



## MINUTES

### CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

TIME: 5.30PM

30 March 2023

ELECTRONIC MEETING BY ZOOM

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



Town of  
Cambridge



City of  
Joondalup



City of Perth



City of Stirling



Town of  
VICTORIA PARK



CITY OF VINCENT



City of  
Wanneroo

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chair declared the meeting open at 5.39PM

**2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

**Members**

Cr Karen Vernon <b>CHAIR</b>	Councillor	Town of Victoria Park
Cr Frank Cvitan (JP)	Councillor	City of Wanneroo
Cr Chris Hatton	Councillor	City of Stirling

**Attending Others**

Ms Sonia Cherico	Human Resources Officer	Mindarie Regional Council
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**Apologies**

Cr Albert Jacob (JP)	Councillor	City of Joondalup
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**3 DECLARATION OF INTERESTS**

*Cr Vernon declared an interest of impartiality to item 6.1,  
Price Consulting and Brain Box and Learning Horizons provided similar services to Town  
of Victoria Park*

*Cr Hatton declared an interest of impartiality to item 6.1,  
Learning horizons provided similar services to City of Stirling*

*Cr Cvitan declared an interest of impartiality to item 6.1 Learning horizons  
Learning horizons provided similar services to City of Wanneroo*

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**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**4.1 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE –  
7 September 2022 and 22 September 2022**

The Minutes of the CEO Recruitment and Performance Review Committee Meeting held on 7 September 2022 and 22 September 2022 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 2022 and 22 September 2022 be confirmed as a true record of the proceedings.

**Moved Cr Cvitan Seconded Cr Hatton  
That the recommendation be adopted  
(CARRIED UNANIMOUSLY 3/0)**

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**5 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 28/09/2023 extended 29/09/2023 to 28/09/2028

Clause	Action Committee /Council	Action CEO	Date
2.2 Commencement Date and Term Term – expires <b>28/09/2028</b>	Plan for contract renewal		<b>Commence</b> <b>28/12/2027</b>
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 advertise or offer the CEO and renewed contract.	CEO to notify the Council in writing not later than 12 months before the end of term, whether or not, an extension is sought.	<b>Before</b> <b>28/09/2027</b>  Committee meeting prior to OCM <b>15/12/2027</b>  Recommendation to OCM <b>December 2027</b>
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	Appoint External HR Consultant	Commenced	<b>07/03/2023</b>

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Council (i) By reference to the KPI's (ii) At least annually			
5.5 Review Remuneration Package	Appoint External HR Consultant	TBC	27/03/2023

**RESPONSIBLE OFFICER RECOMMENDATION**

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

Moved Cr Vernon, Seconded Cr Hatton

**PROPOSED AMENDMENT**

Moved Cr Vernon Seconded Cr Hatton

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

Reason for Amendment:

New completion dates

(CARRIED UNANIMOUSLY 3/0)

**SUBSTANTIVE RECOMMENDATION AS AMENDED**

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

(CARRIED UNANIMOUSLY 3/0)

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In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Chair requests the Committee to meet "behind closed doors" to allow the Committee to consider item 6.1 as the item is of a confidential nature.

No members of the public were present at the meeting.

**Moved Cr Vernon, seconded Cr Cvitan**

**Procedural Motion**

- 1. Closes the meeting to the members of the public at 5.42 pm to consider item 6.1 in accordance with Section 5.23 of the *Local Government Act 1995*.**
- 2. Permits the MRC Human Resource Officer to remain in the meeting during discussion for item 6.1.**

(CARRIED UNANIMOUSLY 3/0)

Doors closed at 5.42 pm

<b>6 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>
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This report is Confidential and dealt with in a confidential session, under Section 5.23 (2)(a) of the <i>Local Government Act 1995</i> as the report deals with a matter affecting an employee.	
<b>6.1</b>	<b>APPOINTMENT OF EXTERNAL HUMAN RESOURCE CONSULTANT</b>
<b>File No:</b>	GF-23-0000103
<b>Attachments(s):</b>	Attachment 1. Proposal Analysis – External HR Consultants Attachment 2. Brain Box Proposal Attachment 3. Learning Horizons Proposal Attachment 4. Price Consulting Proposal
<b>Date:</b>	27/03/2023
<b>Responsible Officer:</b>	Human Resources Manager

**RESPONSIBLE OFFICER RECOMMENDATION**

That the CEO Recruitment and Performance Review Committee recommend to Council that Learning Horizons be appointed as the external Human Resource Consultant, subject to their acceptance of the appointment, to conduct a review of the MRC's Chief Executive Officer performance and remuneration for the period 1 July 2022 to 30 June 2023, 2 additional annual periods plus a 1 + 1 year extension at the sole discretion of the Mindarie Regional Council.

**Moved Cr Vernon, seconded Cr Hatton**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 3/0)

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To reopen the meeting to the public at 5.49pm

**Moved Cr Vernon, seconded Cr Hatton**

**Procedural Motion:**

**That Council:**

- **Reopen the meeting to members of the public at 5.49 pm**

**To re-open the meeting to the public**

(CARRIED UNANIMOUSLY 3/0)

Doors re-opened at 5.49 pm, the Chair declared the meeting re-opened. As there were no members of the public present, the Chair noted the resolution passed behind closed doors

(CARRIED UNANIMOUSLY 3/0)

#### **7 NEXT MEETING**

*Next meeting TBC*

#### **8 CLOSURE**

The Chair closed the meeting at 5.49 pm.

Signed *Almon* .....Chairperson

Dated *7<sup>TH</sup>* .....day of *SEPTEMBER* .....2023

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