



## **EMPLOYMENT COMMITTEE MEETING**

### **AGENDA**

**20<sup>th</sup> June 2024**

**14 White Street  
Brookton, WA 6306**

**5.30pm**

**COMMENCEMENT OF MEETING**



## **NOTICE OF MEETING**

### **EMPLOYMENT COMMITTEE MEETING**

**5.30pm**

**Thursday 20<sup>th</sup> June 2024**

**14 White Street  
Brookton, WA 6306**

Dear Councillor, Resident or Elector,

Notice is hereby given that the Employment Committee Meeting of the Shire of Brookton will be held on Thursday 20<sup>th</sup> June 2024 in the Council Chambers at the Shire Administration Centre commencing at 5:30pm.

The business to be transacted is shown in the Agenda.

In accordance with Section 5.23 (2) sections of this meeting will be closed to the public for the committee to consider confidential matters.

A handwritten signature in black ink that reads 'Deanne Sweeney'.

**Deanne Sweeney**  
**ACTING CHIEF EXECUTIVE OFFICER**  
17<sup>th</sup> June 2024

|                          |
|--------------------------|
| <b>TABLE OF CONTENTS</b> |
|--------------------------|

|                 |   |          |
|-----------------|---|----------|
| <b>1.06.24</b>  | <b>DECLARATION OF OPENING / ATTENDANCE.....</b>                                     | <b>4</b> |
| <b>2.06.24</b>  | <b>ATTENDANCE.....</b>  | <b>4</b> |
| <b>3. 06.24</b> | <b>CONFIRMATION OF PREVIOUS MINUTES.....</b>  | <b>5</b> |
| <b>4. 06.24</b> | <b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>                   | <b>5</b> |
| <b>5. 06.24</b> | <b>PUBLIC QUESTION TIME.....</b>  | <b>5</b> |
| <b>6. 06.24</b> | <b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>               | <b>5</b> |
| <b>7.06.24</b>  | <b>DECLARATIONS BY MEMBERS AND OFFICERS.....</b>                                    | <b>5</b> |
| <b>8.06.24</b>  | <b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN<br/>.....</b>    | <b>5</b> |
| <b>9.06.24</b>  | <b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF<br/>MEETING .....</b> | <b>5</b> |
| <b>10.06.24</b> | <b>CONFIDENTIAL REPORTS.....</b>  | <b>6</b> |
|                 | 10.06.24.01 ANNUAL CEO PERFORMANCE REVIEW - 2024.....                               | 7        |
| <b>11.06.22</b> | <b>CLOSURE OF MEETING .....</b>   | <b>8</b> |

## **1.06.24      DECLARATION OF OPENING / ATTENDANCE**

The Employment Committee Chair, Cr Crute, will declare the meeting open at 5:30pm.

On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

## **2.06.24      ATTENDANCE**

### Elected Members (Voting)

|                 |                  |
|-----------------|------------------|
| Cr KL Crute     | President        |
| Cr T D de Lange | Deputy President |
| Cr HA Bell      |                  |
| Cr B Copping    |                  |
| Cr R Wallis     |                  |

### Staff (Non-Voting)

|                |                                |
|----------------|--------------------------------|
| Deanne Sweeney | Acting Chief Executive Officer |
| Sandie Spencer | Executive Governance Officer   |

### Apologies

|             |                         |
|-------------|-------------------------|
| Gary Sherry | Chief Executive Officer |
|-------------|-------------------------|

### Leave of Absence

|             |  |
|-------------|--|
| Cr C Hayden |  |
| Cr L McCabe |  |

### Members of the Public

Nil at this time

**3. 06.24 CONFIRMATION OF PREVIOUS MINUTES**

*That the minutes of the meeting of the Employment Committee of the Shire of Brookton, held in the Shire of Brookton Council Chambers on 2 March 2023, be confirmed as a true and correct record of the proceedings.*

**4. 06.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. 06.24 PUBLIC QUESTION TIME**

Nil at this time

**6. 06.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil at this time.

**7.06.24 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 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 |
|----------|------------------|------------------|--------------------|
|          |                  |                  |                    |
|          |                  |                  |                    |

**8.06.24 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**9.06.24 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil at this time

**Statutory Environment:**

Local Government Act 1996

**5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,  
where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government’s property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

**OFFICER’S RECOMMENDATION**

***The Employment Committee close the meeting to the public in accordance with Section 5.23 (2)(a) as this report affects an employee.***

**OFFICER'S RECOMMENDATION**

*That the Employment Committee, under Council's Delegation 1.44 Employment Committee:*

- 1. completes the Chief Executive Officer performance review process by accepting the Summary Report to Council as provided by Price Consulting Group – CEO Performance and Remuneration Review 2023/24 as presented in Attachment 10.06.24.01A and 10.06.24.01B;*
- 2. accepts the Key Performance Indicators (KPIs) presented in Attachment 10.06.24.01C and acknowledge that these KPIs will form the basis for measurement with the Chief Executive Officers 2024/25 Review;*
- 3. accepts the annual review of the Chief Executive Officer's remuneration contained Attachment 10.06.24.01D; and*
- 4. thanks the Chief Executive Officer for his performance over the past 12 months.*

*(Simple majority vote required)*

**11.06.22 CLOSURE OF MEETING**

With no further business, Employment Committee Chair, Cr Crute, will declare the Meeting closed.