

# minutes

## Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

MONDAY 10 MARCH 2025

### **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*

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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.*

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## CITY OF JOONDALUP

**MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD IN  
CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE,  
JOONDALUP ON MONDAY 10 MARCH 2025.**

### **ATTENDANCE**

#### **Committee Members:**

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>
Cr Christopher May, JP	<i>Deputy Presiding Member (via electronic means)</i>
Cr Adrian Hill	
Cr John Chester	
Cr Russ Fishwick, JP	
Cr Christine Hamilton-Prime, JP	

#### **Officers:**

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

#### **Observers:**

Cr John Raftis

## **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**

Nil.

## **3 APOLOGIES AND LEAVE OF ABSENCE**

### **3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr Rohan O'Neill	3 March to 12 March 2025 inclusive.
Cr Christine Hamilton-Prime, JP	19 March to 30 March 2025 inclusive.
Cr Daniel Kingston	2 April to 6 April 2025 inclusive.
Cr Phillip Vinciullo	3 April to 25 April 2025 inclusive.
Mayor Albert Jacob, JP	22 April to 24 April 2025 inclusive.
Cr Nige Jones	13 May to 22 May 2025 inclusive.

### **3.2 APOLOGIES**

Cr Nige Jones.

## **4 CONFIRMATION OF MINUTES**

### **4.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 11 NOVEMBER 2024**

**MOVED** Cr Fishwick, **SECONDED** Cr Hamilton-Prime that the Minutes of the Chief Executive Officer Recruitment and Performance Review Committee held on 11 November 2024 be **CONFIRMED** as a true and correct record.

**The Motion was Put and**

**CARRIED (6/0)**

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

**Against the Motion:** Nil.

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**5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT  
DISCUSSION**

Nil.

**6 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.

**7 PETITIONS AND DEPUTATIONS**

Nil.

## 8 REPORTS

### 8.1 SETTING OF 2025 MEETING DATES - CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE (WARD - ALL)

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Director Governance and Strategy
<b>FILE NUMBER</b>	02153, 74574, 101515
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

#### PURPOSE

For the Chief Executive Officer (CEO) Recruitment and Performance Review Committee to consider the setting of committee meeting dates for 2025.

#### EXECUTIVE SUMMARY

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the CEO Recruitment and Performance Review Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

*It is therefore recommended that the Chief Executive Officer Recruitment and Performance Review Committee ADOPTS the following meeting dates and times for the Chief Executive Officer Recruitment and Performance Review Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:*

- 1 Monday 9 June 2025, commencing at 6.00pm;
- 2 Tuesday 18 November 2025, commencing at 6.00pm.

#### BACKGROUND

The CEO Recruitment and Performance Review Committee was established at the Special Council meeting held on 6 November 2023 (CJ213-11/23 refers). The role of the CEO Recruitment and Performance Review Committee is to:

- 1 recommend to Council the selection and appointment process of a Chief Executive Officer;
- 2 recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer;

- 3 undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer;
- 4 recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract;
- 5 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 6 prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to Council;
- 7 review 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;
- 8 review the Key Performance Indicators to be met by the Chief Executive Officer;
- 9 review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;
- 10 review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

## DETAILS

The CEO Recruitment and Performance Review Committee oversees the development and review of the CEO's employment contract and all associated performance matters.

The Chief Executive Officer's Key Performance Indicators are aligned with the City's *Corporate Business Plan* (CBP). The CBP progress report is provided to Council on a quarterly basis, the quarterly meetings of this committee are aligned with Council's acceptance of the quarterly CBP progress report in the following periods:

<b>Quarter</b>	<b>Period</b>	<b>Council Meeting</b>	<b>Committee Meeting</b>
One	July / September	November	November
Two	October / December	March	March
Three	January / March	June	June
Four	April / June	August	August

In addition, meetings of this committee are aligned to the performance review process as outlined in the CEO's employment contract. It has been usual practice to hold a meeting earlier in the year to appoint an external and independent HR expert or similar to consult with and seek guidance from and to facilitate the annual review of the CEO's performance.

Further special committee meetings will be determined for the purpose of undertaking the Chief Executive Officer's Annual Performance review. The annual review process requires the committee to conduct a formal interview with the CEO, (clause 11.2(b)). The process for conducting the CEO's performance review, as set out in clause 11.2, provides not only for the various tasks and issues that need to be considered but also specific timeframes.

The key element for the annual CEO performance review that drives the timeframes is the formal scheduled interview by the committee with the CEO. With this in mind, the critical timeframes for the annual review are as follows:

- The CEO is to be given at least 25 working days' notice of the scheduled interview.
- The CEO is required to prepare a self-evaluation report and submit it to all of the Elected Members as well the committee not less than 15 working days prior to the scheduled interview.
- The committee is required to invite written comments from all individual Elected Members addressing their views on the CEO's performance at least 15 working days prior to the scheduled interview and the responses, which must be dated and signed must be received back by the committee at least five working days prior to the scheduled interview.
- The Committee must prepare a report within 30 days of the conclusion of the review.
- As soon as the report is completed the committee must provide a copy to the CEO and give him up to five working days to provide any written comments he may have on matters addressed in the report to the committee.
- The committee is required to submit its report and any comments of the CEO to the next meeting of Council provided Council receives it at least five working days prior to the meeting.

The proposed quarterly committee meeting dates for 2025 are as follows:

- Monday 9 June 2025, commencing at 6.00pm.
- Tuesday 18 November 2025, commencing 6.00pm.

In addition, further special committee meetings will be determined for the purpose of undertaking the CEO's annual performance review. It is anticipated that these meetings will be held on the following dates, which will be confirmed with the Presiding Member closer to the date:

- Monday 30 June 2025, commencing at 6.00pm.
- Monday 18 August 2025, commencing at 6.00pm.
- Wednesday 20 August 2025, commencing at 6.00pm.
- Monday 22 September 2025, commencing 6.00pm.

### **Issues and Options Considered**

The CEO Recruitment and Performance Review Committee can either:

- adopt the meeting dates as proposed in this Report  
or
- amend the meeting dates.



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## **Legislation / Strategic Community Plan / Policy implications**

**Legislation**                      *City of Joondalup Meeting Procedures Local Law 2013.*  
   *Local Government (Administration) Regulations 1996.*  
   *Local Government Act 1995.*  
   *Local Government Legislation Amendment Act 2019.*

### **10-Year Strategic Community Plan**

**Key theme**                      5. Leadership.

**Outcome**                      5-1 Capable and effective - you have an informed and capable  
   Council backed by a highly-skilled workforce.

**Policy**                              Not applicable.

### **Risk management considerations**

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis, lacking coordination with other key meetings and corporate planning processes.

### **Financial / budget implications**

Not applicable.

### **Regional significance**

Not applicable.

### **Sustainability implications**

Not applicable.

### **Consultation**

Not applicable.

## **COMMENT**

The proposed meeting dates for the CEO Recruitment and Performance Review Committee are cognisant of proposed meeting dates for a variety of other committees.

## **VOTING REQUIREMENTS**

Simple Majority.

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**OFFICER'S RECOMMENDATION MOVED Cr Chester, SECONDED Cr Hamilton-Prime that the Chief Executive Officer Recruitment and Performance Review Committee ADOPTS the following meeting dates and times for the Chief Executive Officer Recruitment and Performance Review Committee of the City of Joondalup to be held at the Joondalup Civic Centre (Conference Room 1), Boas Avenue, Joondalup:**

- 1 Monday 9 June 2025, commencing at 6.00pm;**
- 2 Tuesday 18 November 2025, commencing at 6.00pm.**

**The Motion was Put and**

**CARRIED (6/0)**

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

**Against the Motion:** Nil.

## **ATTACHMENTS**

Nil

## **8.2 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW PROGRAM 2025 (WARD - ALL)**

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<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Director Governance and Strategy
<b>FILE NUMBER</b>	74574
<b>AUTHORITY / DISCRETION</b>	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

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This report is confidential in accordance with s5.23(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 is provided to Elected Members under separate cover. The report is not for publication.

**OFFICER'S RECOMMENDATION MOVED Cr Hamilton-Prime, SECONDED Cr May that the Chief Executive Officer Recruitment and Performance Review Committee:**

- 1 APPROVES the timetable for the performance review of the Chief Executive Officer as detailed in Attachment 2 of this Report, and sets the date for the formal performance review interview as 19 August 2025;**
- 2 NOTES the draft Request for Consultation for Consultancy Services to Support the Chief Executive Officer Recruitment and Performance Review as detailed in Attachment 4 to this Report, to meet the requirements of Clause 11.6 (a) of the Chief Executive Officer Employment Contract;**
- 3 ENDORSES the process of seeking input into the Chief Executive Officer's Key Performance Indicators from Elected Members at the same time as feedback is provided in relation to the CEO's performance review and that the review of the Chief Executive Officer's Key Performance Indicators be undertaken at the interview with the Chief Executive Officer in relation to his annual performance;**
- 4 ENDORSES the process of undertaking the annual salary review at the same meeting as its consideration of the Concluded Annual Performance Review Report, noting that the salary review recommendation will be presented to the November 2025 Council meeting given the provisions of the *City of Joondalup Elections Caretaker Council Policy*.**

**The Motion was Put and**

**CARRIED (6/0)**

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

**Against the Motion:** Nil.

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### 8.3 PROGRESS REPORT – CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW (WARD - ALL)

<b>WARD</b>	All
<b>RESPONSIBLE DIRECTOR</b>	Mr Jamie Parry Director Governance and Strategy
<b>FILE NUMBER</b>	74574, 101515
<b>AUTHORITY / DISCRETION</b>	Information – includes items provided to Council for information purposes only that do not require a decision of Council (that is for ‘noting’).

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#### PURPOSE

For the Chief Executive Officer Recruitment and Performance Review Committee (the Committee) to receive the progress report on the Chief Executive Officer’s Key Performance Indicators (CEO KPIs) for 2024-25 (Quarter Two) and provide feedback.

#### EXECUTIVE SUMMARY

The 2024-25 Quarter Two progress report provides information relating to the progress of the CEO KPIs for the period 1 October 2024 to 31 December 2024.

*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 2024 to 31 December 2024.*

#### BACKGROUND

Following the Committee meeting held on 9 September 2024, Council resolved at its meeting held on 22 October 2024, by an absolute majority that Council:

- “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.”*

#### DETAILS

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

The CEO KPIs for 2024-25 were adopted by Council at its meeting held on 22 October 2024; after the end of quarter one for the year.

The 2024-25 Quarter Two progress report provides information relating to the progress of the CEO KPIs for the period 1 October 2024 to 31 December 2024 (Attachment 1 refers).

### **Legislation / Strategic Community Plan / Policy implications**

**Legislation**                      *Local Government Act 1995.*

### **10-Year Strategic Community Plan**

**Key theme**                      5. Leadership.

**Outcome**                      5-1 Capable and effective - you have an informed and capable Council backed by a highly-skilled workforce.

**Policy**                          *City of Joondalup Model Standards for CEO Recruitment and Selection, Performance Review and Termination Council Policy.*

### **Risk management considerations**

The performance review process is designed to evaluate and assess the CEO's performance against KPIs periodically.

### **Financial / budget implications**

Preparing progress reports of the CEO KPIs is done using existing budgeted resources.

### **Regional significance**

Ensuring effective and consistent reporting of the CEO KPIs and submitting them to the Committee and Council, provides oversight which enhances the City's capability to deliver services to the district, and beyond, as relevant.

### **Sustainability implications**

Effective and consistent reporting of the CEO KPIs enhances the sustainability of the City's operations. Being accountable and transparent is part of the goals of the City's *Strategic Community Plan*.

### **Consultation**

Not applicable.

### **COMMENT**

Not applicable.

### **VOTING REQUIREMENTS**

Simple Majority.

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**OFFICER'S RECOMMENDATION MOVED Cr Hamilton-Prime, SECONDED Cr Chester 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 2024 to 31 December 2024.**

**The Motion was Put and**

**CARRIED (6/0)**

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

**Against the Motion:** Nil.

## **ATTACHMENTS**

1. CONFIDENTIAL REDACTED - CEO KPI Progress Report Q2 - 2024-25 [8.3.1 - 17 pages]
2. CONFIDENTIAL REDACTED - Advocacy and Investment Meetings Q2 - 2024-25 [8.3.2 - 4 pages]

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**9 URGENT BUSINESS**

Nil.

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**11 REQUESTS FOR REPORTS FOR FUTURE CONSIDERATION**

Nil.

**12 CLOSURE**

There being no further business, the Presiding Member declared the Meeting closed at 6.18pm 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, JP