



Shire of
Serpentine
Jarrahdale

CEO Employment Committee Meeting

Unconfirmed Minutes

Monday, 7 August 2023

5:30pm

Received by Council
21 August 2023 - OCM185/08/23

Contact Us

Enquiries

Call: (08) 9526 1111
Fax: (08) 9525 5441
Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Table of Contents

| | |
|--|---|
| 1. Attendances and apologies (including leave of absence): | 3 |
| 2. Public Questions:..... | 3 |
| 3. Deputations: | 3 |
| 4. Declaration of Committee Members and Officers interest:..... | 3 |
| 5. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings: | 4 |
| 5.1 Minutes of previous CEO Employment Committee Meetings:..... | 4 |
| 5.1.1 - CEO Employment Committee Meeting – 6 February 2023 | 4 |
| 5.1.2 – Special CEO Employment Committee Meeting – 1 May 2023 | 4 |
| 6. Reports for consideration: | 5 |
| 6.1 – CONFIDENTIAL - CEO Key Performance Indicators 2023-24 (SJ2071) | 5 |
| 7. Motions of which notice has been given:..... | 7 |
| 8. Urgent business:..... | 7 |
| 9. Closure: | 7 |



Minutes of the CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 7 August 2023.

The Presiding Member, Councillor Rich declared the meeting open at 5:30pm and welcomed Committee Members and Staff and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to the Traditional Owners, Elders Past, Present and Emerging.

The Presiding Member, Councillor Rich advised that the meeting is being audio recorded in accordance with Council Policy. No other visual or audio recording of this meeting by any other means is allowed.

Minutes

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

Councillors: M Rich.....Presiding Member
D Atwell (From 5:34pm)
T Duggin
L Strange (Deputy Member)

Officers: Dr K Parker.....Acting Director Corporate Services
Ms T Cole.....People Development and Wellbeing Manager
Ms M GibsonGovernance Officer – Council and Committees
(Minute Taker)

Apologies: Councillor M Byas
Councillor R Coales
Mr F Sullivan, Director Corporate Services

Observers: Nil.

2. Public Questions:

Nil.

3. Deputations:

Nil.

4. Declaration of Committee Members and Officers interest:

Nil.



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

5.1 Minutes of previous CEO Employment Committee Meetings:

5.1.1 - CEO Employment Committee Meeting – 6 February 2023

CEO006/08/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Duggin

That the minutes of the CEO Employment Committee Meeting held on 6 February 2023 be confirmed (E23/1608).

CARRIED UNANIMOUSLY 3/0

5.1.2 – Special CEO Employment Committee Meeting – 1 May 2023

CEO007/08/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Duggin, seconded Cr Strange

That the minutes of the Special CEO Employment Committee Meeting held on 1 May 2023 be confirmed (E23/5617).

CARRIED UNANIMOUSLY 3/0



6. Reports for consideration:

| | |
|---|--|
| 6.1 – CONFIDENTIAL - CEO Key Performance Indicators 2023-24 (SJ2071) | |
| Responsible Officer: | Manager Governance and Strategy |
| Senior Officer: | Director Corporate Services |
| Disclosure of Officer's 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> . |

CEO008/08/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Duggin, seconded Cr Strange

That the meeting be closed to members of the public while item 6.1 is discussed pursuant to section 5.23(2)(a) of the *Local Government Act 1995*.

CARRIED UNANIMOUSLY 3/0

At 5:33pm, the meeting went behind closed doors.

Officers assisting the meeting stopped the recording of the meeting.

Councillor Atwell arrived at the meeting at 5:34pm.

Voting Requirements: Simple Majority

CEO009/08/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Duggin

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

1. **AGREES** to the Chief Executive Officer Key Performance Indicators as stated in 'Attachment 1: Proposed CEO Performance Criteria (KPIs) for 2023-24' as contained in CONFIDENTIAL attachment 1, noting that the CEO's **AGREEMENT** to Key Performance Indicator 2 is conditional, subject to the conditions stated in CONFIDENTIAL attachment 2.
2. **REQUESTS** that the Shire President write to Mr Paul Martin, Chief Executive Officer, informing the Chief Executive Officer of Council's resolution.
3. **RESOLVES** that the Key Performance Indicators agreed by Council and the CEO in CONFIDENTIAL attachment 1, including conditions set out in CONFIDENTIAL attachment 2 become publicly available in accordance with Regulation 21 of the *Local Government (Model Code of Conduct) Regulations 2021*.

CARRIED UNANIMOUSLY 4/0



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.

CEO010/08/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Duggin

That the meeting be reopened to members of the public.

CARRIED UNANIMOUSLY 4/0

At 5:36pm, the doors were reopened to members of the public.

Officers assisting the meeting resumed the recording of the meeting.

Presiding Member, Councillor Rich read aloud the Council Resolution for item 6.1 for the benefit of the recording.



7. Motions of which notice has been given:

Nil.

8. Urgent business:

Nil.

9. Closure:

There being no further business, the Presiding Member declared the meeting closed at 5:38pm.

Officers assisting the meeting stopped the recording of the meeting.

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

.....Presiding Member – _____

.....Date

Unconfirmed