

minutes

Chief Executive Officer Recruitment and Performance Review Committee

MEETING HELD ON

MONDAY 9 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.

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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 RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON MONDAY 9 JUNE 2025.

ATTENDANCE

Committee Members:

Mayor Hon. Albert Jacob, JP	<i>Presiding Member</i>	<i>from 6.03pm</i>
Cr Christopher May, JP	<i>Deputy Presiding Member</i>	
Cr Adrian Hill		
Cr John Raftis	<i>Deputising for Cr Fishwick, JP</i>	
Cr John Chester		
Cr Christine Hamilton-Prime, JP		

Observer:

Cr Phillip Vinciullo

Officers:

Mr James Pearson	Chief Executive Officer	<i>to 6.26pm</i>
Mr Jamie Parry	Director Governance and Strategy	

1 DECLARATION OF OPENING

The Deputy Presiding Member declared the meeting open at 6.00pm and assumed the Chair.

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 Recruitment and Performance Review Committee Meeting.
Meeting Date	9 June 2025.
Item No. / Subject	Item 8.3 - Confidential - Chief Executive Officer - Renewal of Contract of Employment.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer and party to the contract to be discussed.

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	Chief Executive Officer Recruitment and Performance Review Committee Meeting.
Meeting Date	9 June 2025.
Item No. / Subject	Item 8.3 - Confidential - Chief Executive Officer - Renewal of Contract of Employment.
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 Daniel Kingston	3 June and 10 June 2025 inclusive.
Cr Rohan O'Neill	8 June to 14 June 2025 inclusive.
Cr Daniel Kingston	1 July and 8 July 2025 inclusive.
Cr Phillip Vinciullo	5 July to 13 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 Daniel Kingston	5 August and 12 August 2025 inclusive.
Cr Daniel Kingston	2 September, 9 September and 30 September 2025 inclusive.
Cr Daniel Kingston	7 October 2025 inclusive.

3.2 APOLOGIES

Cr Russ Fishwick, JP.
Cr Nige Jones.

Mayor Jacob entered the Room at 6.03pm and assumed the Chair.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE HELD ON 10 MARCH 2025

MOVED Cr Hill, **SECONDED** Cr Hamilton-Prime that the Minutes of the Chief Executive Officer Recruitment and Performance Review Committee held on 10 March 2025 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 Hamilton-Prime, Cr Hill, Cr May and Cr Raftis.

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

8.1 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	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 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 was 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 **NOTES** the progress towards the Key Performance Indicators for the Chief Executive Officer for the period 1 January to 31 March 2025.

The Motion was Put and

CARRIED (6/0)

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

Against the Motion: Nil.

8.2 CONFIDENTIAL - CONSULTANT TO SUPPORT CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE (WARD - ALL)

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 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:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

A full report is provided to Elected Members under separate cover. The report is not for publication.

OFFICER'S RECOMMENDATION

That the Chief Executive Officer Recruitment and Performance Review Committee REQUESTS that the consultant appointed as the external and independent Human Resources 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 _____.

ALTERNATE RECOMMENDATION MOVED Mayor Jacob, SECONDED Cr Hill that the Chief Executive Officer Recruitment and Performance Review Committee REQUESTS that the consultant appointed as the external and independent Human Resources 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.

The Alternate Motion was Put and

CARRIED (5/1)

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

Disclosure of Financial Interest

Name / Position	Mr James Pearson, Chief Executive Officer.
Meeting Type	Chief Executive Officer Recruitment and Performance Review Committee Meeting.
Meeting Date	9 June 2025.
Item No. / Subject	Item 8.3 - Confidential - Chief Executive Officer - Renewal of Contract of Employment.
Nature of Interest	Financial Interest.
Extent of Interest	Mr Pearson is the Chief Executive Officer and party to the contract to be discussed.

Disclosure of Interest affecting Impartiality

Name / Position	Mr Jamie Parry, Director Governance and Strategy.
Meeting Type	Chief Executive Officer Recruitment and Performance Review Committee Meeting.
Meeting Date	9 June 2025.
Item No. / Subject	Item 8.3 - Confidential - Chief Executive Officer - Renewal of Contract of Employment.
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.

8.3 CONFIDENTIAL - CHIEF EXECUTIVE OFFICER - RENEWAL OF CONTRACT OF EMPLOYMENT (WARD - ALL)

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 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 was provided to Elected Members under separate cover. The report is not for publication.

The Chief Executive Officer left the Room at 6.26pm.

OFFICER'S RECOMMENDATION MOVED Cr Hamilton-Prime, SECONDED Cr May that Council:

- 1 OFFER Mr James Pearson a new Contract of Employment as the Chief Executive Officer of the City of Joondalup, under similar terms and conditions as the current contract, for a term of five years commencing 14 March 2026, and should that be agreeable to Mr Pearson, a further report be submitted to Council for its consideration to enter into a new Contract of Employment in accordance with the provisions of the *Local Government Act 1995*;**
- 2 SEEK a Request for Quotation for Consultancy Services from suitable HR Legal Consultants to support the Chief Executive Recruitment and Performance Review Committee and Chief Executive Officer in development of a new Contract of Employment as detailed in Part 1 above.**

The Motion was Put and

CARRIED (5/1)

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

Against the Motion: Cr Raftis.

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 6.44pm the following Committee Members being present at that time:

MAYOR HON. ALBERT JACOB, JP
CR CHRISTOPHER MAY, JP
CR ADRIAN HILL
CR JOHN RAFTIS
CR JOHN CHESTER
CR CHRISTINE HAMILTON-PRIME, JP