



## **MINUTES**

### **CEO REVIEW COMMITTEE MEETING**

**25<sup>th</sup> November 2020  
Commencing at 1:30pm**

**Council Chambers  
28 Yougenup Road, Gnowangerup WA 6335**

**SHIRE OF GNOWANGERUP**

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**NOTICE OF COMMITTEE MEETING OF COUNCIL**

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on Wednesday 25<sup>th</sup> November 2020, in the Council Chambers, 28 Yougenup Road, Gnowangerup, commencing at 1:30pm.

Signed: 

Fiona Gaze  
**SHIRE PRESIDENT**



## **CEO REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have a delegated power from Council. The Committee does not have any management functions and cannot involved itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### **Objectives**

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

#### **Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

## Membership

The Committee will consist of all elected members of Council. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.

The Presiding Member and Deputy Presiding Member must be elected in accordance with section 5.12 and Schedule 2.3 of the Act.

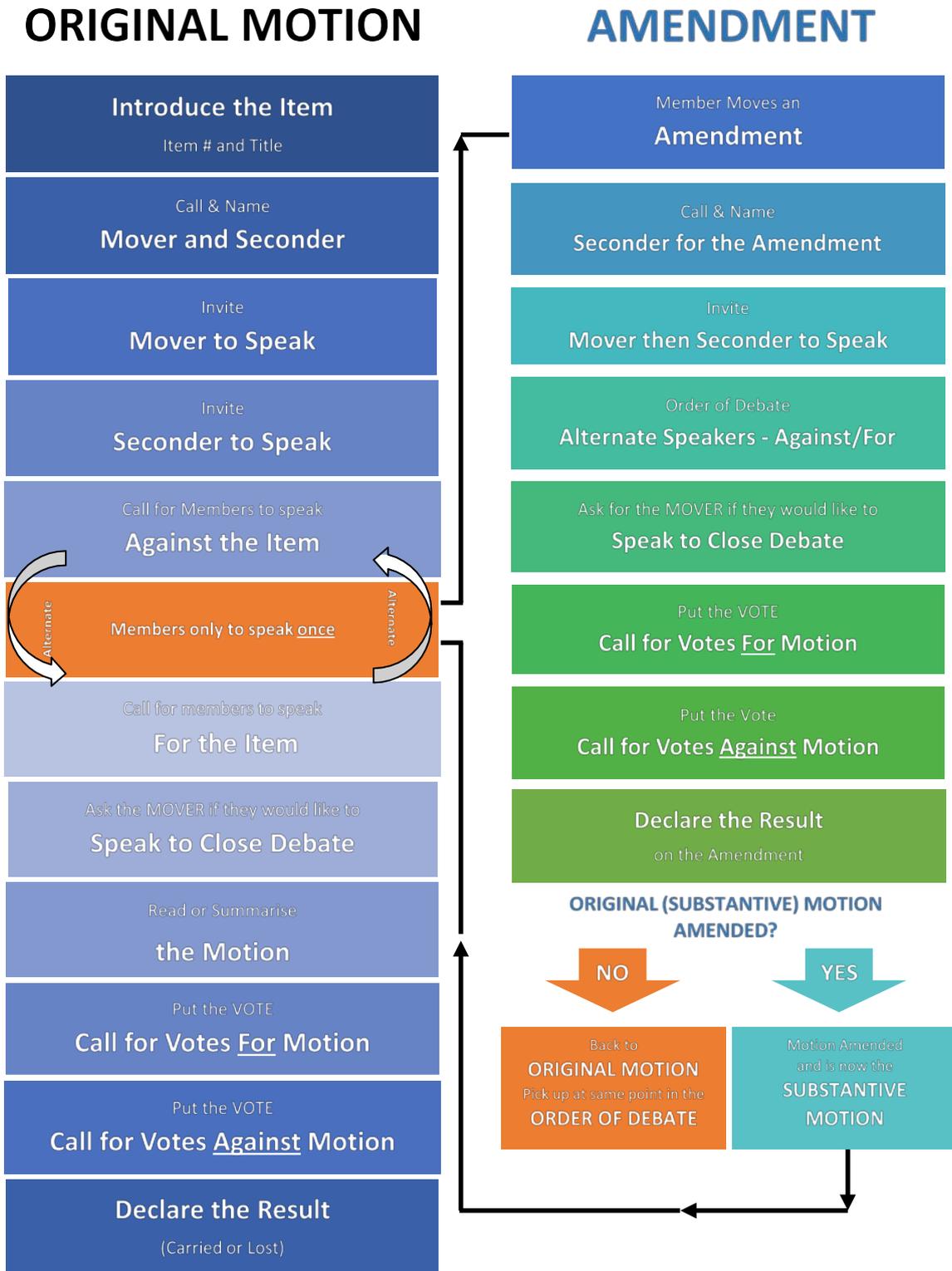
## Meetings

The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

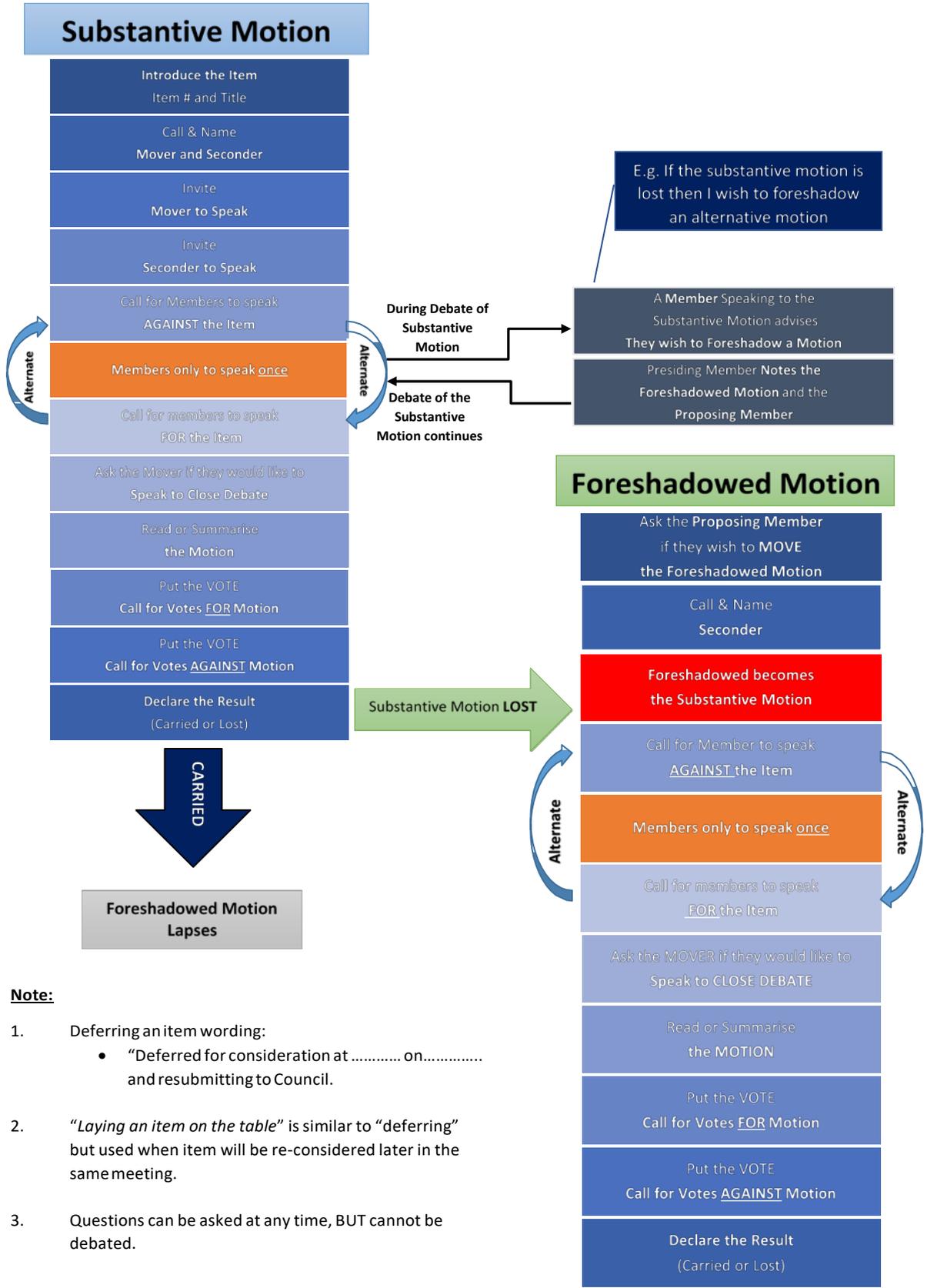
## Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in his/her absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

# Process of Motions



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Secunder. The Minor amendment must be minuted.



E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion

Substantive Motion LOST

CARRIED

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## 1. OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member Cr Fiona Gaze welcomed Committee members and Staff and opened the meeting at 1:33pm.

## 2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

## 3. ATTENDANCE /APOLOGIES

### 3.1. ATTENDANCE

Fiona Gaze	Shire President
Greg Stewart	Deputy Shire President
Frank Hmeljak	
Kate O'Keeffe	
Michael Creagh	
Shelley Hmeljak	
Richard House	
Chris Thomas	

Anita Finn	Executive Assistant
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### 3.2. APOLOGIES

Keith House

## 4. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 22<sup>nd</sup> APRIL 2020.

### COMMITTEE RESOLUTION

Moved: Cr G Stewart

Seconded: Cr C Thomas

**CRC1120.05 That the minutes from the CEO Review Committee Meeting held on 22<sup>nd</sup> April 2020 confirmed as true and correct.**

**UNANIMOUSLY CARRIED: 8/0**

## 5. GENERAL BUSINESS

### PROCEDURAL MOTION

Moved: Cr C Thomas

Seconded: Cr F Hmeljak

**CR1120.06** That the CEO Review Committee:  
Closes the meeting to members of the public and staff in order to discuss the items which are considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

**UNANIMOUSLY CARRIED: 8/0**

***Anita Finn left the meeting at 1:35pm and did not return.***

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<b>5.1</b>	<b>CEO'S ANNUAL PERFORMANCE APPRAISAL</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	N/A
<b>File Ref:</b>	ADM0525
<b>Date of Report:</b>	17 <sup>th</sup> November 2020
<b>Business Unit:</b>	Strategy and Governance
<b>Officer:</b>	Bob Jarvis – Chief Executive Officer
<b>Disclosure of Interest:</b>	The CEO has declared a financial interest in that he is the author and the subject of the report.

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### ATTACHMENTS

CEO's response to his adopted KPI's

### PURPOSE OF THE REPORT

The Committee's review of the performance of the CEO for the twelve months from October 2019 to October 2020, and its recommendation to Council

### BACKGROUND

The following is a summary of the Council's responsibility with respect to the performance of the CEO, and its ability to delegate that responsibility:

The Local Government Act 1995 prescribes the following:

- (1) *A local government is to employ —*
  - (a) *a person to be the CEO of the local government; and*
  - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*

- (2) *A person is not to be employed in the position of CEO unless the council —*
- (a) *believes that the person is suitably qualified for the position; and*
  - (b) *is satisfied\* with the provisions of the proposed employment contract.*
- \* Absolute majority required.*

And

**5.38. Annual review of employees' performance**

(1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*

(2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*

(3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

*[Section 5.38 inserted: No. 16 of 2019 s. 21.]*

The Local Government (Administration) Regulations 1996 prescribe the following:

**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: Gazette 31 Mar 2005 p. 1038.]*

The Council delegated the responsibility for carrying out that review to the CEO Review Committee, and resolved in March 2020 to carry out the annual assessment of the CEO's performance and review of his remuneration package in November/December 2020 in accordance with his contract and make a recommendation to Council.

Council reviewed a set of Key Performance Indicators in December 2019 against which the CEO's performance is to be appraised and resolved to accept those KPI's in February 2020.

**COMMENTS**

The CEO is of the opinion that satisfactory progress was made against all KPI's, being mindful that the year was an unusual one given the impact of COVID and the unexpected windfall of substantial grants.

The latter had the greatest impact on the development of a Water Strategy, which the CEO had assumed (and reported) would develop projects for the Drought Resilience Programme scheduled to open in June 2020, and budget for water projects for 2020/2021 Budget, when in fact an opportunity presented itself much earlier when the Shire was advised that it had \$1million in approved funding under the Drought Communities Extension. The projects had to be prepared at short notice and were not informed by a completed or even partly completed Water Strategy, but by discussions with Water Strategy Working Group, Council, and other stakeholders such as the Department of Water and Environmental Regulation (DWER), which also opened a Grant programme for Community Water Supply Grants - also the subject of a Shire application.

It is felt that once those projects are completed it will provide a new base for a Water Strategy, and DWER also agrees with that notion as they are in the process of negotiating to take over the very large #2 Dam in Gnowangerup from Watercorp as a strategic water resource, and Watercorp has commenced its own programme of catchment upgrades. DWER has undertaken to assist with the development of the Strategy with input from the Working Group.

There is no doubt that COVID was a major distraction for the Administration during the twelve months under review with a rapidly changing governance and emergency regime being imposed from State and Federal governments. Meeting the expectations of the community and business for information and support was a daily task and the administration rose to the challenge. The Shire President took a leadership role on behalf of Council and chaired both, the Business Continuity Meetings at the Shire, and the Local Emergency Management Committee, on a weekly basis. Some staff worked from home for a number of weeks which was not ideal but provided the required space so that others could continue to provide a service from the office. A steady and constant online meeting schedule was the norm for many staff, which impacted on the normal work load of all.

Keeping track of the constant relaxation of Regulations for Local Government to manage the way local government needed to work during COVID was also a task that needed to be done carefully. Providing or sourcing PPE for the staff and for community and business was also a challenge. There is no doubt that the pandemic caused delays in projects and planning , but overall the Administration coped very well with the disruptions and provided leadership and direction for the community.

The attached summary of progress provides progress reports against all KPI's.

The CEO is not seeking any changes to his employment conditions or remuneration, an undertaking that he gave to Council when it chose not to increase Councillors' sitting fees, Rates, and fees and charges for the 20/21 Financial Year.

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

Section 5.38. Annual review of employees' performance. Local Government Act 1995

Section 18D. Performance review of CEO, local government's duties as to. Local Government (Administration) Regulations

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A sustainable and Capable Council

Objective: Provide accountable and transparent leadership.

Strategic Initiative: Demonstrate accountability through robust reporting that is relevant and easily accessible to the community

### IMPACT ON CAPACITY

Nil

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Committee could resolve that the CEO's performance has not been of a satisfactory standard.

### CONCLUSION

The CEO is of the opinion that his performance has been satisfactory, and as such warrants Council resolving to that effect. The CEO proposes to develop a subsequent set of KPI's for the next twelve months and to seek approval for those in February 2021 as part of the budget review process.

### VOTING REQUIREMENTS

Simple majority

### COMMITTEE RESOLUTION

Moved: Cr C Thomas

Seconded: Cr G Stewart

**CRC1120. 07 That the Committee recommends to Council:**

- (1) That Council resolve that the performance of the CEO for his first Twelve Months of his contract has been at a satisfactory level.**
- (2) Requests the CEO to prepare a new set of KPI's for its approval at the February 2021 Ordinary Meeting of Council.**

**UNANIMOUSLY CARRIED: 8/0**

**Cr C Thomas requested to add the following to the resolution**

### COMMITTEE RESOLUTION

Moved: Cr C Thomas

Seconded: Cr K O'Keeffe

**CRC1120.08 CEO and Officers should be commended for their work during the challenging events of 2020.**

**UNANIMOUSLY CARRIED: 8/0**

**PROCEDURAL MOTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr M Creagh**

**CRC1120.09 That the CEO Review Committee:**

**Reopens the meeting to Staff.**

**UNANIMOUSLY CARRIED: 8/0**

## Chief Executive Officer's KPI's for the period December 2019 to November 2020

### Capital Works Programme

- Complete the capital works programme for the 2019/2020 budget  
Completed, and significant progress is underway on an ambitious capital programme for 20/21 which includes \$1.4 million in funded road and infrastructure projects.
- Prepare a capital works programme for the 2020/2021 budget based on Asset management Plans, a pre-budget capital works bus tour for Councillors and Senior staff, and projects previously approved for the financial year or identified in the Long Term Financial Plan  
Bus tour dates have now been scheduled for 2021. Council will recall that the bus tour for this financial year was cancelled due to COVID 19 restrictions. State Government requested a COVID informed response to capital works for the 20/21 financial year, including no Rate rises, and so the normal budgeting process was not followed for this financial year.
- Demonstrate appropriate level of implementation of the 2020/2021 capital works programme to the review date via a report to Council as part of the CEO review.  
Report to December 2020 Council on progress, and this will accompany the report of the CEO Review Committee.
- Carry out a detailed analysis of the Shire's Asset management systems and provide a report to Council for budget consideration for the 2020/2021 Budget.  
The State Government urged the Shire to, for COVID 19, not give consideration to the normal Asset Management principles but to bring forward projects from reserves, not increase Rates and fees and charges and to develop COVID specific funding for community recovery. Significant capital funding from the Commonwealth enabled the Shire to bring forward road projects and an ambitious capital works programme under the Drought Communities Extension.
- Submit to Council and have adopted a formal and comprehensive Asset Management policy and establish the basis for Asset Management Plans for key asset groups to comply with the standard established by the Department of Local Government.  
Asset management Plans that comply with the Standard will be completed in November 2020. Necessary changes to the plans were carried out during October and early November.
- Carry out key asset renewal and maintenance programmes identified in the 2019/2020 budget, and in particular all road maintenance projects.  
Asset renewal and maintenance works completed, and prime mover and trailer purchased.

## Environmental Projects

- Complete a comprehensive Water Strategy for the Shire which addresses water conservation, water storage, water usage and access, and water security by the end of November 2020, but ensure that the Shire does not take on any State, Federal or private responsibilities in the process without appropriate resources or support being provided.

Water Strategy Working Group established which has informed the commencement of drafting of the final water strategy. The final strategy will be completed once all major water projects are completed and negotiations are finalised with Watercorp and the Department of Water and Environmental Regulation (DWER).

Watercorp has agreed that the transfer of its assets to the Shire are not appropriate but will provide access to water from its resources by agreement.

Watercorp has been lobbied extensively and has accepted that it needs to take part in rehabilitating its assets. The Ongerup Dam catchment is currently having major catchment repairs being done by Watercorp.

DWER has provided the following assessment (in early November 2020) of the Shire's progress towards a comprehensive water strategy:

*DWER would like to commend you on your progression in developing the Shire of Gnowangerup's Water Strategy. This plan will benefit the community in terms of the provision of non-potable water for agricultural, emergency and community purposes. The formation of the Gnowangerup Water Strategy Group has really encouraged interaction between many members of the community and key stakeholders, bringing many great suggestions to the table.*

*Working in collaboration with yourself and your officers during the dry season on 2019/2020, resulted in the identification of two sites that could address severe water shortages. A joint project was then established to increase the capacity of two bore sites including Formby South Rd and Highdenup Rd bores.*

*We also commend you and your Shire in developing a grant for DWER's Community Water Supply Grant program. The outcome of this grant is expected to be announced by the Minister in the next few weeks.*

*Also, your successful application to the Communities Drought Program.*

*These works will really be a great asset to the town in the future and will contribute to the Water Strategy you are developing.*

The Drought Communities Projects have pushed back the finalising of the Strategy so that it is informed by the completion of all of those projects and the Community Water Supply Dam at the Airstrip (subject to final approval). These projects will provide for a new baseline on which the Strategy will build to explore what else needs to be done to secure the Shire's water future. The grants provided an unexpected

opportunity to carry out works which might possibly have been long term ambitions for a Water Strategy as it was originally planned.

- Provide a budget submission to Council for the 2020/2021 budget to provide for funds for expert analysis of water supplies, catchments, technologies, and projects towards implementing a Water Strategy.

Council has approved major water projects as part of the Drought Communities Extension, and the submission of a grant application to DWER for a Community Water Supply Dam and tanks at the Gnowangerup Airstrip.

A small unused dam on the Old Ongerup Road has also been rehabilitated and had an extensive catchment repair completed. It is functioning well as a water resource in that part of the shire for roadworks water and drought relief if required.

The Magitup Dam silt trap was completely cleaned out and resulted in a huge improvement in the capture of water during the 2020 winter.

Watercorp provide a massive water supplementation project to the #1 Dam in Gnowangerup which saw water being pumped into the dam for many months. The dam is near capacity as at 13<sup>th</sup> November and continues to receive run off from recent rain events as a result of repairs done to the catchment by a resident and the Shire.

The bund was removed from the #2 Dam in Gnowangerup at the request of the Shire, and DWER has made an approach to Watercorp to take over that Dam as a strategic water resource. The Shire has provided a private works quote to both Watercorp and DWER to remove the vegetation from the catchment.

DWER has provided this summary of its involvement in 2020:

*Below is a summary of the works that DWER have assisted in to assist with strategic water supplies in your shire.*

- *Formby South Road – bore storage with new 250kl tank and distribution*
- *Highdenup Road bore – new 250kl tank and distribution*
- *Community Water Supply Grant (approval pending) Airstrip dam – build 12 000 kl capacity dam at airstrip and connect o existing 10 000 kl dam and increase total capacity to 22000 kl. Solar pump and 2 x 250kl tanks to be installed and access road (state funding \$ 100 000, Shire funding \$105 750).*

A number of Shire staff have received mosquito control training, and for the first time a comprehensive baiting and lavaecide programme has been completed at all three town sites.

- Prior to the end of the 2019/2020 Financial Year, have in place a framework for a water strategy and several shovel ready projects to take advantage of the Federal Government's National Drought Response Resilience Funding Plan.  
Projects were funded by the Drought Communities Extension instead so that no Council contribution was required – this was a major windfall and greatly assisted the Shire in delivering a COVID friendly budget without abandoning much needed water projects.
- Establish a Water Strategy working group including staff, State Agencies, adjacent Local Governments, and a consulting Hydrologist  
Working Group established and formal liaison with agencies and neighbouring local governments in place through regular liaison with DWER. Access to professionals in hydrology and catchments has been a consequence of including DWER in the Working Group.

## Economic Development

- With the Shire's Town Planner, carry out a review with Council of all of the land holdings of the Shire, including Reserves vested in the Shire, vacant land, housing, and land with buildings other than housing.

This project has commenced, and priority has been given to approaching the State Land Administration seeking the release of additional industrial land within Gnowangerup/Ongerup. The preparation of a consolidated report that deals with all lands managed by the Shire (approx.40 freehold and 100 reserved land parcels) will be completed in the next 12-months. If other priority issues arise then these will be dealt with outside of the report.

The Shire has also commenced a review of its Local Planning Scheme No.3:

- **INITIATION OF NEW SHIRE OF GNOWANGERUP LOCAL PLANNING SCHEME No. 3**

0320.21 That Council adopts the following resolution:

Planning and Development Act 2005

RESOLUTION TO PREPARE OR ADOPT A LOCAL PLANNING SCHEME No 3

For the entire district of the Shire of Gnowangerup

Resolved that the local government, pursuant to section 75 of the Planning and Development Act 2005, prepare the above Local Planning Scheme with reference to the entire area within the Shire of Gnowangerup and as shown on the plan presented to the Council of the local government at its meeting of 25th March 2020 to be referred to as the Scheme Area Map.

Dated this 25th day of March 2020

- Identify land and housing which may be suitable for encouraging population growth and development of commercial enterprises or community and tourism assets.

Shire reserves have been identified as suitable for industrial land in Gnowangerup and Ongerup. The Gnowangerup site is already the subject of a Council resolution to pursue that use, and it is expected that two proponents will make application for industrial/commercial land in Ongerup, and the Saleyard Reserve adjacent to the Shire's depot is considered a suitable site for Council's consideration. Development WA has now advertised three vacant residential lots for sale in the Gnowangerup Town site: two in Quinn Street and one in Railway Crescent.

- Investigate the possibility of some underutilised State Reserves being made freehold to the Shire.

Transfer of Reserve on which the Doctor's house has now been transferred to the Shire. Other locations are being investigated, and most Reserves within the Shire have been looked at as possible opportunities for a variety of projects including bush fire resources and water storage. Gravel for road works is a growing concern and a search for unused gravel resources on reserves is underway.

The old Gnowangerup kindergarten site is in the process of being made freehold to the Shire and the contract documents have now been signed.

The surrender of the 999 year lease of the Gnowangerup Town Hall has now been lodged with Landgate and the management order will be transferred to the Shire. CWA hall in Borden is in the process of being made freehold to the Shire.

- Demonstrate a significant contribution to projects in collaboration with community and government agencies and neighbouring local governments.  
Housing initiative with other local governments now complete, and the Shire has been invited to join the VROC with a number of neighbouring local governments to support joint projects.

Waste management infrastructure upgrade (joint grant with other local governments) now completed.

Community Water Supply grant will be the subject of an application for 2020/2021 budget developed with DWER. The budget includes this project and a decision is expected on the grant within the next month.

Agreement in principle with neighbouring CEO's to pursue a Contiguous Local Authorities Group (CLAG) to carry out mosquito control programmes with State Government assistance with funding.

Training for mosquito control by staff was made through a cost effective arrangement with the City of Bayswater.

The development of right sized Integrated Planning and Reporting framework has been done through the Peers Support Programme (supported by the Department of Local Government) with other local governments in the Great Southern. The Asset Management component has just been finalised in this month.

### **Community engagement**

- Have in place, and working, a regular "meet the CEO" programme in all three towns to enable first hand engagement with community members and groups.  
Ongerup and Borden CEO engagement schedule in place since the beginning of February 2020. CEO has had scheduled meetings with key Gnowangerup agencies.
- Have in place a periodic joint, CEO and Shire President, community engagement programme to demonstrate the Council's wish to have open communications with the community.  
CEO and Shire President have had numerous meetings with agencies and government departments as a result of emergencies such as the fires, and the COVID pandemic which led to meetings with agencies as part of the LEMAC on a weekly basis until restrictions were eased. These included face to face meetings with Minister for Emergency Services, Murray Hatton from DFES, and attendance at reviews of the State

Infrastructure Plan, and joint discussions with other local governments on the Drought Communities Extension.

Meetings with the Great Southern Development Commission and with WALGA have been held.

The CEO and the Shire President met with the GP as part of the commencement of negotiations to review the GP contract.

## **Governance**

- Review of the Shire's Integrated Planning and Reporting framework following the report by the Great Southern Peer Support Network's assessment of the Shire's current plans.

Completed, and review shows substantial compliance with recommendations for action which are now being pursued. A "right sized IPR system" is being prepared for the Shire as part of the State funded Peer Support programme to develop a simpler and more appropriate IPR framework for smaller local governments. The review of the Community Strategic Plan in early 2021 will be influenced by this process.

- Employment and induction of a new Deputy CEO  
Completed
- A review with Council of governance policies (post budget)  
**NOVEMBER 2019**  
Nil.

### **DECEMBER 2019**

- **NEW POLICY – RECRUITMENT AND SELECTION**

1219.145 That Council:

- Adopts the new Recruitment and Selection policy;
- Approves its inclusion into the Shire of Gnowangerup Policy Manual; and approves the removal of the existing Verifying Employee Identity and Credentials policy from the Shire of Gnowangerup Policy Manual.

CARRIED BY ABSOLUTE MAJORITY: 7/0

- **COUNCILLORS CONTINUING PROFESSIONAL DEVELOPMENT POLICY**

1219.146 That Council:

- Adopts the Councillors' Professional Development Policy attached to and forming part of this report.
- Makes provision in the draft 2020/2021 budget of an amount per councillor for ongoing professional development.

CARRIED BY ABSOLUTE MAJORITY: 7/0

## **FEBRUARY 2020**

- **REVIEW OF DELEGATIONS**

220.06 That Council:

- 1. Adopts the delegation of some of its powers to the Audit and Risk Committee, and to the CEO as outlined in the Delegation Register attached to this report which provides a written record of Council's delegations as required by the Local Government Act (1995)
- 2. Acknowledges that the Shire's Compliance Calendar has been amended to ensure that Council reviews its delegations in February of each year with the responsibility of ensuring that this is completed being that of the CEO.
- 3. Requires the CEO to ensure that any sub delegation to employees is in writing and pursuant to those identified in the Delegation Register adopted in (1)

CARRIED BY ABSOLUTE MAJORITY: 7/0

## **MARCH 2020**

- **ATTENDANCE AT EVENTS POLICY**

0320.26 That Council:

- Adopts the new Attendance at Events policy; and
- Approves its inclusion into the Shire of Gnowangerup Policy Manual

CARRIED BY ABSOLUTE MAJORITY: 8/0

## **MAY 2020**

- **RECORDKEEPING PLAN**

0520.51 That Council:

- Formally adopts the Shire of Gnowangerup Recordkeeping Plan.

UNANIMOUSLY CARRIED: 8/0

- **REVISED PURCHASING POLICY**

0520.54 That Council:

- Formally adopts the revised Shire of Gnowangerup Purchasing Policy.

UNANIMOUSLY CARRIED: 8/0

- **COVID-19 FINANCIAL HARDSHIP POLICY**

0520.57 That Council:

- Formally adopts the Shire of Gnowangerup COVID-19 Financial Hardship Policy.

UNANIMOUSLY CARRIED: 8/0

## **AUGUST 2020**

- **REVIEW OF TERMS OF REFERENCE FOR THE AUDIT COMMITTEE**

0820.95 That Council:

1. Retains its current Terms of Reference for the Audit Committee with the following changes:

- Deleting the words under the heading of Membership “The CEO and Senior staff attend meetings to provide advice and guidance to the committee” and replace it with
  - The Deputy CEO will attend meetings, not as a member but to assist the Committee with any queries or requests for information.
  - The Executive Assistant or another nominated staff member will attend meetings to take the minutes.
2. Retains its current membership of all Councillors but considers reducing the number prior to the next Local Government Election in 2021.
- UNANIMOUSLY CARRIED: 8/0

### **SEPTEMBER 2020**

- **REVIEW OF THE TERMS OF REFERENCE FOR THE CEO REVIEW COMMITTEE**  
0920.107 That Council
    - Council approves the modified Terms of Reference for the CEO Review Committee attached to and forming part of the report.
- UNANIMOUSLY CARRIED: 7/0

### **OCTOBER 2020**

- **DISCIPLINARY POLICY**  
1020.120 That Council
  1. Adopts the new Disciplinary Policy; and
  2. Approves of its inclusion into the Shire of Gnowangerup’s Policy Manual.

UNANIMOUSLY CARRIED: 9/0
- **REVISED DELEGATION REGISTER**  
1020.121 That Council:
  - Formally adopts the revised Shire of Gnowangerup Delegation Register.

CARRIED BY ABSOLUTE MAJORITY: 9/0
- Standing Orders Local Law review  
Draft Local Law, informed by changes to legislation during 2020, will be presented to November 2020 Ordinary Council Meeting for consideration.
- Fraud and Corruption control plan  
**FRAUD & CORRUPTION CONTROL PLAN**  
0520.52 That Council:
  - Formally adopts the Shire of Gnowangerup Fraud and Corruption Control Plan.

UNANIMOUSLY CARRIED: 8/0

Other projects achieved during the period but not included in the KPI's

- Successful application for funding for a GPS navigation approach system for the Gnowangerup Airstrip.
- Funding for a shared Community Emergency Services Manager (CESM) received.
- Approval for a new bush fire brigade truck (yet to be supplied) and this, along with the CESM, were the result of a direct meeting with the Minister for Emergency Services by the Shire President and CEO.
- Substantial progress with the restoration of the Gnowangerup Star building and its equipment.

## **6. DATE OF NEXT MEETING**

That the next CEO Review Committee meeting be held on *TBA*

## **7. CLOSURE**

There being no further business, the Presiding Member Fiona Gaze thanked Committee members and Staff for their time and closed the meeting at 1:47pm.