



MINUTES

CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

TIME: 5.30PM

7 September 2022

CITY OF STIRLING
CHALLENGER ROOM

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



1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.15pm.

2 ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members

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

Attending Others

Mr Scott Cairns	Chief Executive Officer	Mindarie Regional Council
Ms Sonia Cherico	Human Resources Officer	Mindarie Regional Council
Ms Helen Hardcastle	Human Resources Consultant	Learning Horizons

Apologies

Cr Albert Jacob (JP)	Councillor	City of Joondalup
----------------------	------------	-------------------

Resignation

Cr Keith Sargent	Councillor	City of Stirling
------------------	------------	------------------

3 DECLARATION OF INTERESTS

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**4.1 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE –
31 March 2022.**

The Minutes of the CEO Recruitment and Performance Review Committee Meeting held on 31 March 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 31 March 2022 be confirmed as a true record of the proceedings.

**Moved Cr Vernon, second Cr Hatton.
That the recommendation be adopted.
(CARRIED UNANIMOUSLY 3/0)**

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

Clause	Action Committee /Council	Action CEO	Date
2.2 Commencement Date and Term Term – 28/09/2023	Plan for contract renewal		From 28/12/2022
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. Completed 02/08/2022	Before 28/09/2022 Committee meeting prior to 1/11/2022 Recommendation to Council prior to 1/11/2022
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	01/03/2022

5.5 Review Remuneration Package	Appoint External HR Consultant	Commenced	01/03/2022
---------------------------------	--------------------------------	-----------	------------

RESPONSIBLE OFFICER RECOMMENDATION

For noting only, subject to amendment of dates in clause 2.4

Moved Cr Vernon, second Cr Cvitan
(CARRIED UNANIMOUSLY 3/0)

6 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.

6.1 CEO Performance Review

File No:	GF-22-0000115
Attachments(s):	Attachment 1. MRC CEO Performance Review Report 2021..22
Date:	29/08/2022
Responsible Officer:	Human Resources Manager

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

THE REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

COMMITTEE RECOMMENDATION FOR COUNCIL

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 20 September 2021 to 30 June 2022.
2. Endorses the findings of the MRC CEO Performance Review Report 2021/22 as per attachment 1 [REDACTED].
3. Reviews the CEO's Total Remuneration Package for 2022/23 and endorses _____;
4. Directs that this resolution, report and report attachments remain confidential under section 5.23(2)(a) of the Local Government Act 1995.

Move Cr Vernon, Cr Cvitan

PROPOSED AMENDMENT

Moved Cr Vernon, second Cr Cvitan.

3. Reviews the CEO's Total Remuneration Package for 2022/23 and endorses [REDACTED]

Reason for Amendment:



(CARRIED UNANIMOUSLY 3/0)

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	
6.2 ADOPTION OF THE 2022/2023 CEO KPI'S	
File No:	GF-22-0000115
Attachment(s):	Attachment 2. CEO draft KPIs for 2022/23.
Date:	29/08/2022
Responsible Officer:	Human Resources Manager

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

THE REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

COMMITTEE RECOMMENDATION FOR COUNCIL

- 1. Approves the 2022/23 CEO Key Performance Indicators as per attachment 2 to this report;**
- 2. Directs that this resolution, report and report attachments remain confidential under section 5.23(2)(a) of the Local Government Act 1995.**

Moved Cr Hatton, second Cr Cvitan

PROPOSED AMENDMENT

Moved Cr Vernon, second Cr Cvitan

- 1. Approves the 2022/23 CEO Key Performance Indicators as per the amendments to attachment 2 to this report;**

Reason for Amendment:

To adjust the target and stretch target requirement of the Strategic Community Plan.

(CARRIED UNANIMOUSLY 3/0)

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.

6.3 CEO Extension of Contract

File No: GF-22-0000115

Attachments(s): Letter to the Chair – CEO extension of contract

Date: 18 August 2022

Responsible Officer: Human Resources Manager

TO BE SENT UNDER SEPARATE COVER TO CEO RECRUITMENT AND
PERFORMANCE REVIEW COMMITTEE MEMBERS

THIS REPORT IS CONFIDENTIAL AND NOT FOR PUBLIC VIEWING

COMMITTEE RECOMMENDATION FOR THE COUNCIL

1. Approves an extension of the Chief Executive Officer's Contract of Employment dated 25 June 2021 on the same terms and conditions for a term of ___ years commencing on 29 September 2023 and expiring on 28 September 20**;
2. Directs that this resolution, report and report attachments remain confidential under section 5.23(2)(a) of the Local Government Act 1995.

Moved Cr Cvitan, second Cr Hatton.

PROPOSED AMENDMENT

Moved amendment Cr Vernon, Second Cr Hatton

Reason for Amendment:

To insert the term recommended by the Committee.

(CARRIED UNANIMOUSLY 3/0)

7 NEXT MEETING

The next meeting to be confirmed.

8 CLOSURE

The Chair closed the meeting at 7.28 pm.

These minutes were confirmed by the CEO Recruitment and Performance Review Committee as a true and accurate record of the Committee meeting held on 7 September 2022

Signed.....Chair

Dated day of 2022
