



Shire of  
Serpentine  
Jarrahdale

# Special CEO Employment Committee Meeting

## Unconfirmed Minutes

**Monday, 5 August 2024**

**5:00pm**

**Purpose:** Consideration of the following reports and making recommendations to Council

- CONFIDENTIAL CEO Performance Review Report 2023-24
- CONFIDENTIAL CEO Remuneration 2024-25
- CONFIDENTIAL CEO Key Performance Indicators Report 2024-25

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### Contact Us

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#### In Person

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6 Paterson Street, Mundijong WA 6123  
Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes – CEO Employment Committee Meeting –  
5 August 2024

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Minutes of the Special CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 5 August 2024.

The Presiding Member, Councillor Mack declared the meeting open at 5.01pm and welcomed Councillors and Staff and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid his respects to the Traditional Owners, Elders Past, Present and Emerging.

The Presiding Member, Councillor Mack 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):

**Elected Members:** S Mack.....Presiding Member

N Bishop

R Coales

R Jerrett

C Mazzini

**Officers:** Mr F Sullivan.....Director Corporate Services

Ms D Merritt.....Coordinator Governance (Minute Taker)

**Leave of Absence:** Nil.

**Apologies:** M Byas

T Duggin

**Observers:** Ms A Dominish, Senior Associate Consultant, Price Consulting Group Pty Ltd



**2. Public Questions:**

Nil.

**3. Deputations:**

Nil.

**4. Declaration of Committee Members and Officers interest:**

Nil.

**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 – 5 February 2024**

**CEO003/08/24**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved President Coales, seconded Cr Bishop**

**That the minutes of the CEO Employment Committee Meeting held on 5 February 2024 be confirmed (E24/1552)**

**CARRIED UNANIMOUSLY 5/0**



## 6. Reports for consideration:

The meeting is to be closed to members of the public whilst item 6.1 is discussed.

<b>6.1 – CONFIDENTIAL - CEO Performance Review 2023-24 (SJ2071)</b>	
<b>Responsible Officer:</b>	People, Development and Wellbeing Manager
<b>Senior Officer:</b>	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> .

CEO004/08/24

### CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Bishop, seconded Cr Mazzini

That the meeting be closed to members of the public while items 6.1, 6.2 and 6.3 are discussed pursuant to section 5.23(2)(a) of the *Local Government Act 1995*.

**CARRIED UNANIMOUSLY 5/0**

At 5.03pm, the meeting went behind closed doors.

Officers assisting the meeting stopped the recording of the meeting.

**Voting Requirements:** Simple Majority (Schedule 2, r18 of the *Local Government (Administration) Regulations 1996* endorsement of the review requires an Absolute Majority decision when considered by Council)

CEO005/08/24

### CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation

Moved Cr Mack, seconded Cr Jerrett

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

- 1. RECEIVES and ENDORSES** the Annual Performance Review 2023-24 in **CONFIDENTIAL** attachment 1.
- 2. RECEIVES and ENDORSES** recommendations 1 and 2 to Council contained in the Summary Report to Council in **CONFIDENTIAL** attachment 2.
- 3. REQUESTS** that the Shire President write to Mr Paul Martin to **INFORM** Mr Martin of the outcome of the review.

**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.*



The meeting is to be closed to members of the public whilst item 6.2 is discussed.

<b>6.2 – CONFIDENTIAL - CEO Remuneration 2024-25 (SJ2071)</b>	
<b>Responsible Officer:</b>	People, Development and Wellbeing Manager
<b>Senior Officer:</b>	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> .

**Voting Requirements:** Simple Majority

**CEO006/08/24**

### **CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved President Coales, seconded Cr Bishop**

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

- 1. APPROVES the outcome of the Annual Remuneration Review in accordance with CONFIDENTIAL attachment 2, point 3b.**
- 2. REQUESTS that the Shire President write to Mr Paul Martin to INFORM Mr Martin of the outcome of the review.**

**CARRIED 4/1**

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Committee was as follows:  
President Coales, Councillors Bishop, Jerrett, and Mazzini voted FOR the motion.  
Councillor Mack voted AGAINST the motion.*

*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.*



The meeting is to be closed to members of the public whilst item 6.3 is discussed.

<b>6.3 – CONFIDENTIAL - CEO Key Performance Indicators 2024-25 (SJ2071)</b>	
<b>Responsible Officer:</b>	People, Development and Wellbeing Manager
<b>Senior Officer:</b>	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> .

**Voting Requirements:** Simple Majority

**CEO007/08/24**

**CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation**

Moved President Coales, seconded Cr Mazzini

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

1. **AGREES** to the Chief Executive Officer Key Performance Indicators as stated in 'Attachment 1: Proposed CEO Performance Criteria (KPIs) for 2024-25' as contained in CONFIDENTIAL attachment 1.
2. **REQUESTS** that the Shire President write to Mr Paul Martin, Chief Executive Officer, informing the Chief Executive Officer of Council's resolution.
3. **RESOLVES** that the Key Performance Indicators agreed by Council and the CEO in CONFIDENTIAL attachment 1 become publicly available in accordance with Regulation 21 of the *Local Government (Model Code of Conduct) Regulations 2021*.

**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.*

**CEO008/08/24**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

Moved Cr Bishop, seconded Cr Jerrett

That the meeting be reopened to members of the public.

**CARRIED UNANIMOUSLY 5/0**

At 5.10pm, the doors were reopened to members of the public.

Officers assisting the meeting resumed the recording of the meeting.

Presiding Member, Councillor Mack read aloud the Council Resolutions for items 6.1, 6.2 and 6.3 for the benefit of the recording.



**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 5.12pm.

I certify that these minutes were confirmed at the CEO Employment Committee Meeting held on \_\_\_\_\_

.....  
Presiding Member – Councillor Mack

.....Date

UNCONFIRMED