



Special Meeting of Council

Minutes

22 September 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 September 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 – 22 SEPTEMBER 2015

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ADDENDUM *with separate index follows Item 7.*

Shire of Toodyay

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Dow, Shire President, declared the meeting open at 3.10 pm.

2. RECORDS OF ATTENDANCE

Members

Cr D Dow	Shire President
Cr B Lloyd	Deputy Shire President
Cr P Greenway	
Cr T Chitty	
Cr B Rayner	
Cr R Madacsi	

Staff

Mr S Scott	Chief Executive Officer
Mrs M Rebane	Executive Assistant

Visitors

Mr J Phillips	JCP Consulting Pty Ltd
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2.1 APOLOGIES

Cr S Craddock
Cr C Firms
Cr A McCann (on leave of absence)

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that no disclosures of interest in the form of a written notice prior to the commencement of the meeting.

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

There were no public questions.

5. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)

There were no public submissions.

6. PURPOSE OF MEETING

6.1 CEO Performance Review

Date of Report:	17 September 2015
Proponent:	Shire of Toodyay
File Ref:	HR317
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	<u>CONFIDENTIAL</u> : Chief Executive Officer Annual Appraisal September 2015 REVIEWER REPORT <i>provided under confidential cover.</i>
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

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

This included conducting interviews, collating the responses, as well as preparing and presenting his report. All nine (9) Councillors provided feedback.

The aggregated responses obtained from all participants indicate that, overall, Mr Scott is rated as satisfactorily meeting the performance requirements of the position of Chief Executive Officer for the Shire of Toodyay.

CONSULTATION

Each elected member was personally interviewed by Mr Phillips.

STATUTORY ENVIRONMENT

The CEO's annual appraisal has been conducted in accordance with sections 5.38 and 5.39(3)(b) and Regulation 18D of the *Local Government (Administration) Amendment Regulations (No 2) 2005*, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and
- 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.

POLICY IMPLICATIONS

This proposal does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

The performance review will influence future payments to the CEO, but the remuneration review is a separate decision.

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 attached report provides a summary and statistical breakup of Council ratings and provides a comparison with the previous year.

OFFICER'S RECOMMENDATION

That Council:

Notes that Mr Stan Scott's Performance Review in his role as Chief Executive Officer for the Shire of Toodyay for 2014/15 has been undertaken;

Endorses Mr Scott's overall rating of 'Satisfactory';

Schedules the next review of the CEO's performance to be conducted by July 2016; and

Endorses the Key Result Areas for the 2015/16 appraisal period.

Clarification was sought.

Cr Rayner moved a motion as follows:

That Council:

Notes that Mr Stan Scott's Performance Review in his role as Chief Executive Officer for the Shire of Toodyay for 2014/15 has been undertaken;

Endorses Mr Scott's overall rating of 'Satisfactory'; and

Schedules the next review of the CEO's performance to be conducted by July 2016.

Cr Madacsi seconded the motion.

The motion was put.

COUNCIL RESOLUTION NO 179/09/15

MOVED Cr Dow

SECONDED Cr Madacsi

That Council:

Notes that Mr Stan Scott's Performance Review in his role as Chief Executive Officer for the Shire of Toodyay for 2014/15 has been undertaken;

Endorses Mr Scott's overall rating of 'Satisfactory'; and

Schedules the next review of the CEO's performance to be conducted by July 2016.

MOTION CARRIED 6/0

7. CLOSURE OF MEETING

The Shire President declared the meeting closed at 3.25 pm.

