



MINUTES

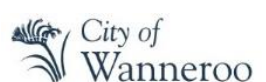
CHIEF EXECUTIVE OFFICER RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

TIME: 5.30PM

7 September 2023

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 5.39 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
Cr Albert Jacob (JP)	Councillor	City of Joondalup
Cr Alex Castle	Councillor	City of Vincent

Attending Others

Ms Sonia Cherico	Human Resources Manager	Mindarie Regional Council
Ms Helen Hardcastle	Human Resources Consultant	Learning Horizons

Apologies

Cr Ferrante	Councillor	City of Stirling
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3 DECLARATION OF INTERESTS

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**4.1 CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE –
30 March 2023.**

The Minutes of the CEO Recruitment and Performance Review Committee Meeting held on 30 March 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 30 March 2023 be confirmed as a true record of the proceedings.

**Moved Cr Vernon, seconded Cr Hatton
That the recommendation be adopted.**

(CARRIED UNANIMOUSLY 5/0)

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 – 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 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.	Before 28/09/2027 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	Appoint External HR Consultant	Commenced	External consultant appointed, Endorsed OCM 24/04/23 for;

reviewed and determined by the Council (i) By reference to the KPI's (ii) At least annually			Period 22/23, 23/24, 24/25 plus a 1 + 1 year extension at the sole discretion of the Mindarie Regional Council. CEO review underway
5.5 Review Remuneration Package	Appoint External HR Consultant	Commenced	Under consideration Committee meeting 07/09/2023

RESPONSIBLE OFFICER RECOMMENDATION

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

Moved Cr Vernon, seconded Cr Jacob

(CARRIED UNANIMOUSLY 5/0)

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 that 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. Closed the meeting to the members of the public at 5.42 pm to consider item 6.1 in accordance with Section 5.3 of the *Local Government Act 1995*.**
- 2. Permits the MRC Human Resource Officer to remain in the meeting during discussion for the 6.1.**

(CARRIED UNANIMOUSLY 5/0)

Doors closed 5.42 pm

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-23-0000103
Attachments(s):	Attachment 1. MRC CEO Performance Review Report 2022/23
Date:	01/09/2023
Responsible Officer:	Human Resources Manager

COMMITTEE RECOMMENDATION

That Council:

- 1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.**
- 2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.**
- 3. Reviews the CEO's Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.**
- 4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.**

Moved Cr Vernon, Seconded Cr Jacob

(CARRIED UNANIMOUSLY 5/0)

To reopen the meeting to the public at 6.20 pm

Moved Cr Vernon, Seconded Cr Hatton

Procedural Motion:

That Council:

Reopen the meeting to members of the public at 6.20 pm

(CARRIED UNANIMOUSLY 5/0)

7	NEXT MEETING
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Next meeting to be confirmed.

8	CLOSURE
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The Chair closed the meeting at 6.21 pm.

Signed.....Chairperson

Dated day of2023
