



Attachments

Chief Executive Officer's Performance Review Occasional
Committee Meeting

Tuesday, 11 July 2023

Table of Contents

5.1.1	Minutes Of The Chief Executive Officer’s Performance Review Occasional Committee Meeting Held On 13 June 2023	
Attachment 1	Minutes of the Chief Executive Officer’s Performance Review Occasional Committee Meeting held 13 June 2023.....	5



Agenda Item 5.1.1 - Attachment 1

Minutes of the Chief Executive Officer's Performance
Review Occasional Committee Meeting held 13 June 2023



Published Minutes

Chief Executive Officer's Performance Review Occasional
Committee Meeting

Tuesday, 13 June 2023

Date:	Tuesday 13 June 2023
Time:	8:30am
Location:	Clem Thompson Sports Pavilion, Stadium Road, Tom Price
Distribution Date:	Friday 16 June 2023



**Shire of Ashburton
Chief Executive Officer's Performance Review Occasional Committee Meeting**

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

A handwritten signature in black ink, appearing to read 'K Donohoe'.

K Donohoe
Chief Executive Officer
16 June 2023

These minutes were confirmed by Council as a true and accurate record of proceedings at the Chief Executive Officer's Performance Review Occasional Committee Meeting held on Tuesday, 13 June 2023.

Presiding Member _____

Date _____

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.

Contents

1	Declaration Of Opening	4
1.1	Acknowledgement Of Country	4
2	Announcement Of Visitors	4
3	Attendance	4
3.1	Present	4
3.2	Apologies	5
3.3	Approved Leave Of Absence	5
4	Declaration By Members	5
4.1	Due Consideration By Councillors To The Agenda	5
4.2	Declaration Of Interest	5
5	New Business Of An Urgent Nature Introduced By Council Decision	6
6	Confidential Matters	7
6.1	Chief Executive Officer's Annual Performance Review 2022/2023	7
7	Next Meeting	8
8	Closure Of Meeting	9

1 Declaration Of Opening

The Presiding Member declared the meeting open at 8:34am.

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 both past, present and emerging.

2 Announcement Of Visitors

Nil.

3 Attendance

3.1 Present

Elected Members:	Cr K White	Shire President (Presiding Member), Onslow Ward
	Cr M Lynch	Deputy Shire President, Tom Price Ward
	Cr R De Pledge	Ashburton Ward
	Cr M Gallanagh	Pannawonica Ward
	Cr L Rumble JP	Paraburdoo Ward
	Cr A Sullivan	Paraburdoo Ward
	Cr J Richardson	Ashburton Ward (entered the meeting at 8:38am)
	Cr T Mladenovic Cr A Smith	Tom Price Ward Tom Price Ward
Employees:	A Furfaro	Governance Officer
Guests:	John Phillips – JCP Consulting	
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 Councillors To The Agenda

Councillors 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 –

6.1 Chief Executive Officer's Annual Performance Review 2022/2023	
Name	Kenn Donohoe
Nature of interest	Direct Financial
Interest description	Chief Executive annual performance appraisal review and discussions around new key performances indicators. Salary, wages tribunal communications and contract remuneration.

**5 New Business Of An Urgent Nature Introduced By Council
Decision**

Nil

6 Confidential Matters

Kenn Donohoe disclosed a direct financial interest in Item 6.1 (detailed in Item 4.2).

6.1 Chief Executive Officer's Annual Performance Review 2022/2023

File Reference	PE.1808
Applicant or Proponent(s)	Not Applicable
Author	A Heraty, Manager Organisational Development
Authorising Officer	A Heraty, Manager Organisational Development
Previous Meeting Reference	Nil
Disclosure(s) of interest	Author – Nil
	Authorising Officer – Nil
Attachments	1. Chief Executive Officer's Annual Performance Review Report

Reason for Confidentiality

Section under the Act	<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>
Sub-clause and Reason:	<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 Performance Review Occasional Committee (the Committee) to:

- Consider the consultant's report on the Chief Executive Officer's (CEO) performance for 2022/2023 as provided and detailed in Attachment 1, and
- Endorse Key Performance Indicators (KPI's) for 2023/2024 and any contract alterations, in line with the Salaries and Allowances Tribunal determination published on 6 May 2023.

Voting Requirements

Simple Majority

Committee Decision

Moved Cr A Sullivan

Seconded Cr L Rumble JP

That with respect to Chief Executive Officer's Annual Performance Review 2022/2023, the Chief Executive Officer's Performance Review Occasional Committee recommends that Council,

- 1. Accepts the Chief Executive Officer's Annual Performance Review report as detailed in Attachment 1,**
- 2. Endorses the overall performance rating for the Chief Executive Officer, Mr Kenn Donohoe, for the review period May 2022 to May 2023 as 'Exceeds Performance Requirements,**
- 3. Support the Chief Executive Officer's Key Performance Indicators for 2023/2024 being presented to a meeting of the Chief Executive Officer's Performance Review Occasional Committee in July 2023 for consideration, and**
- 4. Endorses a revised contract of employment is issued to Mr Kenn Donohoe, aligned with the Model Chief Executive Officer Contract Template, to reflect an annual remuneration adjustment as detailed in this report.**

Carried 9/0

Suspension of Standing Orders

Moved Cr L Rumble JP

Seconded Cr T Mladenovic

A motion was moved that Council suspend standing orders at 9:06am.

Resumption of Standing Orders

Moved Cr L Rumble JP

Seconded Cr A Sullivan

A motion was moved that Council resume standing orders at 9:20am.

7 Next Meeting

The next Chief Executive Officer's Performance Review Occasional Committee Meeting will be held at 9:00am on Tuesday 11 July 2023 at Council Chambers, Ashburton Hall, Ashburton Avenue, Paraborndoo.

8 Closure Of Meeting

There being no further business, the Presiding Member closed the meeting at 9:25am.