

minutes

Special Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON MONDAY 30 JUNE 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

joondalup.wa.gov.au

TABLE OF CONTENTS

1	DECLARATION OF OPENING	3
2	DECLARATIONS OF FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT IMPARTIALITY	4
3	APOLOGIES AND LEAVE OF ABSENCE	4
4	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	4
5	IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	4
6	PETITIONS AND DEPUTATIONS	4
7	REPORTS	5
	7.1 INTRODUCTION OF APPOINTED HR CONSULTANT TO SUPPORT THE 2025 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS (WARD - ALL).....	5
8	CLOSURE	9

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 30 JUNE 2025.

1 DECLARATION OF OPENING

1.1 MEETING OPENING AND ATTENDANCE

The Deputy Presiding Member declared the meeting open at 6.01pm.

ATTENDANCE

Committee Members:

Cr Christopher May, JP	<i>Deputy Presiding Member</i>
Cr Adrian Hill	
Cr Russ Fishwick, JP	
Cr John Chester	
Cr Phillip Vinciullo.	<i>Deputising for Cr Hamilton-Prime, JP</i>

Officers:

Mr Jamie Parry	Director Governance and Strategy
----------------	----------------------------------

Observer:

Cr John Raftis

Guests:

Ms Rebecca Hunt	General Manager Recruitment and HR Consulting, McArthur (Western Australia) Pty Ltd	<i>to 6.18pm</i>
Ms Catherine Carroll	General Manager Western Australia, McArthur (Western Australia) Pty Ltd	<i>to 6.18pm</i>

1.2 REQUESTS FOR ELECTRONIC ATTENDANCE

Nil.

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 Nige Jones	28 June to 18 July 2025 inclusive.
Cr Christine Hamilton-Prime, JP	30 June 2025 inclusive.
Cr Daniel Kingston	1 July to 8 July 2025 inclusive.
Cr Christine Hamilton-Prime, JP	1 July to 8 July 2025 inclusive.
Cr Rohan O'Neill	1 July to 9 July 2025 inclusive.
Cr John Raftis	7 July to 10 July 2025 inclusive.
Mayor Albert Jacob, JP	12 July to 27 July 2025 inclusive.
Cr John Raftis	23 July to 10 August 2025 inclusive.
Cr Nige Jones	27 July to 7 August 2025 inclusive.
Cr Daniel Kingston	5 August and 12 August 2025 inclusive.
Cr John Raftis	11 August to 14 August 2025 inclusive.
Cr Daniel Kingston	2 September, 9 September and 30 September 2025 inclusive.
Cr John Raftis	8 September to 11 September 2025 inclusive.
Cr Daniel Kingston	7 October 2025 inclusive.

3.2 APOLOGIES

Mayor Albert Jacob, JP

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

7.1 INTRODUCTION OF APPOINTED HR CONSULTANT TO SUPPORT THE 2025 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS (WARD - ALL)

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Director Governance and Strategy
FILE NUMBER	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 Recruitment and Performance Review Committee (the Committee) to receive an introduction to the independent human resource (HR) consultant appointed to assist the Committee with the annual performance review of the Chief Executive Officer (CEO).

EXECUTIVE SUMMARY

At its meeting held on 9 June 2025 (Item 8.2 refers), the Committee considered a report in regard to the appointment of an independent HR consultant to assist the Committee with the CEO's Annual Performance Review Program for 2025.

The Committee recommended the appointment of McArthur (Western Australia) Pty Ltd.

Rebecca Hunt, General Manager Recruitment and HR Consulting and Catherine Carroll, General Manager WA, McArthur (Western Australia) Pty Ltd have been invited to attend the Committee meeting for the purpose of introduction and to provide a brief overview of the process proposed to be undertaken.

It is recommended that the Chief Executive Officer Recruitment and Performance Review Committee NOTES the presentation by McArthur (Western Australia) Pty Ltd regarding the Chief Executive Officer's Annual Performance Review Program for 2025.

BACKGROUND

At its meeting held on 9 June 2025 (Item 8.2 refers), the Committee considered a report in regard to the appointment of an independent HR consultant to assist the Committee with the CEO's Annual Performance Review Program for 2025.

It was resolved: *“that the Chief Executive Officer Recruitment and Performance Review Committee REQUESTS that the consultant appointed as the external and independent HR expert for the Chief Executive Officer Recruitment and Performance Review Committee to consult with and seek guidance from and to facilitate the review of the Chief Executive Officer’s performance for 2025, including assistance in the development and/or variation of the Key Performance Indicators, and salary review, as a consequence of the performance review be McArthur (Western Australia) Pty Ltd.”*

DETAILS

Clause 11.6 (a) of the CEO Employment Contract provides that: *“In conducting the review, the Chief Executive Officer Performance Review Committee must appoint and consult with and seek guidance from an external and independent human resources expert, or similar, to facilitate the review of the Executive’s performance”*.

For the review to be undertaken in 2025 the Committee agreed at its meeting held on 10 March 2025, that the City seek submissions through a public and targeted process to appoint an external and independent HR expert, to consult with; seek guidance from and to facilitate the review of the Chief Executive Officer’s performance for 2024-25.

Following the Committee’s resolution of 10 March 2025, the consultancy brief was publicly advertised on the City’s website as a request for quotation and notification forwarded to a number of consultancies.

At its meeting held on 9 June 2025 (Item 8.2 refers), the Committee considered a report in regard to the appointment of an independent HR consultant to assist the Committee with the CEO’s Annual Performance Review Program for 2025.

At the meeting the Committee requested that the consultant appointed as the external and independent HR expert for the CEO Recruitment and Performance Review Committee to consult with and seek guidance from and to facilitate the review of the CEO’s performance for 2025, including assistance in the development and/or variation of the Key Performance Indicators, and salary review, as a consequence of the performance review be McArthur (Western Australia) Pty Ltd.

Legislation / Strategic Community Plan / Policy implications

Legislation

Sections 5.38(1) and (3) of the *Local Government Act 1995* requires the following in relation to the annual review of the CEO’s performance:

“Annual review of employees’ performances

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person’s employment.”*

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.

Risk management considerations

Risk management considerations in reports to Council consider the relevant strategic risk(s).

This category of risk requires input from Council and is managed by the Chief Executive Officer and relevant Director(s).

Strategic risks are external or internal risks that affect the achievement of the City's long-term objectives.

Strategic Risk Relationship

Risk	DECISIONS	EXPECTATIONS	WORKFORCE	REPUTATION
Risk Event Description	Ineffective / improper decision making	Inability to understand community expectations	Inability to attract or retain skilled and competent workforce	Loss of community trust
Risk Responsibility	Director Governance and Strategy			Chief Executive Officer
Residual Risk	High			
Control Effectiveness	Strong			
Risk Appetite	High risk requires close monitoring with assurance of the highest levels of controls – strong – including plans for improving effectiveness levels.			
Risk Control	The relevant control, to mitigate risk, is the provision of a report that details the information required to allow adherence to the CEO's employment contract and legislative requirements.			

The performance review process is designed to evaluate and assess the CEO's performance against Key Performance Indicators (KPIs) on an annual basis. The Committee is required to appoint an external and independent HR expert, or similar, to consult with and seek guidance from and to facilitate the review of the CEO's performance. The appointment of the consultant helps to mitigate any risks in the CEO performance review process.

Financial / budget implications

The estimated cost for provision of the service is \$7,500 (excluding GST) as submitted by the consultancy.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

Rebecca Hunt and Catherine Carroll, McArthur (Western Australia) Pty Ltd have been invited to attend the Committee meeting for the purpose of introduction and to provide a brief overview of the process proposed to be undertaken.

As a new service provider to the City it is considered important for the Committee to meet with the representative of McArthur (Western Australia) Pty Ltd to ensure there is mutual understanding of the proposed process for the 2025 review.

VOTING REQUIREMENTS

Simple Majority.

The General Manager Recruitment and HR Consulting, McArthur (Western Australia) Pty Ltd and the General Manager Western Australia, McArthur (Western Australia) Pty Ltd left the Room at 6.18pm.

OFFICER'S RECOMMENDATION MOVED Cr May, SECONDED Cr Fishwick that the Chief Executive Officer Recruitment and Performance Review Committee NOTES the presentation by McArthur (Western Australia) Pty Ltd regarding the Chief Executive Officer's Annual Performance Review Program for 2025.

The Motion was Put and

CARRIED (5/0)

In favour of the Motion: Cr Chester, Cr Fishwick, Cr Hill, Cr May and Cr Vinciullo.

Against the Motion: Nil.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - McArthur (Western Australia) Response to Request for Quotation [7.1.1 - 12 pages]
2. CEO Recruitment and Performance Review Committee Timetable 2025 [7.1.2 - 2 pages]

8 CLOSURE

There being no further business, the Deputy Presiding Member declared the Meeting closed at 6.21pm the following Committee Members being present at that time:

CHRISTOPHER MAY, JP
CR ADRIAN HILL
CR RUSS FISHWICK, JP
CR JOHN CHESTER
CR PHILLIP VINCIULLO

30 JUNE 2025 - SPECIAL CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE ATTACHMENTS

7.1 INTRODUCTION OF APPOINTED HR CONSULTANT TO SUPPORT THE 2025 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW PROCESS (WARD - ALL)	2
7.1.2 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE TIMETABLE 2025	2

Chief Executive Officer Performance Review – Timetable 2025

Clause 11 - Performance Development and Review of the employment contract provides for the process and methodology for the Annual Performance Review of the CEO.

The following timeline is proposed with the conclusion date being 19 August 2025 in subclause 11.2 used as the reference point. In using that date, it should be noted that the subclause allows for some flexibility of the conclusion date if there is a need for it.

Subclause 11.2 reads as follows:

11.2 The Annual Performance Review of the CEO's performance is to occur on or before 31 August each year, or as soon as possible thereafter, commencing in 2021.

Item No.	Date Due	Employment Contract Subclause	Actions/Requirements
1	10 March 2025	11.6(a)	The Committee to agree to the: <ul style="list-style-type: none"> Process to be undertaken for the CEO Annual Performance Review. RFQ for appointment of an external and independent human resources consultant to facilitate the Annual Performance Review of the CEO's performance.
2	9 June 2025 30 June 2025	11.6(a)	The Committee give consideration to quotations submitted for an independent human resources consultant. Introduction of appointed HR Consultant to the Committee.
3	15 July 2025	11.3	CEO to be advised in writing that the Annual Performance Review will occur including: <ul style="list-style-type: none"> Date of scheduled interview (interview by the Committee). Timetable (estimated) for the review.
4	29 July 2025	11.4	CEO must prepare a self-evaluation report assessing performance against KPI's for the last financial year (ie performance up to the 30 June 2025). Copy of the report must be provided to all Elected Members of Council.
5	29 July 2025	11.6(b)	Committee to invite written comments (dated and signed by the Elected Member) from all Elected Members of Council.
6	12 August 2025	11.6(b)	Comments due back from Elected Members (signed and in writing).

7	18 and 19 August 2025	11.2	Annual Performance Review pre-interview meeting scheduled to occur on 18 August 2025. Annual Performance Review interview meeting scheduled to occur on 19 August 2025.
8	22 September 2025	11.6(d)	Proposed Committee meeting to consider and adopt the report required in item 9.
9	22 September 2025	11.6(d) and 12.19	Committee prepare and complete a written and signed performance report, in consultation with the independent human resources consultant, on the review outcomes. Consideration to also be given to the TRP by the Committee.
10	23 September 2025	11.6(e)	As soon as the performance report is completed the Committee provide a copy to the CEO and notify CEO in writing that he has 5 working days to provide any written comments to the Committee about matters in the performance report.
11	1 October 2025	11.6(e)	CEO submits comments in relation to item 10.
12	14 October 2025	11.6(f) and 12.19-12.22	Performance report and CEO comments submitted to Council. Date selected as employment contract provides this must be done no later than 5 working days prior to the next available Council meeting. TRP report and recommendation from Committee submitted to Council.
13	15 October 2025	11.10	Mayor communicates in writing to CEO any decisions, recommendations or actions that Council decides upon as result of the performance report as soon as practicable after Council meeting.