



Shire of
Serpentine
Jarrahdale

CEO Employment Committee

Unconfirmed Minutes

Monday, 2 December 2019
5.30pm

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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 of the CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday, 9 December 2019.

The Deputy CEO / Director Community Services, Ms Helen Sarcich declared the meeting open at 5.33pm 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 their Elders past and present.

The Deputy CEO / Director Community Services, Ms Sarcich advised she would be presiding over the meeting until the appointment of the Presiding Member.

Minutes

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

In Attendance:

Councillors: M Byas Presiding Member (from 5.35pm)
M Rich
D Atwell
R Coales
M Dagostino

Officers: Ms H Sarcich..... Deputy CEO / Director Community Services
Dr K Parker Manager Governance
Ms A Liersch Agendas and Minutes Officer (Minute Taker)

1.1 Election of Presiding Member

The Deputy CEO / Director Community Services called for nominations for the position of Presiding Member for the period ending on 31 March 2020.

One nomination was received in writing prior to the meeting from Councillor Morgan Byas.

Deputy CEO / Director Community Services, Ms Sarcich called for any further nominations.

No further nominations were received, therefore the Deputy CEO / Director Community Services, Ms Sarcich declared Councillor Byas as Presiding Member of the CEO Employment Committee for the period ending 31 March 2020.

Councillor Byas assumed the Chair as Presiding Member of the CEO Employment Committee at 5.35pm.



1.2 Election of Deputy Presiding Member

The Presiding Member Councillor Byas called for nominations for the position of Deputy Presiding Member for the period ending on 31 March 2020.

Councillor Atwell nominated for the position of Deputy Presiding Member.

The Presiding Member, Councillor Byas called for any further nominations.

No further nominations were received, therefore the Presiding Member Councillor Byas declared Councillor Atwell as Deputy Presiding Member of the CEO Employment Committee for the period ending 31 March 2020.

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 – 25 February 2019

CEO006/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich , seconded Cr Atwell

That the minutes of the CEO Employment Committee Meeting held on 25 February 2019 be CONFIRMED (E19/2506).

CARRIED UNANIMOUSLY 5/0

3.1.2 Special CEO Employment Committee – 1 May 2019

CEO007/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Atwell

That the minutes of the Special CEO Employment Committee Meeting held on 1 May 2019 be CONFIRMED (E19/5204).

CARRIED UNANIMOUSLY 5/0



3.1.3 Special CEO Employment Committee – 17 June 2019

CEO008/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Atwell

That the minutes of the Special CEO Employment Committee Meeting held on 17 June 2019 be CONFIRMED (E19/7145).

CARRIED UNANIMOUSLY 5/0

4. Reports:

CEO009/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Dagostino

That the meeting be closed to members of the public whilst item 4.1 is discussed pursuant to section 5.23(2)(a) and (c) of the *Local Government Act 1995*.

CARRIED UNANIMOUSLY 5/0

At 5.38pm, the meeting went behind closed doors. The Manager Governance, Dr Parker left the Chambers.



4.1 - CONFIDENTIAL - Arrangements for CEO KPI Development, Probationary Performance Review and Annual Performance Review (SJ2071)	
Responsible Officer:	Manager Human Resources
Senior Officer:	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> .

Confidentiality Provisions

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

- (b) the personal affairs of any person; 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.



CEO010/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Dagostino

That Standing Orders 9.5, 9.6, 10.7 and 10.13 be suspended at 5.39pm in order to further discuss item 4.1.

CARRIED UNANIMOUSLY 5/0

CEO011/12/19

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Dagostino

That Standing Orders be reinstated at 5.57pm.

CARRIED UNANIMOUSLY 5/0

Voting Requirements: Simple Majority

Officer Recommendation

That the CEO Employment Committee recommends that Council;

1. APPOINTS _____ to undertake the development of the Chief Executive Officer Key Performance Criteria, conduct the Chief Executive Officer Probationary Performance Assessment and the Annual Chief Executive Officer Performance Review as per the quotation contained within confidential attachment _____, subject to agreement by the Chief Executive Officer; and
2. REQUESTS the Shire President write to the Chief Executive Officer Mr Paul Martin to request an extension of the time period for the setting of the performance criteria to be completed by 29 February 2020; and
3. DETERMINES that an assessment of achievements against the key duties/responsibilities as contained in the Position Description for the Chief Executive Officer will be the method of determining the successful completion of the Chief Executive Officer probationary period.



CEO012/12/19

CEO EMPLOYMENT COMMITTEE RECOMMENDATION

Moved Cr Rich, seconded Cr Atwell

That the CEO Employment Committee recommends that Council;

- 1. APPOINTS Price Consulting Group to undertake the development of the Chief Executive Officer Key Performance Criteria, conduct the Chief Executive Officer Probationary Performance Assessment and the Annual Chief Executive Officer Performance Review as per the quotation contained within confidential attachment 1, subject to agreeance by the Chief Executive Officer; and**
- 2. REQUESTS the Shire President write to the Chief Executive Officer Mr Paul Martin to request an extension of the time period for the setting of the performance criteria to be completed by 29 February 2020; and**
- 3. DETERMINES that an assessment of achievements against the key duties/responsibilities as contained in the Position Description for the Chief Executive Officer will be the method of determining the successful completion of the Chief Executive Officer probationary period.**

CARRIED 4/1

Councillor Coales, in accordance with Section 5.21(4)(b), Local Government Act 1995 requested the votes be recorded.

Councillors Rich, Atwell, Byas and Dagostino voted FOR the motion.

Councillors Coales 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.

CEO013/12/19

CEO EMPLOYMENT COMMITTEE RECOMMENDATION

Moved Cr Rich, seconded Cr Dagostino

That the meeting be re-opened to members of the public.

CARRIED UNANIMOUSLY 5/0

At 6.04pm, the doors were reopened to Members of the Public.



5. Urgent business:

Nil.

6. Closure:

There being no further business the meeting closed at 6.04pm.

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

.....
Cr Byas - Presiding Member

.....
Date