



Shire of  
Serpentine  
Jarrahdale

# CEO Employment Committee Meeting

## Confirmed Minutes

Monday, 6 February 2023

5:30pm

Received by Council  
20 February 2023 - OCM005/02/23

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#### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes of the CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 6 February 2023.

The Presiding Member, Councillor Rich declared the meeting open at 5:32pm and welcomed Councillors and Staff and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to the Traditional Owners, Elders Past, Present and Emerging.

The Presiding Member, Councillor Rich advised that the meeting is being audio recorded in accordance with Council Policy. No other visual or audio recording of this meeting by any other means is allowed.

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## Minutes

### 1. Attendances and apologies (including leave of absence):

**Councillors:** M Rich.....Presiding Member  
M Byas  
R Coales  
T Duggin  
L Strange (Deputy Member)

**Officers:** Dr K Parker .....Acting Director Corporate Services  
Ms M Gibson .....Governance Officer – Council and Committees  
(Minute Taker)

**Apologies:** Councillor D Atwell

**Observers:** Ms T Cole - People, Development and Wellbeing Manager

### 2. Public Questions:

Nil.

### 3. Deputations:

Nil.

### 4. Declaration of Committee Members and Officer's interest:

Nil.



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**5. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:**

**5.1 Minutes of previous CEO Employment Committee Meetings:**

**5.1.1 - CEO Employment Committee Meeting – 8 August 2022**

**CEO001/02/23**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Strange, seconded Cr Byas**

**That the minutes of the CEO Employment Committee Meeting held on 8 August 2022 be confirmed (E22/10042).**

**CARRIED UNANIMOUSLY 5/0**



## 6. Reports for consideration:

<b>6.1 – CONFIDENTIAL - Matters related to CEO performance review and KPI setting, including appointment of an independent facilitator in accordance with Clause 16 of the Standards of CEO Recruitment, Performance and Termination (SJ2071)</b>	
<b>Responsible Officer:</b>	Acting Director Corporate Services
<b>Senior Officer:</b>	Acting Director Corporate Services
<b>Disclosure of Officer's Interest:</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

**CEO002/02/23**

### **CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Byas, seconded Cr Strange**

**That the meeting be closed to members of the public while item 6.1 is discussed pursuant to section 5.23(2)(a) and (c) of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY 5/0**

**At 5:35pm, the meeting went behind closed doors.**

**Officers assisting the Meeting stopped the recording of the Meeting.**



**Voting Requirements:** Simple Majority

**CEO003/02/23**

**CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation**

**Moved Cr Byas, seconded Cr Duggin**

**That the CEO Employment Committee RECOMMENDS that Council:**

- 1. Having received the agreement of the CEO, APPOINTS Angie Dominish of Price Consulting to be the independent facilitator in accordance with Clause 16 of the Standards for CEO Recruitment, Performance and Termination for a period of two years, being the 2023 and 2024 processes.**
- 2. REQUESTS that arrangements are made for the independent facilitator to prepare a draft process for CEO performance review processes in writing for consideration of the CEO and Council in time for consideration by the CEO Employment Committee on Monday, 1 May 2023, including processes and arrangements for future CEO KPI setting.**
- 3. RESOLVES that a Special CEO Employment Committee Meeting be held on Monday, 1 May 2023 at 5:30pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong, for the purpose of ‘Considering the documented process by which the CEO’s performance is reviewed in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996*’.**
- 4. REQUESTS that arrangements are made for a workshop to enable the CEO to provide a status update / report on 2022-23 CEO KPIs in March 2023, to be held on Wednesday, 8 March 2023 commencing at 6pm.**

**CARRIED UNANIMOUSLY 5/0**

*Please note that the CEO Employment Committee does not have delegated authority to make decisions. All recommendations of the CEO Employment Committee are presented to Council for ratification.*

**CEO004/02/23**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Strange, seconded Cr Duggin**

**That the meeting be reopened to members of the public.**

**CARRIED UNANIMOUSLY 5/0**

**At 5:41pm, the doors were reopened to members of the public.**

**Officers assisting the Meeting resumed the recording of the Meeting.**

**Presiding Member, Councillor Rich read aloud the Council Resolution for item 6.1 for the benefit of the recording.**



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**7. Motions of which notice has been given:**

Nil.

**8. Urgent business:**

Nil.

**9. Closure:**

There being no further business, the Presiding Member declared the meeting closed at 5:44pm.

Officers assisting the Meeting stopped the recording of the Meeting.

I certify that these minutes were confirmed at the CEO Employment Committee Meeting held on 7 August 2023.

..... Presiding Member – Councillor Rich

..... 07/08/2023 ..... Date