

## **Special Meeting of Council**

# **Minutes**

**25 July 2013**

MINUTES OF SPECIAL MEETING OF COUNCIL  
HELD IN COUNCIL CHAMBERS ON 25 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 30 July 2013.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

30 July 2013.

## Confirmed Minutes

These minutes were confirmed at a meeting held on 20 August 2013.

Signed:  .....

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

20 August 2013.

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# Shire of Toodyay

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**SPECIAL MEETING – 25 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 B Lloyd	
Cr A McCann	
Cr R Madacsi	
Cr D Dow	
Cr P Greenway	
Cr S Craddock	

#### Staff

Mr S Scott	Chief Executive Officer
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#### Visitors

Nil.

### **2.1 APOLOGIES**

Cr J Prater	Deputy Shire President
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### **3. DISCLOSURE OF INTERESTS**

The Chief Executive Officer advised that he had submitted a disclosure of interest in the form of a written notice prior to the commencement of the meeting.

The Chief Executive Officer declared a financial interest in Agenda Item 6.1 CEO Remuneration Review.

### **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

**COUNCIL RESOLUTION NO 222/07/13**

**MOVED** Cr Craddock

That Standing Order 7.5(1)(b) be suspended to allow members to remain seated when speaking.

**MOTION CARRIED 7/0**

*Standing Order 7.5(1)(b) was suspended at 6.08 pm.*

**COUNCIL RESOLUTION NO 223/07/13**

**MOVED** Cr Craddock

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

**MOTION CARRIED 7/0**

*There were no members of the public present in Council Chambers. The Council Chamber doors were closed at 6.10 pm.*

**COUNCIL RESOLUTION NO 224/07/13**

**MOVED** Cr Dow

That Standing Order 7.9 be suspended to allow members to speak more than once.

**MOTION CARRIED 7/0**

*Standing Order 7.9 was suspended at 6.11 pm.*

## 6. PURPOSE OF MEETING

*The Chief Executive Officer declared a financial interest in Agenda Item 6.1 CEO Remuneration Review.*

*Discussion ensued.*

*The CEO departed Council Chambers at 6.32 pm.*

### 6.1 CEO Remuneration Review

Date of Report:	19 July 2013
Proponent:	CEO
File Ref:	HR317
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	CEO
Attachments:	1. Remuneration Report from Mr John Phillips, Executive Manager, Workplace Solutions ( <i>Confidential attachment</i> ).
Voting Requirements:	Simple majority

## INTRODUCTION

The CEO's contract makes provision for an annual review of remuneration.

## BACKGROUND

At a Special Meeting of Council on 11 July 2013 Council review the CEO's performance and resolved as follows

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; and
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.

## CONSULTATION

Mr John Phillips, Executive Manager, from WALGA Workplace Solutions has provided a remuneration report.

**STATUTORY ENVIRONMENT**

This proposal does not contain any notable statutory implications.

**POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

**FINANCIAL IMPLICATIONS**

A range of options are presented for a salary increase.

**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 Remuneration Report includes the CEO's proposal for a salary increase and change of conditions.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 225/07/13**

**MOVED** Cr Dow

That Council :

1. Authorises an increase to the Chief Executive Officer's annual remuneration package to \$207,930 pa, including a base salary of \$157,000, effective from 23 July 2013.
2. Determines that the Chief Executive Officer's annual leave will be 5 weeks per annum, effective from 23 July 2013; and
3. Schedules the next review of remuneration be considered by 22 July 2014, in accordance with the contract of employment between Council and Mr Scott.

**MOTION CARRIED 7/0**

*The CEO returned to Council Chambers at 6.53 pm.*



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The Shire President read aloud Resolution No 225/07/13 for the benefit of the CEO.

*Cr McCann departed Council Chambers at 7.10 pm.*

*Cr McCann returned to Council Chambers at 7.11 pm.*

*Cr Dow departed Council Chambers at 7.15 pm.*

*Cr Dow returned to Council Chambers at 7.16 pm.*

**6.2 Review of Key Result Areas – CEO Contract**

Date of Report:	18 July 2013
Proponent:	CEO
File Ref:	
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

**INTRODUCTION**

As part of the annual performance review Council is to consider whether the Key Result Areas specified in the CEO's Contract remain appropriate.

**BACKGROUND**

At a Special Meeting of Council on 11 July 2013 Council review the CEO's performance and resolved to schedule a Special Meeting of Council for to consider Mr Scott's review of remuneration and to review the key result areas for 2013/14.

The Key Result Areas in the CEO Contract are as follows:

1. Provide accurate and timely advice to the council;
2. Work in collaboration with the council;
3. Provide innovative and visionary leadership;
4. Establish effective networks;
5. Maintain a work environment that facilitates the development of people and encourages them to perform at a high level ;
6. Ensure the effective and accountable application of financial and physical resources;
7. Develop and implements change to management strategies to enhance service delivery;
8. Initiate the development, implementation and review of council policies and procedures.

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The CEO in his self-assessment provided the following set of performance criteria as an alternative:

<b>1. COGNITIVE SKILLS</b>	
1.1 Conceptual Thinking Ability	<ul style="list-style-type: none"> <li>– quickly combines new information into meaningful pattern;</li> <li>– develops abstract ideas generalised from specific instances;</li> <li>– perceives and understands the ‘big picture’;</li> <li>– combines often diverse elements or concepts into a newly perceived unified whole.</li> </ul>
1.2 Innovation and Resourcefulness	<ul style="list-style-type: none"> <li>– readily draws from a large pool of diverse resources or information;</li> <li>– devises original, unusual, successful solutions, programs, or actions;</li> <li>– needs little help or guidance even when confronting new or unusual.</li> </ul>
1.3 Decision Making	<ul style="list-style-type: none"> <li>– makes timely, sound decisions consistent with the organisation’s goals and values, even under conditions of risk and uncertainty.</li> </ul>
1.4 Strategic Thinking	<ul style="list-style-type: none"> <li>– considers a broad range of internal and external factors when solving problems and making decisions;</li> <li>– recognises strategic opportunities for success;</li> <li>– adjusts actions and decisions to focus on critical strategic issues (e.g. customers, quality, et cetera).</li> </ul>
<b>2. LEADERSHIP SKILLS</b>	
2.1 Leadership Vision and Direction	<ul style="list-style-type: none"> <li>– fosters the development of a common vision;</li> <li>– influences organisational values and individuals and group goals;</li> <li>– guides individuals and groups to accomplish goals consistent with the vision.</li> </ul>
2.2 Championing Change	<ul style="list-style-type: none"> <li>– challenges the status quo and champions new initiatives;</li> <li>– paves the way for needed changes;</li> <li>– effectively manages the implementation of change.</li> </ul>
2.3 Motivating Others	<ul style="list-style-type: none"> <li>– encourages and empowers others to achieve;</li> <li>– works with others to establish challenging but realistic performance standards;</li> <li>– creates enthusiasm, a feeling of investment, and a desire to excel.</li> </ul>

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<b>3. INTERPERSONAL SKILLS</b>	
3.1 Building Relationships	<ul style="list-style-type: none"> <li>– relates to people in an open, friendly, accepting manner.</li> <li>– shows sincere interest in others and their concerns.</li> <li>– demonstrates trust, respect and sensitivity to others.</li> </ul>
3.2 Collaboration	<ul style="list-style-type: none"> <li>– develops and sustains cooperative working relationships;</li> <li>– works efficiently with others in the organisation;</li> <li>– even outside the lines of formal authority (such as peers, or other Shires or elected members) to accomplish organisation goals.</li> </ul>
<b>4. COMMUNICATION SKILLS</b>	
4.1 Listening	<ul style="list-style-type: none"> <li>– demonstrates attention to and conveys understanding of the comments and questions of others;</li> <li>– listens well in a group;</li> <li>– listens without interruptions;</li> <li>– is able to convey understanding of what he has said.</li> </ul>
4.2 Oral Communication	<ul style="list-style-type: none"> <li>– discusses ideas in a clear, succinct, organised and interesting manner, correctly uses words and sentences;</li> <li>– effectively gets one's messages across.</li> </ul>
4.3 Informing	<ul style="list-style-type: none"> <li>– relays timely and important information (e.g. decisions, events and changes) to subordinates, peers, superiors and other organisational units.</li> </ul>
<b>5. MOTIVATION</b>	
5.1 Achievement Orientation	<ul style="list-style-type: none"> <li>– sets and accomplishes challenging goals because of internally generated incentives of achievement;</li> <li>– seeks increasing responsibility on the job;</li> <li>– readily puts in extra time and effort.</li> </ul>
5.2 Organisational Commitment	<ul style="list-style-type: none"> <li>– demonstrates personal commitment to the organisation's mission and vision;</li> <li>– shows a strong willingness to carry out the organisation's goals.</li> </ul>
5.3 Persistence	<ul style="list-style-type: none"> <li>– works hard and steadily;</li> <li>– perseveres in the face of obstacles;</li> <li>– puts in sustained effort for long periods.</li> </ul>

<b>6. PERSONAL CHARACTERISTICS</b>	
6.1 Adaptability	<ul style="list-style-type: none"> <li>– adjusts to multiple demands, shifting priorities, ambiguity, and rapid change;</li> <li>– accepts and adapts to new or alternative approaches.</li> </ul>
6.2 Integrity	<ul style="list-style-type: none"> <li>– reliably keeps promises;</li> <li>– tells the truth;</li> <li>– follows through on commitments;</li> <li>– demonstrates principled leadership and sound business ethics;</li> <li>– shows consistency among principles, values and behaviours.</li> </ul>
<b>7. ORGANISATIONAL BUSINESS KNOWLEDGE AND SKILLS</b>	
7.1 Commitment to Quality	<ul style="list-style-type: none"> <li>– defines clear expectations for quality of products, services and processes;</li> <li>– requires that quality standard be developed and periodically updated.</li> </ul>
7.2 Customer Service Orientation	<ul style="list-style-type: none"> <li>– works to anticipate internal/external customer needs;</li> <li>– meets commitments to internal/external customers;</li> <li>– continually searches for ways to improve customer services, seeks feedback from customers.</li> </ul>
7.3 Managing Execution	<ul style="list-style-type: none"> <li>– assigns responsibilities appropriately;</li> <li>– delegates and empowers other to do the assignment;</li> <li>– removes obstacles;</li> <li>– allows for and contributes needed resources.</li> </ul>

These are based around behaviours and skills rather than outcomes. It could be argued that demonstrating these skills and behaviours would produce the required outcomes.

## **CONSULTATION**

John Phillips from WALGA discussed the development of Key Result Areas with Council at the 11 July meeting.

## **STATUTORY ENVIRONMENT**

This proposal does not contain any notable statutory implications.

## **POLICY IMPLICATIONS**

This proposal does not contain any notable policy implications.

## **FINANCIAL IMPLICATIONS**

This proposal does not contain any notable financial implications.

## **STRATEGIC IMPLICATIONS**

Getting the key result areas or key performance indicators correct can help to deliver strategy.

## **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 other alternative is to identify key strategic projects to form part of the review. It is important to ensure that whatever is to be measured is actually within the officer's control.

Council has recently completed the CEO's performance review based on the 8 existing key result areas. Council may wish to consider:

- Did these indicators provide a sound basis for the performance review?
- Were there matters that were not captured by these indicators?

Finally, the Key Result Areas form part of the CEO's contract, and may only be changed by negotiation. In other words the CEO must agree to the changes.

## **OFFICER'S RECOMMENDATION**

That Council in consultation with the CEO determine the Key Result Areas for 2013/14 and beyond.

Cr Dow moved a motion as follows:

**That Council in consultation with the CEO has determined the Key Result Areas for 2013/14 and beyond as:**

- 1. Provide accurate and timely advice and information to the council;**
- 2. Work in collaboration with the council;**
- 3. Provide innovative and visionary leadership through:**
  - 3.1 Leadership vision and direction so that he fosters the development of a common vision, influences organisational values and individuals and group goals and**

- guides individuals and groups to accomplish goals consistent with the vision;**
- 3.2 Championing change so that he challenges the status quo and champions new initiatives, paves the way for needed changes and effectively manages the implementation of change; and**
- 3.3 Motivating others so that he encourages and empowers others to achieve, works with others to establish challenging but realistic performance standards and creates enthusiasm, a feeling of investment, and a desire to excel**
- 4. Establish and maintain effective networks;**
- 5. Maintain a work environment that facilitates the development of people and encourages them to perform at a high level ;**
- 6. Ensure the effective and accountable application of financial and physical resources;**
- 7. Develop and implements change to management strategies to enhance service delivery;**
- 8. Initiate the development, implementation and review of council policies and procedures.**
- 9. Deliver the objectives and projects set out in the Corporate Business Plan.**

Cr Craddock objected to the motion.

Cr Madacsi seconded the motion.

Debate ensued.

The motion was put.

**COUNCIL RESOLUTION NO 226/07/13**

**MOVED** Cr Dow

**SECONDED** Cr Madacsi

That Council in consultation with the CEO has determined the Key Result Areas for 2013/14 and beyond as:

1. Provide accurate and timely advice and information to the council;
2. Work in collaboration with the council;
3. Provide innovative and visionary leadership through:
  - 3.1 Leadership vision and direction so that he fosters the development of a common vision, influences organisational values and individuals and group goals and guides individuals and groups to accomplish goals consistent with the vision;
  - 3.2 Championing change so that he challenges the status quo and champions new initiatives, paves the way for needed changes

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and effectively manages the implementation of change; and

3.3 Motivating others so that he encourages and empowers others to achieve, works with others to establish challenging but realistic performance standards and creates enthusiasm, a feeling of investment, and a desire to excel.

4. Establish and maintain effective networks;
5. Maintain a work environment that facilitates the development of people and encourages them to perform at a high level ;
6. Ensure the effective and accountable application of financial and physical resources;
7. Develop and implements change to management strategies to enhance service delivery;
8. Initiate the development, implementation and review of council policies and procedures.
9. Deliver the objectives and projects set out in the Corporate Business Plan.

**MOTION CARRIED 6/1**

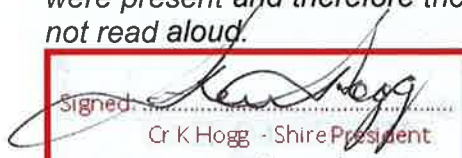
**COUNCIL RESOLUTION NO 227/07/13**

**MOVED** Cr Craddock

That Council move from behind closed doors.

**MOTION CARRIED 7/0**

*The Council Chambers were re-opened at 7.46 pm. No members of the public were present and therefore the resolutions made behind closed doors were not read aloud.*

Signed:   
Cr K Hogg - Shire President  
Date: 10 September 2013



**7. CLOSURE OF MEETING**

The Shire President declared the meeting closed at 7.48 pm.



