



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer Review Committee

15 December 2020

UNCONFIRMED

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 8:44am.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillors

C R Antonio
J E G Williams
A J Mencshelyi
M P Ryan

Staff:

Chief Executive Officer

J B Whiteaker

2.1 APOLOGIES

Councillors

R W Tinetti

2.2 APPROVED LEAVE OF ABSENCE

Cr M P Ryan has been granted leave of absence from 9th December 2020 to 16th December 2020 (inclusive) however attended the meeting.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

*As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed*

change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
CEO Performance 2019/20 And KPI's for 2020/21	5.1	Mr J B Whiteaker	Financial	The matter related to Mr Whiteaker's employment as CEO.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 4 DECEMBER 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: CEO.76

Moved: Cr Ryan

Seconded: Cr Williams

That the minutes of the Chief Executive Officer Review Committee meeting held on 4 December 2020 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

5. COMMITTEE REPORTS

Mr J B Whiteaker declared a "Financial" interest in item 5.1 – CEO Performance 2019/20 and KPI's for 2020/21 as the matter relates to Mr Whiteaker's employment as CEO.

Mr Whiteaker remained in the meeting to discuss the matter.

5.1 CEO PERFORMANCE 2019/20 AND KPI'S FOR 2020/21

For the committee to finalise the 2019/20 performance review with the Chief Executive Officer and discuss the 2020/21 KPI's.

DISCUSSION

Discussion was held with the CEO around the timing of the committee meetings and the need for the CEO Review process to start and be finalised earlier in future. Comment made on the fact that the CEO and committee rated all KPIs in the same range in the review process. The President thanked the CEO for his work during the COVID situation. The CEO advised he is keen to do professional development as per his KPI but needs to have budget allocated for this to occur. If approved during budget review it will mean the CEO can proceed.

Discussion was held around the KPIs, the committee indicated that it wanted to keep the same for 2020/21 as for 2019/20 except for 5.1 - COVID recovery programme. It was agreed that the new KPIs are to be set in May and the process to be started much earlier. Discussion was held around a few staffing issues, particularly relating to turnover which is not at a desired rate. It was outlined that there could be a variety of issues affecting this, including but not limited to COVID. The CEO will update the committee at the February meeting around reasons, and provide data for the large staff turnover.

The CEO suggested there should be a 360 degree review done on himself (from staff etc) even if a full 360 review isn't achieved in 2020/21. The committee's recommendation that there be no increase in the CEO's remuneration for next year was discussed and the CEO was satisfied with the outcome.

The CEO mentioned that he would like to standardise time off for himself on a regular basis due to the amount of hours he works. A brief discussion was held around whether the availability of accommodation, for staff and for the general public, was something council would consider requesting the CEO to investigate/advocate for etc. The CEO suggested that councillors might consider creating a closed 'group' on something like Facebook or WhatsApp to hold discussions and share ideas between meetings - the President advised he would pursue this.

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

3 February 2021 at 4:00pm.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 9:43am.

"I certify that the Minutes of the Chief Executive Officer Review Committee meeting held on Tuesday, 15 December 2020 have been confirmed as a true and correct record."

_____ President

_____ Date