

Date:	28 October 2024
Time:	6:30PM
Location:	City of Stirling



CEO Recruitment & Performance
Review Committee

Minutes

THIS PAGE IS LEFT INTENTIONALLY BLANK



Mindarie Regional Council (MRC) constituent members: Town of Cambridge; City of Joondalup; City of Perth; City of Stirling; Town of Victoria Park; City of Vincent; City of Wanneroo

TABLE OF CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
2	ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER.....	3
3	ATTENDANCE / APOLOGIES	4
4	DECLARATION OF INTERESTS	4
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	5
6	CEO CONTRACT ACTION PLAN	5
7.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC	7
7.1	CEO PERFORMANCE REVIEW	8
8	NEXT MEETING.....	9
8	CLOSURE	10

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The MRC Human Resources Officer opened the meeting at 6.34 pm and welcomed the committee to the first meeting of the CEO Recruitment and Performance Review Committee for 2024.

2 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

The Human Resources Officer requested nominations for the role of Presiding Person in accordance with Section 5.12(1) and Schedule 2.3 Division 1 of the Local Government Act.

Cr Miles nominated Cr Gobbert

Cr Gobbert accepted the nomination

There being no further nominations for the election for Presiding Member, Cr Gobbert was declared elected unopposed to the position of Presiding Member.

The Presiding Person requested nominations for the role of Deputy Presiding Person in accordance with Section 5.12(2) and Schedule 2.3 Division 2 of the Local Government Act.

Cr Mack nominated Cr Miles

Cr Miles accepted the nomination

There being no further nominations for the election for Deputy Presiding Member, Cr Miles declared elected unopposed to the position of Deputy Presiding Member.

3 ATTENDANCE / APOLOGIES

Members

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

Apologies

Nil

4 DECLARATION OF INTERESTS

Name /Position	Scott Cairns, CEO
Item No./Subject	7.1 CEO Performance Review
Nature of Interest	Financial Interest Interest that may affect impartiality
Extent of Interest	Scott Cairns is the CEO, matter under consideration affects CEOs employment

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – 07.09.2023.

The Minutes of the CEO Recruitment and Performance Review Committee Meeting held on 07 September 2023 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Performance Review Committee Meeting held on 7 September 2023 are confirmed as a true record of the proceedings.

Moved Cr Mack, seconded Cr Miles

That the recommendation be adopted.

(CARRIED UNANIMOUSLY 4/0)

For: Crs, Gobbert, Mack, Miles, Wright

Against: Nil

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.		CEO to notify the Council in writing not later than 12 months before the end of term,	Before 28/09/2027

	Within 3 months of receiving that notification, the Council must advise in writing of its intention to either advertise or offer the CEO and renewed contract.	whether or not, an extension is sought.	Committee meeting prior to OCM 15/12/2027 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. 2023/24 CEO review underway
5.5 Review Remuneration Package	Appoint External HR Consultant	Commenced	Under consideration Committee meeting 28/10/2024

RESPONSIBLE OFFICER RECOMMENDATION

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

Moved Cr Mack, seconded Cr Miles

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 4/4)

For: Crs Gobbert, Mack, Miles and Mr Wright

Against: Nil

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

Moved Cr Gobbert, seconded Cr Wright

Procedural Motion:

That the CEO Recruitment and Performance Review Committee:

1. Closes the meeting to the members of the public at 6.40 pm to consider items 7.1 in accordance with section 5.23 (f)(ii) of the Local Government Act 1995.

(CARRIED UNANIMOUSLY 4/0)

For: Crs Gobbert, Mack, Miles and Wright

Against: Nil

6.38 pm Ms Cherico and Ms Toward left the meeting

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

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

CEO Recruitment and Performance Review Committee Recommendation:
That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2023 to 30 June 2024.
2. Endorses the findings of the MRC CEO Performance Review Report 2023/24 as per Confidential Attachment 1.
3. Reviews the CEO's Total Remuneration Package for 2024/25 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.
4. Approves the 2024/25 CEO Key Performance Indicators as specified in Confidential Attachment 1.

Moved Cr Wright, seconded Cr Miles

Moved Cr Wright, Seconded Cr Miles

Procedural motion:

To adjourn the meeting

CARRIED UNANIMOUSLY 4/0

For: Crs Gobbert, Mack, Miles and Wright

Against: Nil

6.45 pm Meeting adjourned

7.15 pm Meeting reconvened

7.20 pm Mr Cairns entered the meeting

7.30 pm Mr Cairns left the meeting

The meeting proposed an amendment with the agreement of the mover and seconder.
Proposed amendment: at point 4, add the words “subject to the approval of the Chair”
after the words “Confidential attachment 1”

The substantive motion, as amended was put:

SUBSTANTIVE MOTION AS AMENDED

**CEO Recruitment and Performance Review Committee Recommendation:
That Council:**

- 1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2023 to 30 June 2024.**
- 2. Endorses the findings of the MRC CEO Performance Review Report 2023/24 as per Confidential Attachment 1.**
- 3. Reviews the CEO’s Total Remuneration Package for 2024/25 and endorses the adjustment to the CEO’s total reward package as specified in Confidential Attachment 1.**
- 4. Approves the 2024/25 CEO Key Performance Indicators as specified in Confidential Attachment 1, subject to the approval of the Chair**

(CARRIED UNANIMOUSLY 4/0)

For: Crs Gobbert, Mack, Miles and Wright

Against: Nil

Moved Cr Wright, Seconded Cr Miles

Procedural Motion:

To re-open the meeting to the members of the public at 7.49 pm.

(CARRIED UNANIMOUSLY 4/0)

For: Crs Gobbert, Mack, Miles and Wright

Against: Nil

MS Cherico and Ms Toward re-entered the meeting at 7.49 pm

8	NEXT MEETING
----------	---------------------

The next meeting date is to be confirmed.

8 CLOSURE

Meeting closed 7.50 pm.

These Minutes were confirmed by the CEO Recruitment and Performance Review Committee as a true and accurate record of the meeting held on 28 October 2024.

Signed..... Chairperson

Dated this day of2024