



Shire of  
Serpentine  
Jarrahdale

# CEO Employment Committee Meeting Minutes

Wednesday, 5 July 2017

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## Contact Us

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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 held in the Council Chambers, 6 Paterson Street, Mundijong on Wednesday 5 July 2017. The Presiding Member declared the meeting open at 5.30pm and welcomed Councillors, staff and members of the gallery and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to their Elders past and present.

## Minutes

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

#### In Attendance:

**Councillors:** M Rich ..... Presiding Member  
D Atwell  
D Gossage  
S Piipponen

**Officers:** Mr P Kocian ..... Acting Director Corporate and Community

**Leave of Absence:** Nil

**Apologies:** Councillor J Erren

**Observers:** Councillor See; Councillor Hawkins

Members of the Public – Nil

Members of the Press – Nil

Shire Officers - Nil

### 1. Public question time:

#### 1.1 Response to previous public questions taken on notice

Nil

#### 1.2 Public questions

Nil

### 2. Public statement time:

Nil

### 3. Petitions and deputations:

Nil

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

Nil



## 5. Receipt of minutes:

### 5.1 Receipt of previous CEO Employment Committee Minutes – 18 October 2016

#### CEO EMPLOYMENT COMMITTEE DECISION

Moved Cr Piipponen, seconded Cr Gossage

That the minutes of the CEO Employment Committee held on 18 October 2016 be confirmed (E16/8683).

CARRIED 4/0

## 6. Reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

### 6.1 Reports for consideration:

#### CEO EMPLOYMENT COMMITTEE DECISION:

Moved Cr Gossage, seconded Cr Piipponen

That the meeting be closed to members of the public at 5.34pm pursuant to section 5.23(2)(a) of the Local Government Act 1995 as item CEC001/07/17 deals with a matter affecting an employee.

CARRIED 4/0

<b>CEC001/07/17 – CONFIDENTIAL ITEM – Chief Executive Officer Employment Contract – Performance Criteria (SJ2071)</b>	
Author:	Peter Kocian, Acting Director Corporate and Community Services
Senior Officer/s:	Kenn Donohoe, Chief Executive Officer
Date of Report:	28 June 2017
Disclosure of Officers Interest:	The Chief Executive Officer has a financial interest in this item and did not compile or influence the report in any way.  No other 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> .

#### CEC001/07/17 CEO EMPLOYMENT COMMITTEE DECISION / Alternate Recommendation:

Moved Cr Gossage, seconded Cr Piipponen

That, with respect to the Employment Contract between the Shire of Serpentine Jarrahdale and the Chief Executive Officer Mr. Kenneth Raymond Donohoe, the CEO Employment Committee recommend the following to Council, to be considered at the July 2017 Ordinary Meeting:

1. The Chief Executive Officer Key Performance Indicators as contained in Confidential attachment CEC001.2/07/17 be appended to the Employment Contract contained in Confidential attachment CEC001.1/07/17;



2. The 2017/18 Budget includes an allocation of \$300,000 against general ledger account CEO502, an increase of \$150,000 from the draft budget, to assist the Chief Executive Officer in the delivery of projects and activities as detailed in Confidential attachment CEC001.2/07/17.
3. That the probation period of the Chief Executive Officer be shortened to coincide with the July Ordinary Council Meeting on 24 July 2017.

**CARRIED 4/0**

**Council Note: The Officers Recommendation was amended to include clause 3 relating to the probation period of the Chief Executive Officer.**

**CEO EMPLOYMENT COMMITTEE DECISION:**

Moved Cr Piipponen, seconded Cr Gossage

That the meeting be reopened to the public at 5.43pm.

**CARRIED 4/0**

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

Nil

**8. Urgent business:**

Nil

**9. Closure:**

There being no further business the meeting closed at 5.43pm.

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

.....  
Cr M Rich - Presiding Member

.....  
Date