



**COMMITTEE MEETING**

**APPENDICES**

**Items: 12.5.1**

**ORDINARY**

**COUNCIL MEETING**

To Be Held

Wednesday, 28<sup>th</sup> of July 2021

Commencing at 5.00pm

At

Shire of Dardanup

ADMINISTRATION CENTRE EATON

1 Council Drive - EATON

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**SHIRE OF DARDANUP**

**MINUTES OF THE SHIRE OF DARDANUP CEO REVIEW COMMITTEE MEETING HELD ON THURSDAY, 19 JULY 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 3.30PM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

Chairperson, Cr. P S Robinson declared the meeting open at 3.30pm, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

*Acknowledgement of Country*

*The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.*

*Affirmation of Civic Duty and Responsibility*

*Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.*

*Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.*

*The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.*

*Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.*

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).*

<b>2</b>	<b>RECORD OF ATTENDANCE/APOLOGIES</b>
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**2.1** Attendance

Cr. Michael T Bennett	-	Shire President
Cr. Peter S Robinson	-	Deputy Shire President
Cr. Carmel N Boyce	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR

**2.2** Apologies

None.

<b>3</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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**3.1** CEO Review Committee Meeting – 13 May 2021Officer Comment

A copy of the Minutes of the CEO Review Committee Meeting held on 11 June 2021 have been provided.

**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 07-21    MOVED -    Cr. C N Boyce                      SECONDED -                      Cr. M T Bennett

**THAT the Minutes of the CEO Review Committee Meeting held on 13 May 2021, be confirmed as true and correct subject to no corrections.**

CARRIED  
3/0

<b>4</b>	<b>DECLARATION OF INTEREST</b>
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“Committee Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

**DECLARATION OF INTEREST**

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this Agenda and has provided information that was included in the preparation of relevant reports to be considered by the Committee.

*Note: Chairperson, Cr. P S Robinson asked if there are any Declarations of Interest to be made.*

*There were no further declarations of interest.*

**Manager Governance & HR Comment**

*It is suggested that Council consider allowing Chief Executive Officer, Mr André Schönfeldt remain in the room during discussions in accordance with Section 5.68 (1)(a) of the Local Government Act 1995.*

**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 08-21    MOVED -    Cr. M T Bennett    SECONDED -    Cr. C N Boyce m

**THAT the CEO Review Committee, in accordance with Section 5.68 (1)(a) of the Local Government Act 1995, agree to allow Chief Executive Officer, Mr André Schönfeldt to be present and fully participate in the meeting.**

CARRIED  
3/0

**5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

5.1    Title: Chief Executive Officer Review Process for 2021/22

It is recommended that the Committee go behind closed doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed.

*Note: Chairperson Cr. P S Robinson advised that the meeting will go behind closed doors to discuss a matter affecting an employee or employees later in the meeting.*



7.1 Title: 2021/22 Chief Executive Officer Performance Review Process.

Reporting Department: Corporate & Governance Directorate  
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR  
 Legislation: Local Government Act 1995  
 Attachments: None.

**REPORT UNDER SEPARATE COVER**

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 10-21 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

**THAT the CEO Review Committee recommend to Council that (in accordance with Section 4.3 of the Chief Executive Officer Contract) endorse the engagement of Price Consulting Pty Ltd.'s services to carry out the Chief Executive Officer annual performance review process for the duration of the Chief Executive Officer's current five year contract (Ending in February 2024).**

CARRIED  
3/0

7.2 Title: Correction to 2021/22 Chief Executive Officer Agreed Key Performance Indicators

Reporting Department: Corporate & Governance Directorate  
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR  
 Legislation: Local Government Act 1995  
 Attachments: None.

**REPORT UNDER SEPARATE COVER**

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 11-21 MOVED - Cr. C N Boyce SECONDED - Cr. M T Bennett

**THAT the CEO Review Committee recommend to Council that the words "annual report" in KPI 3.3 of the Chief Executive Officer Key Performance Indicators for 2021/22 document, be amended to read "annual financial report".**

CARRIED  
3/0





**7.4 Title: Chief Executive Officer Professional Development**

**Reporting Department:** Corporate & Governance Directorate  
**Reporting Officer:** Ms Cathy Lee - Manager Governance & HR  
**Legislation:** Local Government Act 1995  
**Attachments:** 7.4A – CEO Correspondence – Professional Development Business Case  
 7.4B – LG Professionals Membership Brochure  
 7.4C - LG Professionals –Exec Leadership Program  
 7.4D – Chief Executive Officer Coaching Program  
 7.4E – Modal 360 Quote

**REPORT UNDER SEPARATE COVER**

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**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 13-21 MOVED - Cr. C N Boyce SECONDED - Cr. M T Bennett

**THAT the CEO Review Committee recommend to Council that Council**

- 1. Acknowledges the Chief Executive Officer has fulfilled Part 3 of OCM Resolution 158-21 and has presented the business case for Professional Development prior to 31 July 2021.**
- 2. Supports the Chief Executive Officer Professional Development as agreed to in the confidential report [[R0001008029](#)].**

CARRIED  
3/0

**OFFICER RECOMMENDED RESOLUTION  
& CEO REVIEW COMMITTEE RESOLUTION**

CEORC 14-21 MOVED - Cr. C N Boyce SECONDED - Cr. M T Bennett

**THAT in accordance with the Local Government Act 1995 the CEO Review Committee return from Behind Closed Doors [4.31pm].**

CARRIED  
3/0

<b>8 CLOSURE OF MEETING</b>
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There being no further business the Chairperson declared the meeting closed at 4.31pm.

