



# Published Minutes

Chief Executive Officer's Recruitment and Performance Review  
Committee Meeting

Tuesday, 16 July 2024

Date:	Tuesday 16 July 2024
Time:	8:30am
Location:	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
Distribution Date:	Friday 19 July 2024



**Shire of Ashburton**

**Chief Executive Officer's Recruitment and Performance Review Committee Meeting**

The Chief Executive Officer recommends the endorsement of these minutes at the next Chief Executive Officer's Recruitment and Performance Review Committee Meeting.

K Donohoe  
Chief Executive Officer  
19 July 2024

These minutes were confirmed by Council as a true and accurate record of proceedings at the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held on Tuesday, 16 July 2024.

Presiding Member

Date

20/8/24

**Disclaimer**

*The Shire of Ashburton warns anyone who has an application lodged with Council must obtain, and should only rely on, written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by Council in respect of the application. No responsibility whatsoever is implied, or accepted, by the Shire of Ashburton for any act, omission, statement, or intimation occurring during a Council meeting.*

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## 1 Declaration Of Opening

The Presiding Member declared the meeting open at 8:43am.

### 1.1 Acknowledgement Of Country

As representatives of the Shire of Ashburton Council, we respectfully acknowledge the local Indigenous people, the traditional custodians of this land where we are meeting upon today and pay our respects to them and all their elders past, present and emerging.

## 2 Announcement Of Visitors

The Presiding Member welcomed John Phillips, from JCP Consulting to the gallery.

## 3 Attendance

### 3.1 Present

Elected Members:	Cr A Smith Cr A Sullivan Cr M Lynch Cr K White Cr L Rumble JP	Shire President Paraburdoo Ward Tom Price Ward Onslow Ward Paraburdoo Ward
Observers:	Cr K White Cr R Kapor	Onslow Ward Tom Price Ward
Employees:	A Heraty R Marlborough A Furfaro B Van Rensburg	Manager Organisational Development (via electronic means) Senior Governance Officer Governance Officer Council Support Officer
Guests:	Nil	
Members of Public:	There were no members of the public in attendance at the commencement of the meeting.	
Members of media:	There were no members of the media in attendance at the commencement of the meeting.	

### **3.2 Apologies**

Nil

### **3.3 Approved Leave Of Absence**

Nil

## **4 Declaration By Members**

### **4.1 Due Consideration By Elected Members To The Agenda**

Elected Members noted they have given due consideration to all matters contained in this agenda.

### **4.2 Declaration Of Interest**

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest are disclosed –

Nil

## **5 Confirmation Of Minutes**

### **5.1 Confirmation Of Previous Minutes**

#### **5.1.1 Minutes Of The Chief Executive Officer's Recruitment and Performance Review Committee Meeting Held On 20 February 2024**

##### **Committee Decision**

**Moved** Cr M Lynch

**Seconded** Cr L Rumble JP

**That the Minutes of the Chief Executive Officer's Recruitment and Performance Review Committee Meeting held 20 February 2024 (Item 5.1.1 Attachment 1) be confirmed as a true and accurate record.**

**For:** A Smith, A Sullivan, M Lynch, K White and L Rumble JP

**Against:** Nil

**Carried 5/0**

## **6 New Business Of An Urgent Nature Introduced By Council Decision**

Nil

## 7 Confidential Matters

### 7.1 Chief Executive Officer's Annual Performance Review and Proposed Key Performance Indicators

<b>File Reference</b>	PE.CEO01
<b>Applicant or Proponent(s)</b>	Not Applicable
<b>Author</b>	A Heraty, Manager Organisational Development
<b>Authorising Officer</b>	A Heraty, Manager Organisational Development
<b>Previous Meeting Reference</b>	Ordinary Council Meeting 13 June 2023 – Item 6.1 – 115/2023 Ordinary Council Meeting 11 July 2023 – Item 7.1 – 141/2023 Ordinary Council Meeting 20 February 2024 – Item 8.1 – 041/2024
<b>Disclosure(s) of interest</b>	Author – Nil
	Authorising Officer – Financial
<b>Attachments</b>	1. CEO 2023/24 Annual Performance Review Outcomes Report 2. CEO KPI's 2024/25

#### **Reason for Confidentiality**

<b>Section under the Act</b>	<i>This matter is to be considered behind closed doors pursuant to s.5.23(2)(a) of the Local Government Act 1995 as the subject matter relates to:</i>
<b>Sub-clause and Reason:</b>	<i>“s.5.23(2)(a) a matter affecting an employee or employees.”</i>

#### **Report Purpose**

The purpose of this report is for the Chief Executive Officer's Recruitment and Performance Review Committee (the Committee) to:

- Consider the consultant's report on the Chief Executive Officer's (CEO) performance for 2023/2024 as provided and detailed in Attachment 1; and
- Endorse Key Performance Indicators (KPI's) for 2024/2025 and any contract alterations, in line with the Salaries and Allowances Tribunal determination published on 7 April 2024 (effective 1 July 2024).

### **Voting Requirements**

Simple Majority

#### **Suspension of Standing Orders**

##### **Procedural Motion**

**Moved**                      **Cr K White**

**Seconded**                **Cr M Lynch**

**A motion was moved that Council suspend standing orders at 8:48 am.**

**For:                A Smith, A Sullivan, M Lynch, K White and L Rumble JP**

**Against:        Nil**

**Carried 5/0**

#### **Resumption of Standing Orders**

##### **Procedural Motion**

**Moved**                      **Cr A Sullivan**

**Seconded**                **Cr M Lynch**

**A motion was moved that Council resume standing orders at 9:04 am.**

**Carried 5/0**



### Amended Recommendation

That with respect to the Chief Executive Officer's Annual Performance Review and Proposed Key Performance Indicators, the Chief Executive Officer's Recruitment and Performance Review Committee recommends that Council,

1. Accepts the Chief Executive Officer's Annual Performance Review report as detailed in Attachment 1.
2. Notifies the Mr. Donohoe, his overall performance for the period under review was rated as "Exceeds Performance Requirements".
3. Adopts to Key Performance Indicators for 2024/2025 as detailed in Attachment 2, with one additional Key Performance Indicator being added for "An anthropology study across the Shire" and notifies Mr. Donohoe, accordingly.
4. Reviews and endorses the Chief Executive Officer's employment conditions such as contract expiry date and the Total Rewards Package in accordance with contractual requirements, and within the parameters prescribed by the Salaries and Tribunal Determination on 7 April 2024 (effective 1 July 2024).
5. Schedules the next review of performance to commence by 1 May 2025 and be completed by the July 2025 Ordinary Council Meeting.

### Committee Decision

**Moved** Cr M Lynch

**Seconded** C K White

**That with respect to the Chief Executive Officer's Annual Performance Review and Proposed Key Performance Indicators, the Chief Executive Officer's Recruitment and Performance Review Committee recommends that Council,**

1. **Accepts the Chief Executive Officer's Annual Performance Review report as detailed in Attachment 1.**
2. **Notifies the Mr. Donohoe, his overall performance for the period under review was rated as "Exceeds Performance Requirements".**
3. **Adopts to Key Performance Indicators for 2024/2025 as detailed in Attachment 2, with one additional Key Performance Indicator being added for "An Anthropology study across the Shire" and notifies Mr. Donohoe, accordingly.**
4. **Reviews and endorses the Chief Executive Officer's employment conditions such as contract expiry date and the Total Rewards Package in accordance with contractual requirements, and within the parameters prescribed by the Salaries and Tribunal Determination on 7 April 2024 (effective 1 July 2024).**
5. **Schedules the next review of performance to commence by 1 May 2025 and be completed by the July 2025 Ordinary Council Meeting.**

**Carried 5/0**

**Reason for Change:** Point 3 of the recommendation was amended to include an additional Key Performance Indicator for 2024/2025 being added for "An Anthropology study across the Shire".

## **8 Next Meeting**

The next Chief Executive Officer's Recruitment and Performance Review Committee Meeting to be advised 8:30am on 20 August 2024 Onslow

## **9 Closure Of Meeting**

There being no further business, the Presiding Member closed the meeting at 9:05am.