

minutes

Chief Executive Officer Performance Review Committee

MEETING HELD ON

TUESDAY 18 NOVEMBER 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.

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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 PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 18 NOVEMBER 2025.

1 DECLARATION OF OPENING

1.1 MEETING OPENING AND ATTENDANCE

The Presiding Member declared the meeting open at 6.00pm.

ATTENDANCE

Committee Members:

Mayor Daniel Kingston	<i>Presiding Member</i>	
Cr Christopher May, JP		<i>from 6.13pm</i>
Cr Lewis Hutton		
Cr Russ Fishwick, JP	<i>Deputy Presiding Member</i>	
Cr John Chester		

Officers:

Mr James Pearson	Chief Executive Officer
Mr Jamie Parry	Director Governance and Strategy

1.2 REQUESTS FOR ELECTRONIC ATTENDANCE

Nil.

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	Chief Executive Officer Performance Review Committee.
Meeting Date	18 November 2025.
Item No. / Subject	Item 8.1 – Setting of 2026 Meeting Dates – Chief Executive Officer Performance Review Committee (Ward – All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer.

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Chief Executive Officer Performance Review Committee.
Meeting Date	18 November 2025.
Item No. / Subject	Item 8.2 – Confidential – Progress Report – Chief Executive Officer Performance Review (Ward – All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Denise Mercer	10 November to 21 November 2025 inclusive.
Cr Nige Jones	29 November to 24 December 2025 inclusive.
Cr John Raftis	1 December to 5 December 2025 inclusive.
Cr Nige Jones	1 June to 29 June 2026 inclusive.

3.2 APOLOGIES

Nil.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 9 JUNE 2025, 30 JUNE 2025, 18 AUGUST 2025, 19 AUGUST 2025, 11 SEPTEMBER 2025 AND 16 SEPTEMBER 2025

RECOMMENDATION

That the Minutes of the following meetings of the Chief Executive Officer Recruitment and Performance Review Committee be CONFIRMED as a true and correct record:

- 1 Chief Executive Officer Recruitment and Performance Review Committee meeting held on 9 June 2025;
- 2 Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 30 June 2025;
- 3 Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 18 August 2025;
- 4 Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 19 August 2025;
- 5 Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 11 September 2025;
- 6 Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 16 September 2025.

ALTERNATE RECOMMENDATION MOVED Mayor Kingston, SECONDED Cr Fishwick that the Minutes of the following meetings of the Chief Executive Officer Recruitment and Performance Review Committee be CONFIRMED as a true and correct record:

- 1 **Chief Executive Officer Recruitment and Performance Review Committee meeting held on 9 June 2025;**
- 2 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 30 June 2025;**
- 3 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 30 July 2025;**
- 4 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 18 August 2025;**
- 5 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 19 August 2025;**
- 6 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 11 September 2025;**
- 7 **Special Chief Executive Officer Recruitment and Performance Review Committee meeting held on 16 September 2025.**

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Mayor Kingston, Cr Chester, Cr Fishwick and Cr Hutton.
Against the Motion: Nil.

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

Disclosure of Financial / Proximity Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Chief Executive Officer Performance Review Committee.
Meeting Date	18 November 2025.
Item No. / Subject	Item 8.1 – Setting of 2026 Meeting Dates – Chief Executive Officer Performance Review Committee (Ward – All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer.

8.1 SETTING OF 2026 MEETING DATES - CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	02153, 74574, 101515
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.

PURPOSE

For the Chief Executive Officer (CEO) Performance Review Committee to consider the setting of committee meeting dates for 2026.

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 Performance Review Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

The setting of the 2026 Council meeting dates is scheduled to be presented at the Council meeting to be held on 25 November 2025. This Report will provide Elected Members with the proposed meeting dates for the CEO Performance Review Committee meetings.

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

- 1 Monday 16 March 2026, commencing at 6.00pm;
- 2 Monday 8 June 2026, commencing 6.00pm;
- 3 Tuesday 15 September 2026, commencing 6:00pm;
- 4 Monday 16 November 2026, commencing 6:00pm.

BACKGROUND

The CEO Performance Review Committee was established at the Special Council meeting held on 3 November 2025 (CJ303-11/25 refers). The role of the CEO Performance Review Committee is to:

- 1 review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract;
- 2 prepare and table the concluded report, in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Contract to Council;
- 3 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;
- 4 review the Key Performance Indicators to be met by the Chief Executive Officer;
- 5 review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract;
- 6 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 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:

Quarter	Period	Council Meeting	Committee Meeting
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.

Clause 16 of the *City of Joondalup Standards for CEO Recruitment, Performance and Termination Council Policy* provides that the Council and the CEO must agree on the process by which the CEO's performance will be reviewed; and any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

Given the Council is in the process of recruitment of a new CEO a performance review process cannot be endorsed at this time. The adoption of this process is a matter for the Council to agree with whomever is appointed CEO following the recruitment and selection process.

The proposed quarterly committee meeting dates for 2026 are as follows:

- Monday 16 March 2026, commencing at 6.00pm.
- Monday 8 June 2026, commencing 6.00pm.
- Tuesday 15 September 2026, commencing 6:00pm.
- Monday 16 November 2026, commencing 6:00pm.

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

- Monday 29 June 2026, commencing at 6.00pm.
- Monday 17 August 2026, commencing at 6.00pm.
- Tuesday 18 August 2026, commencing at 6.00pm.

Issues and Options Considered

The CEO Performance Review Committee can either:

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

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 Performance Review Committee are cognisant of proposed meeting dates for a variety of other committees.

VOTING REQUIREMENTS

Simple Majority.

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

- 1 Monday 16 March 2026, commencing at 6.00pm;**
- 2 Monday 8 June 2026, commencing 6.00pm;**
- 3 Tuesday 15 September 2026, commencing 6:00pm;**
- 4 Monday 16 November 2026, commencing 6:00pm.**

The Motion was Put and

CARRIED (4/0)

In favour of the Motion: Mayor Kingston, Cr Chester, Cr Fishwick and Cr Hutton.
Against the Motion: Nil.

ATTACHMENTS

Nil.

Disclosure of Financial / Proximity Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Chief Executive Officer Performance Review Committee.
Meeting Date	18 November 2025.
Item No. / Subject	Item 8.2 – Confidential – Progress Report – Chief Executive Officer Performance Review (Ward – All).
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer.

8.2 CONFIDENTIAL - PROGRESS REPORT - CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW (WARD - ALL)

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

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.

Cr May entered the Room at 6.13pm.

OFFICER’S RECOMMENDATION MOVED Cr Hutton, SECONDED Cr May that the Chief Executive Officer Performance Review Committee NOTES the progress towards the Key Performance Indicators for the Chief Executive Officer for the period 1 July 2025 to 30 September 2025.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Mayor Kingston, Cr Chester, Cr Fishwick, Cr Hutton and Cr May.
Against the Motion: Nil.

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 7.14pm the following Committee Members being present at that time:

MAYOR DANIEL KINGSTON
CR CHRISTOPHER MAY, JP
CR LEWIS HUTTON
CR RUSS FISHWICK, JP
CR JOHN CHESTER