



MINDARIE  
REGIONAL  
COUNCIL

## **AGENDA**

**CHIEF EXECUTIVE OFFICER RECRUITMENT  
AND PERFORMANCE REVIEW COMMITTEE**

**TIME: 6.30PM**

**28 October 2024**

**CITY OF STIRLING**

**CHALLENGER ROOM**

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**MINDARIE REGIONAL COUNCIL****NOTICE OF MEETING**

23 October 2024

Please be advised that a CEO Recruitment and Performance Review Committee meeting will be held by at the City of Stirling, Challenger Room, Monday 28 October 2024 at 6.30pm.

Yours faithfully



**SCOTT CAIRNS**  
**CHIEF EXECUTIVE OFFICER**

**MINDARIE REGIONAL COUNCIL - MEMBERSHIP**

Cr Paul Miles	Councillor	City of Wanneroo
Cr Jordan Wright	Councillor	City of Wanneroo
Cr Liam Gobbert	Councillor	City of Perth
Cr Gary Mack	Councillor	City of Cambridge

## CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2. ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER...	3
3. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE .....	3
4. DECLARATION OF INTERESTS .....	3
5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	4
6. CEO CONTRACT ACTION PLAN .....	4
7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC ...	6
7.1 CEO PERFORMANCE REVIEW .....	6
8. NEXT MEETING .....	6
9. CLOSURE.....	6

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The MRC Human Resources Manager will open the meeting and conduct the election of the Chairperson.

## 2. ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

The Human Resources Manager will request nominations for the role of Chairperson and conduct the voting for the role in accordance with Section 5.12(1) and Schedule 2.3 Division 1 of the Local Government Act.

The Chairperson will request nominations for the role of Deputy Chairperson and conduct the voting for the role in accordance with Section 5.12(2) and Schedule 2.3 Division 2 of the Local Government Act.

## 3. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

### Members

Cr Gary Mack	Councillor	City of Cambridge
Cr Paul Miles	Councillor	City of Wanneroo
Cr Jordan Wright	Councillor	City of Wanneroo
Cr Liam Gobbert	Councillor	City of Perth

### Attending Others

Mr Scott Cairns	Chief Executive Officer	Mindarie Regional Council
Ms Sonia Cherico	HR Manager	Mindarie Regional Council
Ms Deborah Toward	Executive Assistant	Mindarie Regional Council
Ms Helen Hardcastle	HR Consultant	Learning Horizons

## 4. DECLARATION OF INTERESTS

Declaration of Financial/Conflict of Interest to be recorded prior to dealing with each item.

### Disclosure of Financial and Proximity Interests

- (a) *Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the Local Government Act 1995).*
- (b) *Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).*

Disclosure of Interest Affecting Impartiality

(a) Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

## 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Minutes of the CEO Recruitment and Performance Review Committee Meeting held on 7 September 2023 have been printed and circulated to members of the Council.

### RESPONSIBLE OFFICER RECOMMENDATION

**That the Minutes of the CEO Recruitment and Performance Review Committee Meeting of Council held on 7 September 2023 be confirmed as a true record of the proceedings.**

## 6. CEO CONTRACT ACTION PLAN

The Committee is to review timelines from the CEO Contract Action Plan to ensure commitments are met.

### CEO CONTRACT ACTION PLAN – SCOTT CAIRNS

Period 28/09/2021 to 28/09/2025

Clause	Action Committee /Council	Action CEO	Date
2.2 Commencement Date and Term Term – expires 28/09/2028	Plan for contract renewal		Commence 28/12/2027
2.4 Extension of Term In accordance with section 5.36(4) of the Act, this agreement is renewable, and the term may be extended, by written agreement between the parties.	Within 3 months of receiving that notification, the Council must advise in writing of its intention to either	CEO to notify the Council in writing not later than 12 months before the end of term, whether or not, an extension is sought.	Before 28/09/2027  Committee meeting prior to OCM 15/12/2027

	advertise or offer the CEO and renewed contract.		Recommendation to OCM December 2027
3.3 Probation Period Initial probation period of 3 (three) months with a possibility to extend for a further 3 (three) months.	Initial review before 28/12/2021	Nil	Period Expired
3.4 (a) Negotiate KPIs Within 3 months of the commencement of this agreement, the Council and You must negotiate and determine the KPIs:	KPI's finalised 16/12/2021	Completed	Completed
3.4 (b) Annual Performance Review Performance under this Contract, must be reviewed and determined by the Council (i) By reference to the KPI's (ii) At least annually	Appoint External HR Consultant	Commenced	External consultant appointed, Endorsed OCM 24/04/23 for; Period 22/23, 23/24, 24/25 plus a 1 + 1 year extension at the sole discretion of the Mindarie Regional Council. <a href="#">2023/24 CEO review underway</a>
5.5 Review Remuneration Package	Appoint External HR Consultant	Commenced	<a href="#">Under consideration Committee meeting 28/10/2024</a>

## RESPONSIBLE OFFICER RECOMMENDATION

**That the CEO Recruitment and Performance Review Committee notes the updated CEO Contract Action Plan.**

## 7. MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This report is Confidential and dealt with in a confidential session, under Section 5.23 (2)(a) of the *Local Government Act 1995* as the report deals with a matter affecting an employee.

### 7.1 CEO Performance Review

<b>File No:</b>	<b>GF-24-0000062</b>
<b>Attachments(s):</b>	<b>Attachment 1. MRC CEO Performance Review Report 2023/24</b>
<b>Date:</b>	<b>22/10/2024</b>
<b>Responsible Officer:</b>	<b>Human Resources Manager</b>

TO BE SENT UNDER SEPARATE COVER TO MRC CEO PERFORMANCE REVIEW COMMITTEE MEMBERS

THE REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

## 8. NEXT MEETING

*Next meeting to be confirmed.*

## 9. CLOSURE

**Mindarie Regional Council****DECLARATION OF  
FINANCIAL INTEREST/INTEREST THAT MAY AFFECT  
IMPARTIALITY**

To: **CHIEF EXECUTIVE OFFICER  
MINDARIE REGIONAL COUNCIL**

<b>Name &amp; Position</b>	Chief Executive Officer
<b>Meeting Date</b>	28 October 2024
<b>Item No/ Subject</b>	7.1 CEO Performance Review
<b>Nature of Interest</b>	Financial Interest Interest that may affect impartiality
<b>Extent of Interest</b>	Scott Cairns is the CEO, matter under consideration affects CEOs employment.
<b>Signature</b>	
<b>Date</b>	22 October 2024