



EMPLOYMENT COMMITTEE

CONFIDENTIAL

AGENDA

13 February 2020

**14 White Street
Brookton, WA 6306**

4.00 pm

COMMENCEMENT OF MEETING



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

13 February 2020

**14 White Street
Brookton, WA 6306**

Dear Councillors,

Notice is hereby given that the Employment Committee meeting of the Brookton Shire Council will be held on Thursday 13 February 2020 in the Council Chambers at the Shire Administration Centre commencing at 4.00 pm.

The business to be transacted is shown in the Agenda.

**Ian D’Arcy
CHIEF EXECUTIVE OFFICER**

07/02/2020

TABLE OF CONTENTE	
--------------------------	--

1.02.20	DECLARATION OF OPENING / ATTENDANCE.....	3
2.02.20	CONFIRMATION OF PREVIOUS MINUTES.....	3
3.02.20	DECLARATIONS BY MEMBERS AND OFFICERS.....	3
4.02.20	ANNUAL CEO PERFORMANCE REVIEW	4
5.02.19	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	4
6.02.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	4
7.02.19	NEXT MEETING & CLOSURE.....	4

1.02.20	DECLARATION OF OPENING / ATTENDANCE
---------	-------------------------------------

2.02.20	CONFIRMATION OF PREVIOUS MINUTES
---------	----------------------------------

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on 17th October 2019, be confirmed as a true and correct record of the proceedings.

3.02.20	DECLARATIONS BY MEMBERS AND OFFICERS
---------	--------------------------------------

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and also prior to the item.

Disclosure of Financial & Proximity Interests

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest

RESOLUTION TO CLOSE MEETING

Council close the meeting to the public in accordance with Section 5.23 (2) (a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee.

4.02.20 ANNUAL CEO PERFORMANCE REVIEW	
File No:	Personnel
Date of Meeting:	13/02/2020
Author/s:	Cr Katrina Crute – Shire President
Authorising Officer:	As above
Declaration of Interest:	None
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary

The Council is asked to consider the confidential report compiled by the Shire President with respect to the Chief Executive Officer's (CEO) Annual Performance Review.

SHIRE PRESIDENT'S RECOMMENDATION

That the Employment Committee pursuant to Clause 5.38 of the Local Government Act, 1995 and under delegation 1.44 endorses:

- 1. The satisfactory performance of the CEO as assessed against the Key Performance Indicators as agreed to by the CEO and set by the Committee.*
- 2. The Key Performance Indicators for the coming 12 month period (inclusive of the existing KPIs and amendments detailed below) as agreed to by the CEO and set by the Committee.*

Attachments

Attachment 4.02.20A – CEO Performance Appraisal – Progressive Draft Report Brookton

Attachment 4.02.20B – CEO Self-Performance Review - KPI Assessment January 2020

5.02.19	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
6.02.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
7.02.19	NEXT MEETING & CLOSURE