



Special Meeting of Council

Minutes

13 October 2015

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.

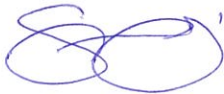
The "Confirmed" Minutes are then signed off by the Presiding Person.

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 23 October 2015.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 27 October 2015.

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

Shire of Toodyay

SPECIAL MEETING – 13 OCTOBER 2015

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Shire of Toodyay

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.05.

2. RECORDS OF ATTENDANCE

Members

Cr D Dow	Shire President
Cr B Lloyd	Deputy Shire President
Cr P Greenway	
Cr A McCann	
Cr T Chitty	
Cr B Rayner	
Cr C Firms	
Cr S Craddock	
Cr R Madacsi	

Staff

Mr S Scott	Chief Executive Officer
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Visitors

Nil.

2.1 APOLOGIES

Nil.

The Shire President requested a motion be moved in accordance with Standing Order 5.2 (2) that the meeting be closed to the public.

MOTION/COUNCIL RESOLUTION NO 193/10/15

MOVED Cr Greenway

That Council move behind closed doors in accordance with Standing Order 5.2(2) order for confidential business to be discussed.

MOTION CARRIED 7/0

The meeting was closed to the public in accordance with Section 5.23 (2) (a), (b), (c), and (e) (ii) of the *Local Government Act 1995*.

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The doors to the Council Chambers were closed and the CEO and executive staff departed at 2.30 pm

3. DISCLOSURE OF INTERESTS

Nil

4. PURPOSE OF MEETING

4.1 CEO Remuneration Review

Date of Report:	24 September 2015
Name of Applicant / Proponent/s:	CEO, Shire of Toodyay
File Reference:	HR317
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Annually.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive.
Attachments:	1. <u>CONFIDENTIAL</u> : Annual Performance Review 2015 Remuneration Report.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To review the CEO's annual remuneration package.

BACKGROUND

Council appointed John Phillips from JCP Consulting to undertake the performance review on behalf of Council.

In addition to preparing the Performance Review, Mr Phillips has produced a Remuneration Report (**Attachment 1**).

CONSULTATION IMPLICATIONS

There are no consultation implications relative to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this item.

POLICY IMPLICATIONS

There are no policy implications relative to this item.

FINANCIAL IMPLICATIONS

Any increase would be accommodated from within the annual budget for Salaries and Wages.

LEGAL AND STATUTORY IMPLICATIONS

Section 6.9 of the CEO's contract includes the provision for the annual review of the CEO's Remuneration.

RISK IMPLICATIONS (including DAIP)

There are no risk implications relative to this item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relative to this item.

SOCIAL IMPLICATIONS

There are no social implications relative to this item.

OFFICER COMMENT / DETAILS

The attached report provides details of the recommendations of the Salaries and Allowances Tribunal and provides details of payments by comparable Local Governments.

OFFICERS RECOMMENDATION

That **Council** endorse the consultant's recommendations as follows:

1. **Notes** the determination of the Salaries and Allowances Tribunal dated 17 June 2015.
2. **Authorises** an increase to the Chief Executive Officer's annual remuneration package to \$233,797pa (base salary of \$170,290) effective from 23 July 2015.
3. **Schedules** the next review of remuneration be considered by 22 July 2016, in accordance with the contract of employment between Council and Mr Scott.

Cr Greenway moved the Officers Recommendation.

Cr Chitty seconded the motion.

The Shire President ruled that members were able to speak more than once to allow general discussion related to the components of the proposed remuneration package. (Standing orders 5.2(5))

Discussion commenced.

The Shire President adjourned the meeting at 3.15 pm.

The meeting resumed at 3.36 pm

Cr Rayner moved an amendment to the substantive motion:

Point 2 be replaced.

4. Authorise an increase to the Chief Executive Officers annual remuneration package by the following:
 - (a) Cash component, i.e. Contract clauses 6.2.1. 6.2.2 and 6.2.3 to be increased by 2%.
 - (b) Authorise the replacement of current Holden Caprice with a 4WD Ute without a towbar for a total price increase of \$1176.00 as per clause 6.2.4.
 - (c) Clause 6.2.6 Professional development allocation to be increased by \$1200.00 to a total amount of \$4200.00
 - (d) Clause 6.2.6 Income protection insurance to be increased to align with CPI by \$21.00 to a total amount of \$1430.00

All of the above increases to take effect as from 23 July 2015

Cr Greenway accepted the amendment.

Cr Chitty accepted the amendment.

The Shire President advised that the amendment was to be part of the substantive motion.

Debate continues

The Substantive Motion as amended was put.

COUNCIL RESOLUTION NO 194/10/15

MOVED Cr Greenway

SECONDED Cr Chitty

Council resolved to:

1. Notes the determination of the Salaries and Allowances Tribunal dated 17 June 2015.
2. Authorise an increase to the Chief Executive Officers annual remuneration package by the following:
 - a) Cash component, i.e. Contract clauses 6.2.1. 6.2.2 and 6.2.3 to be increased by 2%.

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- b) Authorise the replacement of current Holden Caprice with a 4WD Ute without a towbar for a total price increase of \$1176.00 as per clause 6.2.4.
 - c) Clause 6.2.6 - Professional development allocation to be increased by \$1200.00 to a total amount of \$4200.00.
 - d) Clause 6.2.6 - Income protection insurance to be increased to align with CPI by \$21.00 to a total amount of \$1430.00.
3. Schedules the next review of remuneration be considered by 22 July 2016, in accordance with the contract of employment between Council and Mr Scott.

All of the above increases to take effect as from 23 July 2015

MOTION CARRIED 5/4

The CEO returned to the council chambers at 3.45 pm.

The CEO was asked by the Shire President to record the minutes of the remainder of the meeting.

4.2 Review of Key Result Areas

Date of Report:	24 September 2015
Name of Applicant / Proponent/s:	CEO, Shire of Toodyay
File Reference:	HR317
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Annually.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive.
Attachments:	1. <u>CONFIDENTIAL</u> : CEO Annual Appraisal 2015 Draft Key Result Areas (KRA's) for 2015/16.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

To review the Key Result Areas for assessing the CEO's Performance.

BACKGROUND

Council appointed John Phillips from JCP Consulting to undertake the performance review on behalf of Council.

In addition to preparing the Performance Review, Mr Phillips has produced a draft report (**Attachment 1**).

CONSULTATION IMPLICATIONS

On 22 September 2015 some Councillors took part in a workshop to review the current Key Performance Indicators / Key Result Areas in respect to the 2015 CEO Performance Appraisal.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this item.

POLICY IMPLICATIONS

There are no policy implications relative to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this item.

LEGAL AND STATUTORY IMPLICATIONS

Section 5.4 of the CEO's contract includes the provision for the Key Result Areas for the forthcoming year to be agreed between Council and the CEO following the Annual Performance Review.

RISK IMPLICATIONS (including DAIP)

There are no risk implications relative to this item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications relative to this item.

SOCIAL IMPLICATIONS

There are no social implications relative to this item.

OFFICER COMMENT / DETAILS

The attached report provides suggested key result areas, and the means by which these results may be measured.

The proposed KRAs (or KPIs) are acceptable to the CEO. Council may wish to defer consideration of this item if further discussion is required or different indicators are proposed.

OFFICERS RECOMMENDATION

That Council endorse the consultant's recommendations of revised key performance indicators as attached.

Cr Chitty moved the Officers Recommendation.

Cr Rayner seconded the motion.

Cr McCann moved an amendment to the motion as follows:

That the Draft KRAs be amended as follows:

- At 1.2 the second dot point become two dot points, Site investigation with a target date of 31 March 2016 and Detailed Planning with a target date of 30 June 2016;

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- At 2.2 the words “Review planning scheme and planning strategy and complete first draft LPS5” be replaced with “Basis of Rates Review UV GRV completed”;
- At 2.3 the words “Complete Construction” be replaced with the words “Review planning scheme and planning strategy and complete first draft LPS5” and the Target Date Changed to 31 March 2015; and
- At 2.5 the words “Review budget process” be replaced with the words “Review budget preparation Process”.

Cr Chitty accepted the amendment.

Cr Rayner accepted the amendment.

Cr McCann moved an amendment.

That quarterly, or when required, a review of the KRAs be carried out but Council and the CEO to discuss and amend KPIs as required and if necessary.

AMENDMENT

MOVED Cr McCann

SECONDED Cr Madacsi

That quarterly, or when required, a review of the KRAs be carried out but Council and the CEO to discuss and amend KPIs as required and if necessary.

MOTION CARRIED 7/2

NOTE: This amendment required the agreement of the CEO as it would affect the process agreed in the CEOs contract. The CEO advised that if the intent was to review KRAs because achievement could be unavoidably delayed or Council could no longer wished to pursue a particular KRA, the proposal would be acceptable. It was agreed that the intent was NOT to undertake quarterly performance reviews.

The substantive motion was put:

COUNCIL RESOLUTION 195/10/15

1. That Council endorse the consultant's recommendations of revised key performance indicators as attached.
2. That the Draft KRAs be amended as follows:
 - At 1.2 the second dot point become two dot points, Site investigation with a target date of 31 March 2016 and Detailed Planning with a target date of 30 June 2016;
 - At 2.2 the words "Review planning scheme and planning strategy and complete first draft LPS5" be replaced with "Basis of Rates Review UV GRV completed";
 - At 2.3 the words "Complete Construction" be replaced with the words "Review planning scheme and planning strategy and complete first draft LPS5" and the Target Date Changed to 31 March 2015; and
 - At 2.5 the words "Review budget process" be replaced with the words "Review budget preparation Process"
3. That quarterly, or when required, a review of the KRAs be carried out but Council and the CEO to discuss and amend KPIs as required and if necessary.

CARRIED 9/0

5. CLOSURE OF MEETING

Meeting closed 4.15

Shire of Toodyay CEO Appraisal 2015: Draft Key Result Areas 2015/16

Acknowledging that the Chief Executive Officer (CEO) is accountable for the delivery of services for all aspects of the Shire of Toodyay's operations as required by Council and within the statutory and regulatory framework, the following programs, projects and initiatives are agreed to be key focus areas. These focus areas, whilst not exclusively occupying the CEO's attention, are acknowledged as being particularly important drivers for the achievement of Council's commitments to the community for the review period.

Key Focus Area 1: Corporate Business Plan

The CEO will ensure the delivery of the **Corporate Business Plan** in accordance with the outcomes of the Strategic Community Plan, with a particular focus on the following areas.

Focus	Key Performance Indicators	Target Date
1.1 Aged care units	• Construct eight (8) units	• 30 June 2016
1.2 Recreation Centre	• Funding – advise Council of the Shire's application(s) outcome(s) • Site investigation • Detailed planning	• 30 January 2016 • 31 March 2016 • 30 June 2016
1.3 Entry Statement	• Complete construction	• 28 February 2016
1.4 Visitor Information Bay	• Complete construction	• 28 February 2016
1.5 Community Depot	• Complete construction	• 31 March 2016
1.6 Skate Park	• Complete construction	• 30 June 2016
1.7 Wicklow Shearing Shed	• Fit-out and precinct upgrade: Source funding and commence project	• 30 June 2016
1.8 Refurbishment of Charcoal Lane public conveniences	• include upgrade for disabled access	• 30 June 2016
Key Focus Area 2: Governance	Key Performance Indicators	Target Date
2.1 Corporate Business Plan	• Review plan in accordance with statutory requirements	• 31 December 2015
2.2 Rates Review	• Basis of Rates Review (UV / GRV) completed	• 30 June 2016
2.3 LPS 5	• Review planning scheme and planning strategy and complete first draft LPS5	• 31 March 2016
2.4 Workforce Management Plan	• Implement plan • Report to Council	• 30 September 2015 • 31 March 2016
2.5 2016/17 Annual Budget	• Review budget preparation process with Council	• 31 March 2016
2.6 2016/17 Audit Report	• Completed annual financial report to Auditors • Unqualified Audit achieved	• 30 September 2015 • 31 January 2016
Focus	Key Performance Indicators	Target Date
3.1 Community engagement strategy	• Develop the community engagement plan, including processes for informing, collaborating and engaging with the community	• 30 June 2016
3.2 Customer service survey	• Undertake survey and report to Council	• 30 June 2016

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Focus	Key Performance Indicators	Target Date
4.1 Lobbying and Advocacy	<ul style="list-style-type: none">• Undertake lobbying and advocacy on behalf of the Shire, including in consultation with the President• Update Council on a regular basis	<ul style="list-style-type: none">• Ongoing• Ongoing