



**EMPLOYMENT COMMITTEE MEETING**

**PUBLIC**

**MINUTES**

**Thursday 13 February 2020 at 4.00pm. Meeting adjourned at 5.50pm.**

**Reconvened Thursday 20 February at 1.00pm.**

These minutes were confirmed by Employment Committee as a true and correct record of proceedings by the Employment Committee Meeting held on ...../...../.....

**Presiding Member:** .....**Date:** .....

**Shire of Brookton  
Employment Committee held 13 February 2020  
Commenced at 4.00 pm**

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## 1.02.20 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

### Thursday 13<sup>th</sup> February 2020

The Presiding Member opened the meeting at 4.00pm and welcomed all in attendance. The meeting was then adjourned at 5.50pm to be reconvened Thursday 20<sup>th</sup> February 2020 at 1.00pm.

#### Elected Members (Voting)

Cr KL Crute	(Shire President)	(Present: 13/02/20 & 20/02/20)
Cr NC Walker	(Deputy Shire President)	(Present: 13/02/20 [left at 5.30pm] & 20/02/20)
Cr RT Fancote		(Present: 13/02/20 & 20/02/20)
Cr BK Watts		(Present: 13/02/20 & 20/02/20)

#### Elected Members (Non-Voting)

Cr MG Macnab		(Present: 13/02/20 & 20/02/20)
Cr TD Lilly		(Present: 13/02/20 [arrived 4.10pm] & 20/02/20)
Cr CE Hartl		(Present: 20/02/20)

#### Staff (Non-Voting)

Ian D'Arcy	Chief Executive Officer	(Present: 13/02/20 [joined at 5.05pm] & 20/02/20)
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#### Apologies

Nil.

#### Members of the Public

Margaret Hemsley		(Present: 13/02/20)
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## 2.02.20 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### **ECM 02.20-01**

#### **COMMITTEE RESOLUTION**

**MOVED Cr Walker                      SECONDED Cr Fancote**

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

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

## 3.02.20 DISCLOSURE OF INTERESTS

***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**

- 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*).
- 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
Nil.			

### **RESOLUTION TO CLOSE MEETING**

#### **ECM 02.20-02**

#### **PROCEDURAL MOTION**

**MOVED Cr Fancote      SECONDED Cr Watts**

*The Employment Committee 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.*

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

#### **4.02.20      ANNUAL CEO PERFORMANCE REVIEW**

<b>File No:</b>	Personnel
<b>Date of Meeting:</b>	13/02/2020
<b>Author/s:</b>	Cr Katrina Crute – Shire President
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	None
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	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.

#### **ECM 02.20-03**

#### **PROCEDURAL MOTION**

**MOVED Cr Watts      SECONDED Cr Fancote**

*That the Employment Committee adjourns at 5.50 pm and reconvene at 1.00 pm on Thursday 20<sup>th</sup> February 2020 in the Council Chambers to continue discussion on the CEO's KPIs for the next 12 months.*

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

#### **Thursday 20<sup>th</sup> February 2020**

The Presiding Member welcomed all in attendance and called for a mover and seconder to re-open the Employment Committee meeting at 1.00pm on Thursday 20<sup>th</sup> February 2020.

**ECM 02.20-04**

**PROCEDURAL MOTION**

**MOVED Cr Watts                      SECONDED Cr Fancote**

*That the Employment Committee re-opens the meeting at 1.00 pm.*

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

**ECM 02.20-05**

**COMMITTEE RESOLUTION**

**MOVED Cr Watts      SECONDED Cr Fancote**

*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 to be set by the CEO and the Council at the March Council Meeting with the CEO and the Shire President to prepare a draft document.*

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

**ECM 02.20-06**

**COUNCIL RESOLUTION**

**MOVED Cr Fancote                      SECONDED Cr Walker**

*That the Employment Committee reopen the meeting to the public at 1.55pm.*

**CARRIED BY SIMPLE MAJORITY VOTE 4-0**

**7.02.20                      ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**8.02.20                      NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**9.02.20                      CLOSURE OF MEETING**

There being no further business the Presiding Member closed the meeting at 1.56pm.