

minutes

Special Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

MONDAY 9 SEPTEMBER 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.

This document is available in alternate formats upon request

joondalup.wa.gov.au

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.....	6
5	IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	6
6	PETITIONS AND DEPUTATIONS	6
7	REPORTS	7
7.1	CONFIDENTIAL - CHIEF EXECUTIVE OFFICER CONCLUDED ANNUAL PERFORMANCE REVIEW (WARD - ALL).....	7
7.2	CONFIDENTIAL - SALARY REVIEW – CHIEF EXECUTIVE OFFICER (WARD - ALL).....	9
8	CLOSURE	11

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 MONDAY 9 SEPTEMBER 2024

ATTENDANCE

Committee Members:

Hon. Albert Jacob, JP	<i>Presiding Member</i>	
Cr Christopher May, JP	<i>Deputy Presiding Member (via electronic means)</i>	
Cr Adrian Hill		<i>via electronic means 6.01pm to 6.08pm</i>
		<i>in person from 6.08pm</i>
Cr Russ Fishwick, JP		
Cr John Chester		
Cr Christine Hamilton-Prime, JP		

Officers:

Mr James Pearson	Chief Executive Officer	<i>to 6.25pm</i>
Mr Jamie Parry	Director Governance and Strategy	<i>to 6.25pm</i>
Mrs Kylie Bergmann	Manager Governance	<i>to 6.02pm</i>

Observers:

Cr John Raftis		
Cr Phillip Vinciullo		<i>to 6.25pm</i>

Guest:

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

1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 6.01pm.

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	9 September 2024.
Item No. / Subject	Item 7.1 - 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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.2 - Confidential - Salary Review – Chief Executive Officer.
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	9 September 2024.
Item No. / Subject	Item 7.1 - 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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.2 - 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.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Mayor Albert Jacob, JP 12 September to 2 October 2024 inclusive.

3.2 APOLOGIES

Cr Nige Jones.

The Manager Governance left the Room at 6.02pm.

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.

7 REPORTS

Disclosure of Financial Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.1 - 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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.1 - 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.

7.1 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER CONCLUDED ANNUAL PERFORMANCE REVIEW (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	74574, 108783
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 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.

Cr Hill entered the Room at 6.08pm.

OFFICER'S RECOMMENDATION

That Council BY AN ABSOLUTE MAJORITY:

- 1 NOTES that the performance review for Mr James Pearson, Chief Executive Officer, has been completed for the period of 1 July 2023 to 30 June 2024;
- 2 ENDORSES the Chief Executive Officer Recruitment and Performance Review Committee's Confidential Concluded Annual Performance Review Report as presented by the Price Consulting Group, detailed in Attachment 1 to this Report;
- 3 ADOPTS the Key Performance Indicators for the 2024-25 review period as detailed in Attachment 2 to this Report.

ALTERNATE RECOMMENDATION MOVED Mayor Jacob, SECONDED Cr Fishwick that Council BY AN ABSOLUTE MAJORITY:

- 1 **NOTES that the performance review for Mr James Pearson, Chief Executive Officer, has been completed for the period of 1 July 2023 to 30 June 2024;**
- 2 **ENDORSES the Chief Executive Officer Recruitment and Performance Review Committee's Confidential Concluded Annual Performance Review Report as presented by the Price Consulting Group, detailed in Attachment 1 to this Report;**
- 3 **ADOPTS AS AMENDED, and inclusive of an additional measurements column, the Key Performance Indicators for the 2024-25 review period as detailed in Attachment 2 to this Report.**

The Alternate Motion was Put and

CARRIED (6/0)

In favour of the Alternate Motion: Mayor Jacob, Cr Chester, Cr Fishwick, Cr Hamilton-Prime, Cr Hill and Cr May.
Against the Alternate Motion: Nil.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Confidential Performance Review Report James Pearson 2024 [7.1.1 - 10 pages]
2. CONFIDENTIAL REDACTED - CEO Proposed Key Performance Indicators 2024-25 (Updated) [7.1.2 - 3 pages]
3. CONFIDENTIAL REDACTED - Clauses 11-13 Chief Executive Officer Employment Contract [7.1.3 - 5 pages]

Disclosure of Financial Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.2 - Confidential - Salary Review – Chief Executive Officer.
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.
Meeting Type	Special Chief Executive Officer Recruitment and Performance Review Committee.
Meeting Date	9 September 2024.
Item No. / Subject	Item 7.2 - 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.

**7.2 CONFIDENTIAL - SALARY REVIEW – CHIEF EXECUTIVE OFFICER
(WARD - ALL)**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	74574, 108783
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 6.25pm.

The Director Governance and Strategy left the Room at 6.25pm.

OFFICER'S RECOMMENDATION

That Council:

- 1 ACKNOWLEDGES that the Salaries and Allowances Tribunal has determined (5 April 2024) that the Local Government Band Classifications have been increased by 4.0% effective from 1 July 2024;
- 2 RECEIVES the Consultant's report to inform the annual Chief Executive Officer remuneration review 2024;
- 3 CONSIDERS the Chief Executive Officer's total reward package for the 2024 salary review (to be determined by the Committee).

ALTERNATE RECOMMENDATION MOVED Mayor Jacob, SECONDED Cr Hill that Council:

- 1 **ACKNOWLEDGES that the Salaries and Allowances Tribunal has determined (5 April 2024) that the Local Government Band Classifications have been increased by 4.0% effective from 1 July 2024;**
- 2 **RECEIVES the Consultant's report to inform the annual Chief Executive Officer remuneration review 2024;**
- 3 **ADOPTS the Chief Executive Officer's total reward package to be an increase of 4.0%, being \$414,062, effective from 1 August 2024.**

The Alternate Motion was Put and

CARRIED (6/0)

In favour of the Alternate Motion: Mayor Jacob, Cr Chester, Cr Fishwick, Cr Hamilton-Prime, Cr Hill and Cr May.
Against the Alternate Motion: Nil.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Consultant Report to Inform the annual Chief Executive Officer Remuneration Review (Updated) [7.2.1 - 8 pages]
2. CONFIDENTIAL REDACTED - Salaries and Allowances Tribunal Determination 2024 [7.2.2 - 34 pages]

8 CLOSURE

There being no further business, the Presiding Member declared the Meeting closed at 6.45pm 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 JOHN CHESTER
CR CHRISTINE HAMILTON-PRIME