



Shire of
Serpentine
Jarrahdale

Special CEO Employment Committee Meeting

Unconfirmed Minutes

Monday, 7 April 2025

6.00pm

Purpose: To consider the following report and make recommendations to Council:

- **CONFIDENTIAL** - Appointment of an independent facilitator in accordance with Clause 16 of the Standards of CEO Recruitment, Performance and Termination.

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)



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Agenda – Special CEO Employment Committee
Meeting – 7 April 2025

Minutes of the Special CEO Employment Committee Meeting held in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, on Monday, 7 April 2025.

The Presiding Member, Councillor Mack declared the meeting open at 6.01pm and welcomed Committee Members and Staff.

Councillor Mack acknowledged the Noongar people of the Boodja – the land – that we gather on today. For thousands of years their connection to Country has provided knowledge, guidance, spirituality, and life. We pay our respects to this ongoing connection, as well as to their Elders past, present and emerging.

Presiding Member, Councillor Mack advised that the meeting is being live streamed and audio recorded. No other visual or audio recording of this meeting by any other means is allowed.

Agenda

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

Elected Members: S Mack.....Presiding Member

R Coales

R Jerrett

C Mazzini

T Duggin

N Bishop

Officers: Mr F Sullivan..... Director Corporate Services

Ms T Cole.....People, Development and Wellbeing Manager

Ms D Merritt.....Coordinator Governance (Minute Taker)

Leave of Absence: Nil.

Apologies: Nil.

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 - Special CEO Employment Committee Meeting – 24 February 2025

CEO006/04/25

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Jerrett, seconded Cr Bishop

That the minutes of the Special CEO Employment Committee Meeting held on 24 February 2025 be confirmed (E25/2176)

CARRIED UNANIMOUSLY 6/0

CEO007/04/25

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Bishop, seconded Cr Jerrett

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

CARRIED UNANIMOUSLY 6/0

At 6.03pm, the meeting went behind closed doors.

Officers assisting the meeting stopped the recording of the meeting.



6. Reports for consideration:

The meeting was closed to members of the public whilst item 6.1 is discussed.

| 6.1 - CONFIDENTIAL - Appointment of an independent facilitator in accordance with Clause 16 of the Standards of CEO Recruitment, Performance and Termination (SJ2071) | |
|--|--|
| Responsible Officer: | People, Development and Wellbeing Manager |
| 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> . |

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.

CEO008/04/25

CEO EMPLOYMENT COMMITTEE RESOLUTION / Officer Recommendation

Moved President Coales, seconded Cr Jerrett

That the CEO Employment Committee RECOMMENDS that Council:

- 1. Having received the agreement of the Chief Executive Officer, APPOINTS Ms Louise Chesby of Price Consulting to be the independent facilitator for the 2025-2026 and 2026-2027 CEO Performance Review Cycles in accordance with Clause 16 of the Standards for CEO Recruitment, Performance and Termination.**
- 2. NOTES that in accordance with Council Policy – CEO Performance Review Cycle, Ms Chesby will facilitate and prepare reports on the following:**
 - **development of a review process in consultation with Committee, Council and the Chief Executive Officer,**
 - **development of the CEO's performance criteria, and**
 - **undertake mid-year and annual performance and remuneration review.**

CARRIED UNANIMOUSLY 6/0

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.



CEO009/04/25

CEO EMPLOYMENT COMMITTEE RESOLUTION

Moved Cr Bishop, seconded Cr Jerrett

That the meeting be reopened to members of the public.

CARRIED UNANIMOUSLY 6/0

At 6.05pm, the doors were reopened to the public.

Officers assisting the meeting resumed the recording of the meeting.

Presiding Member, Cr Mack advised the public of the Committee Resolution for item 6.1.

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 6.07pm.

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

.....
Presiding Member – Councillor Mack

.....Date