



EMPLOYMENT COMMITTEE MEETING

PUBLIC

MINUTES

21 February 2019

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 21 February 2019
Commenced at 1.00pm**

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1.02.19 DECLARATION OF OPENING / ATTENDANCE

The Presiding Member opened the meeting at 1.01pm and welcomed all in attendance.

Attendance

Elected Members (Voting)

Cr KL Crute (Shire President)
 Cr NC Walker (Deputy Shire President)
 Cr RT Fancote
 CR CE Hartl – entered the meeting at 1.29pm

Elected Members (Non-Voting)

Cr KH Mills
 Cr LR Eyre

Staff (Non-Voting)

Ian D’Arcy Chief Executive Officer
 Courtney Fulwood Executive Officer – left the meeting at 1.02 pm

2.02.19 CONFIRMATION OF PREVIOUS MINUTES

EC 02.19-01

COMMITTEE RESOLUTION

MOVED CR WALKER SECONDED CR EYRE

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on 21st February 2018, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 3-0

3.02.19 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
Nil			

EC 02.19-02

COMMITTEE RESOLUTION

MOVED CR FANCOTE SECONDED CR EYRE

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.

CARRIED BY SIMPLE MAJORITY VOTE 3-0

Courtney Fulwood (Executive Officer) left the meeting at 1.02pm.

4.02.19 ANNUAL CEO PERFORMANCE REVIEW

File No:	Personnel
Date of Meeting:	21/02/2019
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.

EC 02.19-03

COMMITTEE RESOLUTION

MOVED CR FANCOTE SECONDED CR WALKER

Standing Orders be suspended to allow from free discussion of the CEO performance at 1.05 pm

CARRIED BY SIMPLE MAJORITY 3-0

CR Hartl entered the meeting at 1.29pm.

EC 02.19-04

COMMITTEE RESOLUTION

MOVED CR FANCOTE SECONDED CR WALKER

The Standing Orders be resumed at 2.16 pm

CARRIED BY SIMPLE MAJORITY 4-0

EC 02.19-05

COMMITTEE RESOLUTION

MOVED CR FANCOTE SECONDED CR HARTL

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

- 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:***

- **Substitute Performance Objective 3.e.i. to read:**
 - i** **BROOKTON Multipurpose Function Centre (investigate Feasibility)**
- **Insert into Performance Objective 3. the following Performance related Questions:**
 - 3.f.vii.** **Regular reporting to Council through a formed status report to the Corporate Briefing Forum (CBF) providing a summary of the progress of projects/initiatives listed in the Corporate Business Plan and filtered through the IPR Advisory Groups.**
 - 3.f.viii.** **A quarterly report being provided on progress involving review and implementation of respective plans that form part of the integrated planning framework.**
- **Insert into Performance Objective 6. the following Performance related Question:**
 - L** **Reporting on the progress of findings and recommendations of the Office of Auditor General (AOG) on a quarterly basis through the Audit Committee.**
- **Amend Performance Objective 7.l. to read Performance Objective 7.m.**

CARRIED BY SIMPLE MAJORITY VOTE 4-0

EC 02.19-06

COMMITTEE RESOLUTION

MOVED CR FANCOTE SECONDED CR HARTL

That Council re-open the Committee meeting to the public at 2.19 pm.

CARRIED BY SIMPLE MAJORITY VOTE 4-0

5.02.19	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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6.02.19	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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7.02.19	CLOSURE OF MEETING
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There being no further business the Presiding Member closed the meeting at 2.20pm.