



Special Meeting of Council

Minutes

11 July 2013

MINUTES OF SPECIAL MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 11 JULY 2013

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Ordinary Meeting of Council, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as an addendum to these Minutes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as separate Confidential Minuted Agenda Items.

Unconfirmed Minutes

These minutes were approved for distribution on 15 July 2013.



Stan Scott
CHIEF EXECUTIVE OFFICER

15 July 2013.

Confirmed Minutes

These minutes were confirmed at a meeting held on 16 July 2013.

Signed: 

Presiding person at the meeting at which the minutes were confirmed.

16 July 2013.

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5. **PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**
(relating to the purpose of the meeting)
6. **PURPOSE**

This Special Meeting of Council is for endorsing the Appraisal process of the CEO including consideration of remuneration.
7. **CLOSURE OF MEETING**

ADDENDUM *with separate index follows Item 7.*

Shire of Toodyay

SPECIAL MEETING – 11 JULY 2013

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 6.04 pm.

2. RECORDS OF ATTENDANCE

Members

Cr K Hogg	Shire President
Cr J Prater	Deputy Shire President
Cr B Lloyd	
Cr A McCann	
Cr R Madacsi	<i>arrived at 6.07 pm.</i>
Cr D Dow	
Cr P Greenway	
Cr S Craddock	

Staff

Mr S Scott	Chief Executive Officer
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Visitors

Mr J Phillips	Executive Director (WALGA Workplace Solutions)
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2.1 APOLOGIES

Nil

3. DISCLOSURE OF INTERESTS

Nil

4. PUBLIC QUESTIONS (relating to the purpose of the meeting)

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)

5.1 Petitions

Nil

5.2 Deputations

Nil

5.3 Presentations

Nil

5.4 Submissions

Nil

6. PURPOSE OF MEETING

6.1 Endorsement of Appraisal process of the CEO including consideration of remuneration

Date of Report:	11 July 2013
Proponent:	CEO
File Ref:	HR317/IHR22452
Author:	Maria Rebane – Executive Assistant
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Feedback Report (under confidential cover)
Voting Requirements:	Simple majority

INTRODUCTION

This report was prepared for Council to consider the endorsement of the appraisal process of the CEO including consideration of remuneration.

BACKGROUND

At a Special Meeting of Council held on 28 May 2013 Council resolved to arrange a Special Meeting for the purpose of endorsing the appraisal process of the CEO including consideration of remuneration.

CONSULTATION

In preparation for the CEO's appraisal a 'Feedback Report' (refer to **Attachment 1**) was prepared following receipt of feedback and ratings from all Councillors and from Mr Scott however it does need to be considered by Councillors at the briefing meeting prior to the appraisal meeting.

STATUTORY ENVIRONMENT

The Local Government has a duty in relation to the performance review of a CEO, stated in the *Local Government (Administration) Regulations 1996* as follows:

18D. Performance review of CEO, local government's duties as to

A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

[Regulation 18D inserted in Gazette 31 Mar 2005 p. 1038.]

The Section referred to above is from the *Local Government Act 1995* and is stated as follows:

5.38. *Annual review of certain employees' performances*

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The proposed schedule for the Special Meeting forwarded by Mr John Phillips, Executive Manager, WALGA Workplace Solutions is as follows:

5.30 -6.00pm	Facilitator briefing meeting with CEO;
6.00 -7.00pm	Councillors' briefing meeting and discussion on feedback report with facilitator;
7.00 -8.00pm	Appraisal meeting with CEO; and
8.00 – 9.00pm	Review/development of KRAs for 2013/2014 and directions in regards to reporting to Council.

COUNCIL RESOLUTION NO 199/07/13

MOVED Cr Dow

That Council move behind closed doors in order for confidential business to be discussed in accordance with Section 5.23 (2) (a), (b) and (c) of the *Local Government Act 1995*.

MOTION CARRIED 8/0

The Chief Executive Officer departed the Chamber at 6.08 pm. There were no members of the public present.

Discussion ensued.

Cr Madacsi departed Council Chambers at 7.29 pm.

Cr Madacsi returned to Council Chambers at 7.37 pm.

Cr Greenway departed Council Chambers at 7.39 pm.

The Chief Executive Officer returned to Council Chambers at 7.40 pm.

Discussion ensued.

Cr Greenway returned to Council Chambers at 7.42 pm.

COUNCIL RESOLUTION NO 200/07/13

MOVED Cr Lloyd

That Council:

1. Notes that Mr Stan Scott's Performance Review in his role as Chief Executive Officer for the Shire of Toodyay for 2013 has been undertaken;
2. Endorses Mr Scott's overall rating of "More than Satisfactory";
3. Schedules the next review of the CEO's performance to be conducted by July 2014;
4. Schedules a Special Meeting of Council for Thursday 25 July 2013 at 6.00 pm to consider Mr Scott's review of remuneration and a report on same by the facilitator Mr Phillips, and to review the key result areas for 2013/14.

MOTION CARRIED 8/0

COUNCIL RESOLUTION NO 201/07/13

MOVED Cr Dow

That Council move from behind closed doors.

MOTION CARRIED 8/0

The Council Chambers were re-opened at 8.40 pm. No members of the public returned to the Council Chambers and therefore the resolution made behind closed doors was not read aloud.

The Shire President thanked Mr Phillips for his attendance and assistance.

7. CLOSURE OF MEETING

The Shire President declared the meeting closed at 8.48 pm.

