



Shire of  
Serpentine  
Jarrahdale

# Special CEO Employment Committee

## Confirmed Minutes

**Monday, 31 May 2021  
5.30pm**

**Purpose:** To consider recommendations to Council regarding the adoption of the State Government's new Model Standards for CEO Recruitment, Performance Assessment and Termination.

Received by Council  
OCM132/06/21 – 21 June 2021

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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)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



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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, 31 May 2021.

The Presiding Member, Councillor Byas, 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 his respects to their Elders past, present and emerging.

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## Minutes

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

#### In Attendance:

**Councillors:** M Byas ..... Presiding Member  
D Atwell  
L Strange

**Officers:** Ms H Sarcich ..... Deputy CEO / Director Community  
and Organisational Development  
Dr K Parker ..... Manager Governance and Strategy  
Ms T Cole ..... Manager Human Resources  
and Organisational Development  
Ms M Gibson ..... Acting Agendas and Minutes Officer (Minute Taker)

**Apologies:** Councillor R Coales  
Councillor M Rich

**Observers:** Nil.

### 2. Petitions and Deputations:

Nil.

### 3. Declaration of Councillors and Officers interest:

Nil.

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

Nil.



## 5. Reports for consideration:

CEO006/05/21

### CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Atwell

That the meeting be closed to members of the public while item 5.1 is discussed pursuant to section 5.23(2)(a) and (c) of the *Local Government Act 1995*.

**CARRIED UNANIMOUSLY 3/0**

At 5.34pm, the meeting went behind closed doors.

<b>5.1 – CONFIDENTIAL - Standards for Chief Executive Officer Recruitment, Performance and Termination (SJ2071)</b>	
<b>Responsible Officer:</b>	Deputy Chief Executive Officer / Director Community and Organisational Development
<b>Senior Officer:</b>	Deputy Chief Executive Officer / Director Community and Organisational Development
<b>Disclosure of Officers 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> .

### Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(a) and (c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *a matter affecting an employee or employees; and*
- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

A full report is provided to Councillors under separate cover. The report is not for publication.



**Voting Requirements:** Absolute Majority (s5.39B of the *Local Government Act 1995*)

**CEO007/05/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation**

**Moved Cr Atwell, seconded Cr Strange**

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

- 1. ADOPTS the Shire of Serpentine Jarrahdale Standards for CEO Recruitment, Performance and Termination as contained in CONFIDENTIAL attachment 2;**
- 2. REQUESTS the Shire President write to the CEO, Mr Paul Martin, to advise that Council has adopted the Shire of Serpentine Jarrahdale Standards for CEO Recruitment, Performance and Termination as contained in CONFIDENTIAL attachment 2, and requests that Mr Martin publish the Standards on the Shire's website, in accordance with the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY 3/0**

*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.*

**CEO008/05/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Atwell, seconded Cr Strange**

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

**CARRIED UNANIMOUSLY 3/0**

**At 5.36pm, the doors were reopened to Members of the Public.**

**6. Urgent business:**

Nil.

**7. Closure:**

There being no further business, the meeting closed at 5.37pm.

I certify that these minutes were confirmed at the CEO Employment Committee Meeting held on 2 August 2021 [Rescheduled 30 August 2021].

.....  
Presiding Member – Councillor Morgan Byas

30.08.21  
.....

Date