



MINUTES

CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

TIME: 6.30PM

22 September 2022

ELECTRONIC MEETING BY ZOOM

*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 6.33 pm.

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 |

Apologies

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

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Nil

5 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.

5.1 CEO Performance Review

File No: GF-22-0000115

Attachments(s): Confidential Attachment 1. MRC CEO Performance Review Report 2021-2022
Confidential Attachment 3 – Committee Recommendation

Date: 29/08/2022

Responsible Officer: Human Resources Manager

SUMMARY

At the CEO Recruitment and Performance Review Committee held on 7 September 2022, the committee moved a committee recommendation followed by moving an amendment, after the meeting the Administration noted that the substantive recommendation had not been voted upon, to regularise the proceedings the Committee met again on 22 September 2022.

At the meeting held on 7 September 2022 the committee resolved:

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. [REDACTED]


Reason for Amendment:

[REDACTED]
(CARRIED UNANIMOUSLY 3/0)

At the meeting held on 22 September 2022

AMENDMENT 2

Moved Cr Vernon, Seconded Cr Cvitan

2. Add the word "*confidential*" before the words "Attachment 1" and remove the words "
3. Add the words "*the adjustment to the CEO's total reward package as specified in Confidential Attachment 3*" after the word "endorses"
4. Delete point number 4.

Reason: Based on Governance advice received as to the appropriate method of preserving confidentiality of the subject matter of the resolution.

(CARRIED 3/0)

SUBSTANTIVE RECOMMENDATION, AS AMENDED

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 confidential attachment 1.
3. Reviews the CEO's Total Remuneration Package for 2022/23 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 3

(CARRIED 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

5.2 ADOPTION OF THE 2022/2023 CEO KPI'S

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|-----------------------------|---|
| File No: | GF-22-0000115 |
| Attachment(s): | Confidential Attachment 2. CEO draft KPIs for 2022/23. |
| Date: | 29/08/2022 |
| Responsible Officer: | Human Resources Manager |

SUMMARY

At the CEO Recruitment and Performance Review Committee held on 7 September 2022, the committee moved a committee recommendation followed by moving an amendment, after the meeting the Administration noted that the substantive recommendation had not been voted upon, to regularise the proceedings the Committee met again on 22 September 2022.

At the meeting held on 7 September 2022 the committee resolved:

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)

At the meeting held on 22 September 2022

AMENDMENT 2

Moved Cr Vernon, Seconded Cr Hatton

1. Add the word “confidential” before the words “attachment 2 to this report”
2. Delete point number 2.

Reason: Based on Governance advice received as to the appropriate method of preserving confidentiality of the subject matter of the resolution.

(CARRIED 3/0)

SUBSTANTIVE RECOMMENDATION, AS AMENDED

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

(CARRIED 3/0)

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| 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. | |
| 5.3 | CEO Extension of Contract |
| File No: | GF-22-0000115 |
| Attachments(s): | Confidential Attachment 4 – Committee Recommendation Confidential Attachment 4A - Letter to the Chair – CEO extension of contract |
| Date: | 18 August 2022 |
| Responsible Officer: | Human Resources Manager |

SUMMARY

At the CEO Recruitment and Performance Review Committee held on 7 September 2022, the committee moved a committee recommendation followed by moving an amendment, after the meeting the Administration noted that the substantive recommendation had not been voted upon, to regularise the proceedings the Committee met again on 22 September 2022.

At the meeting held on 7 September 2022 the committee resolved:

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

1. Approves 

Reason for Amendment:

To insert the term recommended by the Committee.

(CARRIED UNANIMOUSLY 3/0)

At the meeting held on 22 September 2022

AMENDMENT 2

Moved Cr Vernon, Seconded Cr Cvitan

1. Delete the words in point 1 and replace with the following words “Endorses the adjustment to the CEO’s contract detailed in confidential attachment 4”
2. Delete point 2.

Reason: Based on Governance advice received as to the appropriate method of preserving confidentiality of the subject matter of the resolution.

(CARRIED 3/0)

SUBSTANTIVE RECOMMENDATION, AS AMENDED

Endorses the adjustment to the CEO’s contract detailed in confidential attachment 4.

(CARRIED 3/0)

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| 6 NEXT MEETING |
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The next meeting to be confirmed.

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| 7 CLOSURE |
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The Chair closed the meeting at 6.41pm.

These minutes were confirmed by the CEO Recruitment and Performance Review Committee as a true and accurate record of the Committee meeting held on 22 September 2022

Signed.....Chair

Dated day of 2022
