

Shire of
BROOKTON

EMPLOYMENT COMMITTEE MEETING

PUBLIC

MINUTES

17 October 2019

These minutes were confirmed by Employment Committee as a true and correct record of proceedings by the Employment Committee meeting held on 21/11/19

Presiding Member:  Date: 21 November 2019

Shire of Brookton
Employment Committee held 17 October 2019
Commenced at 2.00pm

TABLE OF CONTENTS

1.10.19	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	4
2.10.19	CONFIRMATION OF PREVIOUS MINUTES.....	4
3.10.19	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
4.10.19	DECLARATIONS BY MEMBERS AND OFFICERS	4
5.10.19	ANNUAL CEO PERFORMANCE REVIEW AND DCEO CONTRACT	6
6.10.19	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
7.10.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	7
8.10.19	CLOSURE OF MEETING	7

1.10.19 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 2.03pm and welcomed all in attendance.

Attendance

Elected Members (Voting)

Cr KL Crute Shire President (Presiding Member)
Cr NC Walker Deputy Shire President
Cr CE Hartl

Elected Members (Non-Voting)

Cr KH Mills
Cr LR Eyre

Staff (Non-Voting)

Ian D'Arcy Chief Executive Officer

Apology

Cr T Fancote

2.10.19 CONFIRMATION OF PREVIOUS MINUTES

EC 10.19-01

COMMITTEE RESOLUTION

MOVED CR Hartl SECONDED CR Walker

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on 21 February 2019 be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY 3/0

3.10.19 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

4.10.19 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
5.10.19	Ian D'Arcy	Financial	The employee the subject of pending CEO Performance Review

EC 10.19-02

PROCEDURAL MOTION

MOVED CR Hartl SECONDED CR Walker

The Committee close the meeting to the public by procedural motion 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 3/0

EC 10.19-03

PROCEDURAL MOTION

MOVED CR Hartl SECONDED CR Walker

The Committee suspend standing orders in order to entertain open dialog of the Officer's report – Item 5.10.19 with the CEO to remain in the meeting.

CARRIED BY SIMPLE MAJORITY VOTE 3/0

5.10.19 ANNUAL CEO PERFORMANCE REVIEW AND DCEO CONTRACT

File No:	ADM 0536 & ADM 0274
Date of Meeting:	17 October 2019
Author/s:	Ian D'Arcy - CEO
Authorising Officer:	Shire President
Declaration of Interest:	The author has a vested interest as the CEO
Voting Requirements:	Simple majority
Previous Report:	N/A

Summary

The Employment Committee is asked to consider this report in relation:

- a) An anonymous 360° staff survey that forms part the annual performance review of the Chief Executive Officer (CEO) to be conducted in January 2020.
- b) Engagement of an external consultant to assist with the CEO Performance Review.
- c) The Deputy Chief Executive Officer (DCEO) contract, scheduled to expire in January 2020.

EC 10.19-04

PROCEDURAL MOTION

MOVED CR Walker SECONDED CR Hartl

Standing Orders be resumed at 3.15pm

CARRIED BY SIMPLE MAJORITY VOTE 3/0

EC 10.19-05

EMPLOYMENT COMMITTEE RESOLUTION

That the Employment Committee under delegation 1.44:

1. *Endorse pursuant to Clause 5.38 of the Local Government Act, 1995 the performance of an anonymous Staff Cultural Survey as part of the CEO's forthcoming 2020 Performance Review, with the survey to:*
 - a) *Be generally structure on the 26 questions presented in Attachment 7.10.19A to this report, with the following amendments;*
 - *Change Question 20 to read "Do you feel your role is valued by the community?"*
 - *Change Question 22 to read "Is the Shire a better organisation than 12 months ago?"*
 - b) *Be conducted by Shire President through an on-line survey platform and the Shire President also be available to talk confidentially with individual staff (at their request) about the organisation's culture;*
 - c) *Be presented (results only) to the Employment Committee and the appointed Human Resources (HR) consultant engaged to assist with the CEO Performance Review.*
2. *Request the Administration (in consultation with the Shire President) procure the services of a suitably qualified and experienced HR consultant to assist in the CEO Performance Review.*
3. *Request the CEO give consideration to amending the DCEO title to Manager Corporate and Community Services with refinement of the Position Description, not advance any extension to the current contract,*

and proceed to advertise the revised position of Manager Corporate and Community Services (or similar) for another three (3) year contract period.

CARRIED BY SIMPLE MAJORITY VOTE 3/0

Note to Minute: The Employment Committee discussed:

- a) The draft survey questions and felt some slight modification was required with Question 20 being basically a duplication of Question 13, a new Question 20 being pertinent to community perception from an employee perspective, and Question 22 being extended from 6 to 12 months as an appropriate time frame.
- b) The DCEO position and expressed preference for the title of 'Manager Corporate and Community Services' (or similar) as more representative of the position roles and responsibilities, with a desire to canvas the market based on a slightly modified Position Description.

EC 10.19-06

PROCEDURAL MOTION

MOVED CR Hartl SECONDED CR Walker

That the Employment Committee re-open the meeting to the public at 3.30pm.

CARRIED BY SIMPLE MAJORITY VOTE 3/0

6.10.19 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

7.10.19 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

8.10.19 CLOSURE OF MEETING

There being no further business the presiding member closed the meeting at 3.30pm.