



*Minutes of the Special Meeting of Council held in the
Old Council Chambers, Mill Street, Mossman
13 December 2006 commencing at 9.00 am*

PRESENT

Councillors – M P Berwick (Mayor), D P Egan (Deputy Mayor), W J Bellerio, M Cox, R Davis, Sciacca and Pitt.

Staff – T C Melchert (Chief Executive Officer), D G Carey (General Manager Community & Corporate), P Trotman (General Manager Development & Environment), I B Barton (General Manager Finance & Administration), R J Baade (General Manager Engineering) and A M Rodgers (Manager Corporate Support)

Visitors - David Spearritt, Orion Consulting and Tim Dunne, Department of Local Government

BUSINESS

The Mayor advised the Special Meeting had been called in accordance with Section 7(2)(a) of Local Law 17 after receipt of a written request to the Chief Executive Officer. A meeting notice was forwarded to all Councillors on Friday, 8 December 2006.

The object of the meeting is to review the progress by the Chief Executive Officer on the implementations of the recommendations within the *Keller Report* and any further actions required to be taken.

**06/1213/01 REVIEW OF PROGRESS – IMPLEMENTATION OF
RECOMMENDATIONS KELLER REPORT**

The Mayor attempted to introduce a report he prepared on his assessment of the implementation of the Keller report recommendations.

POINT OF ORDER

Moved Cr Egan

06/1213/01A “That Council questions the ability of the Mayor to address the report prepared by him without it first being accepted as tabled by resolution of the Council.”

Advice from staff was that it is not necessary to table a report to permit its discussion. Tabled simply means it becomes a public document and is included in the minutes. (Amended Ordinary Meeting 19 December 2006)

Moved Cr Berwick

Seconded Cr Davis

“That the following recommendations from comments column in the document be adopted. That the Council:

1. *Appoint a consultant to revise and document the CEO's PD and develop appropriate KPI's by which to measure his ongoing performance.*
2. *Instruct the Consultant to also develop a performance management system to assist the Council to manage the performance of the CEO focusing on leadership, strategic management and organisational development*
3. *Require regular reporting arrangements by the CEO to a performance monitoring panel to be defined.*
4. *Require a performance monitoring panel comprising the Mayor, Deputy Mayor and another Councillor to be established.*
5. *Require an independent consultant/adviser to be appointed to assist the panel to monitor the performance of the CEO.*
6. *Require a system of managing the performance of the GM's is to be established by the CEO similar to the system established for the review panel to manage the performance of the CEO.*
7. *Require the performance management system for CEO and GM's to be used to hold senior staff accountable for achievements as well as providing professional development opportunity*
8. *Require the performance management system to provide for rewarding good performance and addressing poor performance.*
9. *Require a CEO performance review panel to be established and training provided to those Councillors represented on it (i.e Mayor, Deputy Mayor and another Councillor).*
10. *Require the CEO to observe work cover return to work program.*
11. *Require the CEO to provide Council with a program including relief arrangements for the January 2007 meeting, for taking his annual leave so that excessive leave accruals are used up during the term of this council.*
12. *Note that the Beach Club matter is to be handled separately from the CEO's general performance management – refer to term of reference 2 in the Kellar report*
13. *Support the Kellar report's call for a legal/planning adjudication of the issues surrounding the Beach Club by assisting the State by providing the necessary resources to have all facts and statements collated.*

14. *Require a project management structure to be established to facilitate the effective implementation of the Orion report recommendations with full GM participation.*
15. *Require the project management team comprising Mayor, Deputy Mayor, CEO and Project Officer to be established and*
 - [A] *A second tier project management team to be established comprising the CEO, GM's and Project Officer to be established.*
 - [B] *Global Leadership Foundation is to service and support the two tier project management system with the Project Officer being committed full time to the completion of the organisation alignment project*
16. *Require the executive team to work in consultation to finish the organisation review and Project Officer is to co-ordinate the task of the project*
17. *Specify that the councillor group is to monitor progress to finalisation of the organisational review.*
18. *Require a communication plan is to be documented*
19. *Require the Orion report recommendations to be progressed*
20. *Require appropriate delegations to GM's from CEO to be provided and GM's to have unfettered control for their advice to Council and the management of their departments.*
21. *Require the appointment of independent complaints officer to be extended to staff complaints and grievances.*
22. *Require training to be arranged for Councillors and staff about workplace harassment and bullying.*
23. *Require individual personal development plans for Councillors to be formulated including training and mentoring.*
24. *Require a suitably qualified external mentor/advisor to be appointed to assist this process.*
25. *Require a refresher course on meeting procedures to be provided to Councillors.*
26. *Cooperate with the Department of Local Government to liaise with CMC to expedite conclusion of the various investigations into Douglas Shire.*
27. *Note the Department of Local Government is to carry out investigation of public submissions to determine any matters which may require referral to either the CMC or the Ombudsman."*



06/1213/02 PROCEDURAL MOTION

Moved Cr Egan

Seconded Cr Bellerio

"That the Motion be put."

For Crs Egan, Bellerio, Pitt, Sciacca

Against Crs Berwick, Cox, Davis

Carried

06/1213/01 The Motion was then put –

For Crs Berwick, Cox, Davis

Against Crs Egan, Bellerio, Pitt, Sciacca

Lost

Mr Spearritt was invited to address the Council and advised in relation to his role indicating it is to assist Council in technical areas of training and at the end of January to advise the Minister whether the terms of reference have been met.

Mr Dunn also provided brief information in relation to the appointment of Mr Spearritt and its relationship to the Keller Report recommendations.

TERMINATION

The meeting was closed at 10.05am

Presented to and confirmed by Council on the *nineteenth* day of *December* 2006.

M P Berwick
Chair