

DISCLOSURE OF INTEREST

Surname MATSON Other Names TY DAVID
Office Held CEO SHIRE OF NEONORA.

Nature of Interest:

Financial ☒ Proximity ☐ Impartiality ☐ Gift ☐ Other ☐

Extent of Interest:

CEO - END OF PROBATIONARY PERIOD.

Meeting of: 0CH 19th DECEMBER 2023

Meeting Date: 19/12/23

Meeting Item No.

13.1 (A)

Meeting Item Description:

APPOINTMENT OF CEO - END OF PROBATIONARY PERIOD

Signature _____

Date of disclosure 19/12/23

Acknowledgement of Receipt:

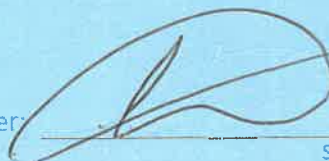
Position ~~CEO~~ / President (strikeout not relevant)

CEO/President Signature



Election Date 19/12/23

CEO's approval to add to Financial Interest Register:



Signature

DISCLOSURE OF INTEREST

Guidance Notes
An Elected Member must disclose the interest in writing given to the CEO before the meeting or at the meeting immediately before the matter is discussed.
An Employee must disclose the nature of the interest when giving the advice or report. If requested by the Council or Committee, the employee must provide the extent of the interest.
An Employee making a disclosure in relation to a delegated power or duty must do so as soon as practicable after becoming aware that he or she has the interest in the matter.
A CEO making a disclosure relating to a gift in a matter where the CEO proposes to give advice or a report must do so in writing prior to giving the advice or report.
A CEO making a disclosure relating to a gift in a matter where another employee proposes to give advice or a report must disclose the interest directly to the Council or committee at the time the advice or report is provided.

Include the following in Minutes of Meeting:		
Point reached in the agenda (Item Number):		
Time at which a disclosing member left the room and returned:	Left	Returned
	10.12am	
Decision to allow or disallow a disclosing member to be present or participate in the discussion and decision-making procedures in relation to a matter, together with the extent of any participation allowed:		
Basis for each decision to allow members to participate (e.g., so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter):	✓	
Where the extent of a member's or employee's interest has also been disclosed, the extent of that interest:		
Decision to allow or disallow a disclosing CEO to provide advice or a report in relation to a matter relating to gift:		
Basis for the Minister's decision to allow the CEO to provide advice or a report (where the value of the gift is above \$1,000):		
Where decision to allow an elected member to participate in the discussion and decision-making procedures in relation to a matter where the interest relates to a gift, a description of the gift, the estimated value of the gift, the name and suburb of the address of the person who made the gift, and the reasons for the decision:		
Please attach an extract of Meeting Minutes to be included in Financial Interest Register.		

10.0 REPORTS

10.4 MANAGER OF BUSINESS SERVICES REPORTS

Nil

10.0 REPORTS

10.5 ENVIRONMENTAL HEALTH OFFICER REPORTS

Nil

10.0 REPORTS

10.6 ELECTED MEMBERS REPORTS

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

RECOMMENDATIONS

That late item 13.1.(A) Appointment of CEO - End of Probationary Period be accepted for consideration at the meeting.

CEO Mr Ty Matson declared a financial interest in item 13.1.(A) Appointment of CEO - End of Probationary Period and left the meeting at 10:12am.

Executive Assistant, Mrs Anna Matson and Operations Manager, Ms Kiara Lord left the meeting at 10:12am

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

13.1 ELECTED MEMBERS

13.1.(A) APPOINTMENT OF CEO - END OF PROBATIONARY PERIOD

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 19th December 2023

AGENDA REFERENCE: 13.1.(A) DEC 23

SUBJECT: Appointment of CEO - End of Probationary Period

LOCATION/ADDRESS: N/A

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.19 - CEO Recruitment

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Peter Craig

OFFICER: Shire President

INTEREST DISCLOSURE: Nil

DATE: 18th December 2023

SUPPORTING DOCUMENTS: Nil

BACKGROUND

The Shire of Leonora Chief Executive Officer, Mr Ty Matson commenced his employment on July 1 2023.

Mr Matson's employment is subject to Clause 2.1.3 of his employment contract, which declares a probationary period of six (6) months from the commencement date that needs to be met before they can be appointed to the position of CEO. In addition to this, the Shire of Leonora, at its October, 2022 meeting adopted a Policy for the Standards for CEO Recruitment, Performance, and Termination, and in line with clause 16, determined at its Special Meeting held 25th July, 2023 that KPIs be set for the 6-month probationary review and the 12 month annual review.

Pursuant to the above, a summary of the progress towards achieving the adopted KPI's is as follows:

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

6 Month Probationary Review			
Activity	Timeframe	Outputs/Outcomes	Comments
<p>Provision of timely advice and support to council members. This would be assessed on two aspects:</p> <ul style="list-style-type: none"> • direct contact with CEO by a council member (either phone, email, or in-person) and • contact with other senior employees. 	Monthly	<p>A review of contacts between the Council Members and the CEO, and senior employees, plus any anecdotal feedback regarding the adequacy of advice and support, as well as its reliability.</p> <p>Council Members to be invited to comment on:</p> <ul style="list-style-type: none"> • accessibility of CEO and senior employees • promptness of replies • reliability of information provided 	<p>A weekly email to all Councillors has been occurring however in the last several weeks due to illness and travel this did not occur. In 2024 the emails will be sent each Friday with input from all three managers and the CEO.</p>
<p>Engagement with key ratepayers, stakeholders, Federal and State Government officials as introduction and to ensure appropriate lines of communication</p>	Ongoing	<p>Development of timeframes for interaction, where appropriate.</p> <p>Reports to Council of interaction, where appropriate.</p>	<p>Ongoing – A significant component of the role in the first 6 months has been developing strong and robust relationships with all stakeholders. One example of the commitment to stakeholder engagement is evidence by the inclusion of a Stakeholder engagement section in Council agenda items. Significant interactions have been included in updates to Council.</p>
<p>Preparation of a Professional Development Plan for first 12 months of employment, to be presented to the Council (or the CEO Performance Review Committee)</p>	Within 3 months of commencement	<p>Plan is developed and presented to Council (or the CEO Performance Review Committee)</p> <p>Council accepts Plan.</p>	<p>Due to a number of significant operational issues and staffing changes the preparation of this document was delayed, however the document will be presented to Council shortly.</p>
<p>Reporting on progress of implementation of Council resolutions and projects identified by Council.</p>	Monthly	<p>Regular report to Council (but need not form part of OCM agenda) outlining progress in implementing decisions.</p> <p>Evidence of, and Council Member satisfaction with the timely implementation of Council decisions.</p>	<p>A document listing all Council resolutions and updates has now been added to the Shire's webpage. A more detailed version will be included in a Sharepoint page set up for Council as part of the IT upgrades.</p>

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

6 Month Probationary Review			
Activity	Timeframe	Outputs/Outcomes	Comments
Budget is passed by Council and rate notices are despatched in timely manner.	Monthly	Implementation of Council Budget is evident by actions taken or planned.	Complete
Organisational structure is appropriate to Council priorities, and Strategic Objectives	Within 6 months of commencement	Completion of organisational review to ensure "fit for purpose" structures, reporting relationships and skillsets capable of delivering on Council priorities and Strategic Objectives. Where there are significant Budget implications these will be reviewed with Council accordingly.	In progress. The recent resignation of the DCEO has created an opportunity to review the allocation of duties within the Executive Team. As a result, the DCEO role has been extinguished and the Manager of Operations and Manager of Community Services positions have been created. These are designed to allow a greater focus on leadership and consistency throughout the organisation that what was previously possible.

The intention of this report is to confirm that having met the requirements set out in the employment contract regarding the 6 month probationary period, Mr Ty Matson be confirmed in his appointment to the position of CEO.

STAKEHOLDER ENGAGEMENT

The Shire President and CEO engaged in consultation regarding performance obligations at this point in the CEO Contract. No further engagement was deemed required.

STATUTORY ENVIRONMENT

In accordance with the *Local Government Act 1995*, and the *Local Government (Model Code of Conduct) Regulations 21*, *Local Government (Administration) Regulations 2021 (CEO Standards)* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

POLICY IMPLICATIONS

The recommendation of this report is in line with Shire of Leonora Policy A.3.7 Standards for CEO Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

RISK MANAGEMENT

This report has been assessed against the Shire of Leonora's Risk matrix, and there is a high risk relating to Service Delivery/Business Interruption should the appointment not go ahead. The likelihood, given the discussions preceding this report, however, is low, making overall risk, low-medium.

RECOMMENDATIONS

That Council, having regard to the report by Mr Fitzgerald and the report by Mr Morrison, is satisfied that the CEO has met all the terms and conditions for his probationary period as determined in schedule 2, item 9 of the employment contract, and hereby confirms the appointment of Mr Ty Matson to the position of Chief Executive Officer.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr RM Cotterill

That Council, having regard to the report by Mr Fitzgerald and the report by Mr Morrison, is satisfied that the CEO has met all the terms and conditions for his probationary period as determined in schedule 2, item 9 of the employment contract, and hereby confirms the appointment of Mr Ty Matson to the position of Chief Executive Officer.

CARRIED BY ABSOLUTE MAJORITY (6 VOTES TO 0)

*For: Cr RM Cotterill, Cr AE Taylor, Cr LR Petersen,
Cr RA Norrie, Cr PJ Craig, Cr*

Cr PJ Craig left the meeting at 10:24am.

Cr PJ Craig returned the meeting at 10:25am with Mr Ty Matson, Mrs Anna Matson, and Ms Kiara Lord.

