



Shire of
Serpentine
Jarrahdale

CEO Employment Committee

Confirmed Minutes

Monday, 3 December 2018

5.30pm

Purpose: Confidential Item – CEO Performance Review Consultant Appointment

Confidential Item – CEO Performance Review Timeline and Process

Please note: As the purpose of this meeting is regarding the CEO Performance Appraisal and Review, the item was discussed behind closed doors.

Endorsed Council 17/12/18 – OCM8.1/12/18

Subject to the following amendment to resolution CEO002/12/18 to read “That Council adopts the process and timeframe for the CEO Performance Review as outlined in this report except that the timeline for the information collection and assessment be changed from “by the 18th January 2019” to “by the 1st February 2019”

Contact Us

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In Person

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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 3 December 2018.

The Presiding Member Councillor Atwell declared the meeting open at 5.30pm and welcomed Councillor and Staff. Councillor Atwell acknowledged that the meeting was being held on the traditional lands of the Noongar People and paid his respects to their Elders past and present.

Minutes

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

In Attendance:

Councillors: D Atwell.....(Presiding Member)
M Byas
K McConkey.....(Deputy Delegate)
M Rich
J See

Officers: Ms H Sarcich..... Deputy CEO / Director Community Services
Ms K Shailer PA to Deputy CEO / Director Community Services
(Minute Taker)

Apologies: Nil.

Observers: Cr B Denholm

Members of the Public: Nil.

2. Declaration of Councillors and Officers interest:

Nil.

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

3.1 Minutes of previous CEO Employment Committee Meeting - :

3.1.1 CEO Employment Committee – 5 July 2017

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Byas
That the minutes of the CEO Employment Committee Meeting held on 5 July 2017 be confirmed (E17/5933).

CARRIED UNANIMOUSLY 5/0



3.1.2 CEO Employment Committee – 5 September 2018

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Byas, seconded Cr Rich

That the minutes of the CEO Employment Committee Meeting held on 5 September 2018 be confirmed (E18/10051).

CARRIED UNANIMOUSLY 5/0

4. Confidential Reports:

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Byas, seconded Cr Rich

That the meeting be closed to members of the public at 5.32pm whilst item CEO001/12/18 and item CEO002/12/18 is discussed pursuant to section 5.23(2)(a) of the *Local Government Act 1995*.

CARRIED UNANIMOUSLY 5/0



At 5.32pm, the meeting went behind closed doors.

Councillor Denholm stayed as an observer.

CEO001/12/18 – CONFIDENTIAL - CEO Performance Review Consultant Appointment (SJ2071)	
Responsible Officer:	Manager Human Resources
Senior Officer/s:	Deputy CEO / Director Community Services
Disclosure of Officers Interest:	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

CEO001/12/18 CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation

Moved Cr Byas, seconded Cr Rich

That the CEO Employment Committee recommends that Council appoints Portland Broome to undertake the Chief Executive Officer Performance Review, subject to agreeance by the Chief Executive Officer.

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.



CEO002/12/18 – CONFIDENTIAL - CEO Performance Review Timeline and Process (SJ2071)	
Responsible Officer:	Manager Human Resources
Senior Officer/s:	Deputy CEO / Director Community Services
Disclosure of Officers Interest:	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

CEO002/12/18 CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation
Moved Cr McConkey, seconded Cr Byas
That the CEO Employment Committee recommends that Council adopts the process and timeframe for the CEO Performance Review as outlined in this report.
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.

CEO EMPLOYMENT COMMITTEE RESOLUTION
Moved Cr Rich, seconded Cr Byas
That the meeting be reopened to members of the public at 5.35pm.
CARRIED UNANIMOUSLY 5/0

5. Urgent business:

Nil.

6. Closure:

There being no further business the meeting closed at 5.35pm.

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

.....
Cr D Atwell – Presiding Member

.....
Date