



# **Shire of Northam**

## **Minutes**

### **Chief Executive Officer Review Committee**

**4 December 2020**

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## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4:15pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
J E G Williams  
M P Ryan

### 2.1 APOLOGIES

Councillors

A J Mencshelyi  
R W Tinetti

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT

Nil.

## 3. DISCLOSURE OF INTERESTS

Nil.

*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.*

#### **4. CONFIRMATION OF MINUTES**

##### **4.1 COMMITTEE MEETING HELD ON 16 NOVEMBER 2020**

###### **RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CEO.73**

**Moved: Cr Ryan**

**Seconded: Cr Williams**

**That the minutes of the Chief Executive Officer Review Committee meeting held on 16 November 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED 3/0**

## 5. COMMITTEE REPORTS

### 5.1 CEO Officer Performance 2019/20 and KPI's for 2020/21

#### MOTION / COMMITTEE DECISION

Minute No: CEO.74

Moved: Cr Ryan

Seconded: Cr Williams

That Council:

1. Endorse the 2020/21 KPI's for the CEO the same as the KPIs for 2019/20, excluding KPI 5.1, which will be amended as follows:

"To implement the economic support initiatives contained within the Covid-19 Strategy Framework Actions document".

2. Endorse the method of measurement of the CEO's KPI's via reports on completed items as they are finalised.

CARRIED 3/0

### 5.2 CEO Performance Review Guidelines / Procedure 2020/21

#### MOTION / COMMITTEE DECISION

Minute No: CEO.75

Moved: Cr Williams

Seconded: Cr Ryan

That Council:

1. Seek quotes for the provision of a 360 Degree Review for the purposes of the CEO's Annual Review for 2020/21, with this part of the review process to take place in June 2021.
2. Engage the services of the selected provider subject to a quote being provided up to \$20,000 and budgetary approval.

CARRIED 3/0

**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

3 February 2020 at 4:00pm.

**8. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 4:40pm.

"I certify that the Minutes of the Chief Executive Officer Review Committee meeting held on Friday, 4 December 2020 have been confirmed as a true and correct record."

  
\_\_\_\_\_  
President

15/12/2020 Date