



Shire of
Serpentine
Jarrahdale

CEO Employment Committee

Confirmed Minutes

Monday, 26 October 2020
5.30pm

Received Minutes and Adopted Resolution CEO011/11/20 – Ordinary Council Meeting
16 November 2020 - OCM352/11/20

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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, 26 October 2020.

The Deputy CEO / Director Community and Organisational Development, Ms Helen Sarcich declared the meeting open at 5.35pm.

The Deputy CEO / Director Community and Organisational Development, 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 5.45pm)
M Rich
D Atwell
R Coales
L Strange

Officers: Ms H SarcichDeputy CEO / Director Community and
Organisational Development
Ms C Mortimer Acting Manager Governance
Ms A Liersch Agendas and Minutes Officer (Minute Taker)

Observers: Councillor McConkey (left the meeting at 5.44pm, and did not return)

1.1 Election of Presiding Member

The Deputy CEO / Director Community and Organisational Development called for nominations for the position of Presiding Member for the period ending at the next Ordinary Local Government Election in October 2021.

Deputy CEO / Director Community and Organisational Development advised that a written nomination had been received prior to the meeting from Councillor Byas.

Deputy CEO / Director Community and Organisational Development asked if there were any further nominations.

Councillor Coales nominated for the position.

The Deputy CEO / Director Community and Organisational Development advised a ballot would be held for the position of Presiding Member of the CEO Employment Committee.

A draw was conducted for the order of names on the ballot paper.



Position No. 1 on the ballot paper was Councillor Rob Coales.

Position No. 2 on the ballot paper was Councillor Morgan Byas.

A ballot paper was prepared listing the nominees in the order as above.

Councillor Coales and Councillor Byas each made a statement in support of their respective nominations.

A ballot paper was issued to each Committee Member, and each Member completed their ballot paper in secret, and lodged their ballot in a sealed ballot box.

Once all Committee Members had voted, the Deputy CEO / Director Community and Organisational Development, counted the votes, overseen by the Acting Manager Governance.

Deputy CEO / Director Community and Organisational Development, Ms Sarcich declared the result of the votes being:

Councillor Morgan Byas – 4 votes;

Councillor Rob Coales – 1 vote.

Councillor Byas assumed the Chair as Presiding Member of the CEO Employment Committee at 5.45pm.

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 at the next Ordinary Local Government Election in October 2021.

Councillor Rich nominated Councillor Coales to the position of Deputy Presiding Member.

Councillor Coales accepted the nomination.

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

No further nominations were received, therefore the Presiding Member, Councillor Byas declared Councillor Coales as Deputy Presiding Member of the CEO Employment Committee for the period ending at the next Ordinary Local Government Election in October 2021.

2. Petitions and Deputations:

Nil.

3. Declaration of Councillors and Officers interest:

Nil.

Acting Manager Governance, Ms Mortimer left the meeting 5.46pm, and did not return.



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 – 2 December 2019

CEO007/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Atwell

That the minutes of the CEO Employment Committee Meeting held on 2 December 2019 be confirmed (E19/15578).

CARRIED UNANIMOUSLY 5/0

4.1.2 Special CEO Employment Committee – 5 February 2020

CEO008/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Atwell

That the minutes of the Special CEO Employment Committee Meeting held on 5 February 2020 be confirmed (E20/1533).

CARRIED UNANIMOUSLY 5/0

4.1.3 Special CEO Employment Committee – 25 February 2020

CEO009/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Atwell

That the minutes of the Special CEO Employment Committee Meeting held on 25 February 2020 be confirmed (E20/2649).

CARRIED UNANIMOUSLY 5/0



4.2 Confidential Reports:

CEO010/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Rich, seconded Cr Strange

That the meeting 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 5/0

At 5.49pm, the meeting went behind closed doors.

4.2.1 – CONFIDENTIAL Arrangements for CEO Key Performance Indicator Development and Annual Performance Review 2021 and 2022 (SJ2071)	
Responsible Officer:	Deputy CEO / Director Community and Organisational Development
Senior Officer/s:	Deputy CEO / Director Community and Organisational Development
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)(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

CEO011/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation

Moved Cr Coales, seconded Cr Rich

That the CEO Employment Committee recommends that Council:

- 1. APPROVES that the Chief Executive Officer Key Performance Indicator setting and Annual Performance Review process will be undertaken in July of each year;**
- 2. APPROVES that an independent facilitator be engaged for a period of two years, to assist with the Key Performance Indicator setting and Annual Performance Review process; and**
- 3. REQUESTS the Deputy CEO/Director Community and Organisational Development seek quotations from external facilitators.**

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.

CEO012/10/20

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Rich

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

CARRIED UNANIMOUSLY 5/0

At 5.52pm, the doors were reopened to Members of the Public.

5. Urgent business:

Nil.

6. Closure:

There being no further business the meeting closed at 5.53pm.

I certify that these minutes were confirmed at the
CEO Employment Committee Meeting held on 1 February 2021 [rescheduled 8 February 2021].


.....
Presiding Member – Councillor Morgan Byas

8/2/2021

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Date