

minutes

Special Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

WEDNESDAY 21 AUGUST 2024

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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TABLE OF CONTENTS

1	DECLARATION OF OPENING	4
2	DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY	4
3	APOLOGIES AND LEAVE OF ABSENCE	5
4	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	5
5	IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	5
6	PETITIONS AND DEPUTATIONS	5
7	REPORTS	6
	7.1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW - INTERVIEW REPORT	6
8	CLOSURE	8

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 SPECIAL CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON WEDNESDAY 21 AUGUST 2024.

ATTENDANCE

Committee Members:

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>	
Cr Christopher May, JP	<i>Deputy Presiding Member</i>	
Cr Adrian Hill		
Cr Russ Fishwick, JP		
Cr Phillip Vinciullo	<i>deputising for Cr Christine Hamilton-Prime, JP</i>	<i>from 6.02pm</i>

Officers:

Mr James Pearson	Chief Executive Officer	<i>absent from 6.40pm to 7.08pm</i>
Mr Jamie Parry	Director Governance and Strategy	<i>absent from 6.02pm to 7.31pm</i>

Observers:

Cr John Raftis	<i>from 6.08pm</i>
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Guests:

Ms Natalie Lincolne Senior Associate Consultant, Price Consulting Group Pty. Ltd.

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.00pm.

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

2.1 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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	21 August 2024.
Item No. / Subject	Item 7.1 Confidential – Chief Executive Officer Annual Performance Review - Interview Report.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

2.2 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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	21 August 2024.
Item No. / Subject	Item 7.1 Confidential – Chief Executive Officer Annual Performance Review - Interview Report.
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.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Christine Hamilton-Prime, JP	14 August to 26 August 2024 inclusive.
Cr Lewis Hutton	15 August to 25 August 2024 inclusive.
Cr Christopher May, JP	29 August to 30 August 2024 inclusive.
Mayor Albert Jacob, JP	12 September to 2 October 2024 inclusive.

3.2 APOLOGIES

Cr Nige Jones.
Cr John Chester.

4 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

5 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.

6 PETITIONS AND DEPUTATIONS

Nil.

Cr Vinciullo entered the Room at 6.02pm.

The Director Governance and Strategy left the Room at 6.02pm.

Cr Raftis entered the Room at 6.08pm.

7 REPORTS

Disclosure of Financial Interest / Proximity Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	21 August 2024.
Item No. / Subject	Item 7.1 Confidential – Chief Executive Officer Annual Performance Review - Interview Report.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson holds the position of Chief Executive Officer.

Disclosures of Interest affecting Impartiality

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	21 August 2024.
Item No. / Subject	Item 7.1 Confidential – Chief Executive Officer Annual Performance Review - Interview Report.
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.

7.1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW - INTERVIEW REPORT

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	74574
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) 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.

The Chief Executive Officer left the Room at 6.40pm and returned at 7.08pm.

The Director Governance and Strategy entered the Room at 7.31pm.

OFFICER'S RECOMMENDATION MOVED Mayor Jacob, SECONDED Cr Hill that the Chief Executive Officer Recruitment and Performance Review Committee:

- 1 REQUESTS the Director Governance and Strategy, in conjunction with the Price Consulting Group Pty Ltd 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 2024- 25;**

for consideration by the Chief Executive Officer Recruitment and Performance Review Committee at its meeting to be held on Monday 9 September 2024;
- 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 Monday 9 September 2024.**

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Mayor Jacob, Cr Fishwick, Cr Hill, Cr May and Cr Vinciullo.
Against the Motion: Nil.

8 CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 7.33pm the following Committee Members being present at that time:

MAYOR HON. ALBERT JACOB, JP
CR CHRISTOPHER MAY, JP
CR ADRIAN HILL
CR RUSS FISHWICK, JP
CR PHILLIP VINCIULLO