



Shire of  
Serpentine  
Jarrahdale

# CEO Employment Committee

## Confirmed Minutes

**Monday, 1 February 2021**

**5.30pm**

**[Rescheduled 8 February 2021 – 5.00pm]**

Received by Council  
OCM003/02/21 – 15 February 2021

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Minutes of the CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong on Monday, 8 February 2021.

This meeting was originally scheduled to occur on 1 February 2021, however due to COVID-19 Public Health Directives, the meeting was rescheduled to occur on Monday, 8 February 2021.

The Presiding Member, Councillor Byas, declared the meeting open at 5.20pm, 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  
M Rich  
D Atwell  
R Coales

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

**Apologies:** Councillor L Strange.

**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:**

**4.1 Minutes of previous CEO Employment Committee Meetings**

**4.1.1 CEO Employment Committee – 26 October 2020**

**CEO001/02/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Rich, seconded Cr Coales**

**That the minutes of the CEO Employment Committee Meeting held on 26 October 2020 be confirmed (E20/12183).**

**CARRIED UNANIMOUSLY 4/0**

**4.1.2 Special CEO Employment Committee – 11 November 2020**

**CEO002/02/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Rich, seconded Cr Atwell**

**That the minutes of the Special CEO Employment Committee Meeting held on 11 November 2020 be confirmed (E20/13028).**

**CARRIED UNANIMOUSLY 4/0**

**4.2 Reports:**

**CEO003/02/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Rich, seconded Cr Atwell**

**That this meeting is to be closed to members of the public whilst item 4.2.1 is discussed pursuant to section 5.23(2)(a) and (c) of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY 4/0**

**At 5.22pm, the meeting went behind closed doors.**



<b>4.2.1 - CONFIDENTIAL – Arrangements for CEO KPI Development, Probationary Performance Review and Annual Performance Review (SJ2071)</b>	
<b>Responsible Officer:</b>	Deputy CEO/ Director Community and Organisational Development
<b>Senior Officer/s:</b>	Deputy CEO / 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:** 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, and the Annual Chief Executive Officer Performance Review as per the quotation contained within confidential attachment \_\_\_\_\_, subject to agreeance by the Chief Executive Officer for the years 2021 and 2022.



**CEO004/02/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Rich, seconded Cr Coales**

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

- 1. APPOINTS Price Consulting Group Pty Ltd, with the understanding that Angie Dominish be the consultant to work with Council to undertake the development of the Chief Executive Officer Key Performance Criteria, and the Annual Chief Executive Officer Performance Review as per the quotation contained within confidential attachment 1, subject to agreement by the Chief Executive Officer for the years 2021 and 2022.**

**CARRIED UNANIMOUSLY 4/0**

*Reason for difference to Officer Recommendation*  
*Continuity of service with consultant*

*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.*

**CEO005/02/21**

**CEO EMPLOYMENT COMMITTEE RESOLUTION**

**Moved Cr Atwell, seconded Cr Coales**

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

**CARRIED UNANIMOUSLY 4/0**

**At 5.31pm, the doors were reopened to Members of the Public.**

**5. Urgent business:**

Nil.

**6. Closure:**

There being no further business, the meeting closed at 5.31pm.

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