

minutes

Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

MONDAY 13 MARCH 2023

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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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 MONDAY 13 MARCH 2023.

ATTENDANCE

Committee Members

Cr Christopher May *Presiding Member*
Cr Tom McLean, JP
Cr Daniel Kingston
Cr Suzanne Thompson
Cr Christine Hamilton-Prime, JP

Observers:

Cr Adrian Hill

Officers:

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy
Mrs Kylie Bergmann	Manager Governance

DECLARATION OF OPENING

The Deputy 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 - Progress Report – Chief Executive Officer Performance Review.
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 - Progress Report – Chief Executive Officer 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.

APOLOGIES AND LEAVE OF ABSENCE

Apologies

Mayor Albert Jacob, JP.

Leave of Absence Previously Approved

Cr John Chester	28 February to 28 March 2023 inclusive.
Cr Nige Jones	14 March to 16 March 2023 inclusive.
Cr John Raftis	13 March to 14 March and 20 to 24 March 2023 inclusive.
Cr John Logan	18 March to 26 March 2023 inclusive.
Cr Christine Hamilton-Prime	1 April to 22 May 2023 inclusive.
Mayor Albert Jacob, JP	4 to 10 April 2023 inclusive.

CONFIRMATION OF MINUTES

MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 29 NOVEMBER 2022

MOVED Cr Thompson, **SECONDED** Cr Kingston that the minutes of the meeting of the Chief Executive Officer Recruitment and Performance Review Committee held on 29 November 2022 be confirmed as a true and correct record.

The Motion was Put and

CARRIED (5/0)

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

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

Disclosures of Financial Interest / Proximity Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Item No. / Subject	Item 1 - Progress Report – Chief Executive Officer 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 - Progress Report – Chief Executive Officer 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 **PROGRESS REPORT – CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS 2022-23 (QUARTER TWO)**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	74574, 101515
ATTACHMENT / S	Attachment 1 Confidential – CEO KPIs Progress Report Quarter Two <i>(Please Note: Attachment 1 is Confidential and will appear in the official Minute Book only).</i>
AUTHORITY / DISCRETION	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for 'noting').

PURPOSE

For the Chief Executive Officer Recruitment and Performance Review Committee to receive the progress report on the Chief Executive Officer's Key Performance Indicators (CEO KPIs) for 2022-23 (Quarter Two) and provide feedback.

EXECUTIVE SUMMARY

The 2022-23 Quarter Two progress report provides information relating to the progress of the CEO KPIs for the period 1 October 2022 to 31 December 2022.

It is therefore recommended that the Chief Executive Officer Performance and Review Committee NOTES the progress towards the Key Performance Indicators for the Chief Executive Officer for the period 1 October 2022 to 31 December 2022.

BACKGROUND

At the Chief Executive Officer Recruitment and Performance Review Committee (the Committee) meeting held on 19 September 2022 the following was resolved:

“That Council:

- 1 ADOPTS the Chief Executive Officer Recruitment and Performance Review Committee’s Confidential Concluded Annual Performance Review Report as an Attachment 1 to Report CJ181-10/22 and endorses the overall rating of “met or exceeded the performance requirements” set by Council for the period ending 30 June 2022;*
- 2 ADOPTS the Key Performance Indicators for the 2022-23 review period as detailed in Attachment 2 to Report CJ181-10/22;*
- 3 REQUESTS the Chief Executive Officer prepare a report on the potential development of efficiency and effectiveness measures for the City of Joondalup services.”*

At this meeting, the Chief Executive Officer outlined his commitment to providing quarterly progress reports to the Committee towards achieving the key performance indicators.

At the Council meeting held on 18 October 2022 the Key Performance Indicators for the Chief Executive Officer for 2022-2023 were adopted (CJ181-10/22 refers).

The Chief Executive Officer Recruitment and Performance Review Committee meeting held on 29 November 2022 noted the progress towards the Key Performance Indicators for the Chief Executive Officer for the period 1 July 2022 to 30 September 2022.

DETAILS

The Committee is responsible for reviewing the Chief Executive Officer’s performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer’s employment contract; as well as reviewing the key performance indicators to be met by the Chief Executive Officer.

The 2022-2023 Quarter Two progress report provides information relating to the progress of the CEO KPIs for the period 1 October 2022 to 31 December 2022 (Attachment 1 refers).

Legislation / Strategic Community Plan / Policy implications

Legislation	Section 5.38 (1) and (3) of the <i>Local Government Act 1995</i> . <i>“Annual review of employees’ performances</i> (1) <i>A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.</i> (3) <i>A review under subsection (1) must be conducted at least once in relation to each year of the person’s employment”.</i>
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10-Year Strategic Community Plan

Key theme	Leadership.
Outcome	Capable and effective - you have an informed and capable Council backed by a highly skilled workforce.
Policy	<i>City of Joondalup Standards for CEO Recruitment, Performance and Termination.</i>

Risk management considerations

The performance review process is designed to evaluate and assess the Chief Executive Officer’s Performance against the Council endorsed key performance indicators on a periodic basis.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Not applicable.

VOTING REQUIREMENTS

Simple Majority.

MOVED Cr May, SECONDED Cr Hamilton-Prime that the Chief Executive Officer Recruitment and Performance Review Committee NOTES the progress towards the key performance indicators for the Chief Executive Officer for the period 1 October 2022 to 31 December 2022.

The Motion was Put and

CARRIED (5/0)

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

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 7.01 pm the following Committee Members being present at that time:

CR CHRISTOPHER MAY
CR TOM MCLEAN, JP
CR DANIEL KINGSTON
CR SUZANNE THOMPSON
CR CHRISTINE HAMILTON-PRIME, JP