, Poliwka 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.

REPORTS

Disclosure of Financial Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Item No. / Subject	Item 1 - Confidential - Chief Executive Officer Concluded Annual Performance Review.
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 Concluded Annual Performance Review.
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 CONCLUDED ANNUAL PERFORMANCE REVIEW

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBERS	74574, 108783
ATTACHMENTS	Attachment 1 Chief Executive Officer KPI's for 2021-22. Attachment 2 Chief Executive Officer Confidential Concluded Annual Performance Review Report. <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)(a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- *a matter affecting an employee or employees.*

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

Cr Raftis entered the room at 5.58pm.

MOVED Cr Hollywood, SECONDED Cr Logan that Council ADOPTS the:

- 1 Chief Executive Officer Recruitment and Performance Review Committee's Confidential Concluded Annual Performance Review Report as detailed in Attachment 2 to this Report, and endorses the overall rating of 'met or exceeded' the performance requirements set by Council for the period ending 30 June 2021;**
- 2 Chief Executive Officer Key Performance Indicators for the 2021-22 review period as detailed in Attachment 1 to this Report.**

The Motion was Put and

CARRIED (7/0)

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

The Chief Executive Officer left the room at 6.02pm.

OFFICER'S RECOMMENDATION

That Council:

- 1 ACKNOWLEDGES that the Salaries and Allowances Tribunal has determined that the Local Government Band Classifications have been increased by 0.5% to reflect the increase in the Superannuation Guarantee from 9.5% to 10%, effective from 1 July 2021;
- 2 ADOPTS the Chief Executive Officer's Total Reward Package for the 2021 salary review remaining at \$360,555 (to be determined by the Committee).

MOVED Cr Hollywood, SECONDED Cr Logan that Council:

- 1 **ACKNOWLEDGES that the Salaries and Allowances Tribunal has determined that the Local Government Band Classifications have been increased by 0.5% to reflect the increase in the Superannuation Guarantee from 9.5% to 10%, effective from 1 July 2021;**
- 2 **ADOPTS the Chief Executive Officer's Total Reward Package for the 2021 salary review remaining at \$360,555.**

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr Fishwick, Mayor Jacob, Crs Hollywood, Logan, 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 6.10pm the following Committee Members being present at that time:

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