



Shire of
Serpentine
Jarrahdale

Special CEO Employment Committee Meeting

Unconfirmed Minutes

Monday, 4 September 2023

5:30pm

Purpose: Considering the Confidential Performance Review Report and making recommendations to Council.

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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Unconfirmed



Minutes of the Special CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 4 September 2023.

The Presiding Member, Councillor Rich declared the meeting open at 5:30pm 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 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
M Byas (From 5:35pm)
T Duggin
L Strange (Deputy Member)

Officers: Dr K Parker.....Manager Governance and Strategy
Ms T Cole.....People, Development and Wellbeing Manager
Ms M GibsonGovernance Officer – Council and Committees
(Minute Taker)

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

Observers: Ms A Dominish, Senior Associate Consultant, Price Consulting Group
Pty Ltd

2. Public Questions:

Nil.

3. Deputations:

Nil.

4. Declaration of Committee Members and Officer's interest:

Nil.

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

Nil.



6. Reports for consideration:

6.1 – CONFIDENTIAL - CEO Performance Review 2022-23 (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> .

CEO011/09/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Atwell, 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 4/0

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

Officers assisting the meeting stopped the recording of the meeting.

CEO012/09/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Strange, seconded Cr Atwell

In accordance with clause 11.1(c) of the *Standing Orders Local Law 2002 (as Amended)* that the Committee adjourn for 2 minutes at 5:34pm.

CARRIED UNANIMOUSLY 4/0

Councillor Byas arrived at the meeting at 5:35pm.

Presiding Member, Councillor Rich reconvened the meeting at 5:36pm, with the following in attendance:

Councillors: M Rich.....Presiding Member
D Atwell
M Byas
T Duggin
L Strange (Deputy Member)

Officers: Dr K Parker.....Manager Governance and Strategy
Ms T Cole.....People, Development and Wellbeing Manager
Ms M GibsonGovernance Officer – Council and Committees
(Minute Taker)

Observers: Ms A Dominish, Senior Associate Consultant, Price Consulting Group Pty Ltd



Voting Requirements: Simple Majority (Schedule 2, r18 of the *Local Government (Administration) Regulations 1996* endorsement of the review requires an Absolute Majority decision when considered by Council)

CEO013/09/23

CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation

Moved Cr Atwell, seconded Cr Byas

That the CEO Employment Committee RECOMMENDS that Council:

1. RECEIVES and ENDORSES the Annual Performance Review 2022-23 in CONFIDENTIAL attachment 1.
2. RECEIVES and ENDORSES the recommendations to Council contained in CEO Performance and Remuneration Review 2022-23 in CONFIDENTIAL attachment 2 including:
 - a. RESOLVING to offer a renewal of the CEO's contract for a further 3 years which will result in a new expiry date of 22 September 2027; and
 - b. APPROVING the outcome of the Annual Remuneration Review.
3. REQUESTS that the Shire President write to Mr Paul Martin to:
 - a. INFORM Mr Martin of the outcome of the review; and
 - b. OFFER a renewal of the CEO's contract for a further 3 years which will result in a new expiry date of 22 September 2027.
4. REQUESTS that the CEO advise Councillors of his decision regarding the offer of a contract renewal.
5. AUTHORISES the Shire President to sign a contract giving effect to Council's resolution above.

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.

CEO014/09/23

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Byas, seconded Cr Atwell

That the meeting be reopened to members of the public.

CARRIED UNANIMOUSLY 5/0

At 5:38pm, 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 5:40pm.

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