AGENDA

Dear Committee Members and the Community,

I respectfully advise that a CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW AND COMMITTEE MEETING will be held in the Council Chambers, McGregor St, Port Hedland, on **9 September 2026**, commencing at **4:00pm.**

MEETING AGENDA ATTACHED

Yours faithfully

Dale Stewart
Chief Executive Officer

04/09/2026

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town of Port Hedland for any act, omission, statement, or intimation occurring during Council Meetings. The Town of Port Hedland disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, and statement of intimation occurring during Council Meetings.

Any person or legal entity that acts or fails to act in reliance upon any statement, act or omission occurring in a Council Meeting does so at their own risk. The Town of Port Hedland advises that any person or legal entity should only rely on formal confirmation or notification of Council resolutions.

DISCLOSURE OF FINANCIAL/ IMPARTIALITY/ PROXIMITY INTERESTS

Local Government Act 1995 – Section 5.65, 5.70 and 5.71

Local Government (Model Code of Conduct) Regulations 2021

This form is provided to enable members and officers to disclose an Interest in a matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021	
Name	
Position	
Date of Meeting	
Type of Meeting (Please circle one)	Council Meeting/ Committee Meeting/ Special Council Meeting Workshop/ Public Agenda Briefing/ Confidential Briefing
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial/Proximity/Impartiality
Interest Disclosed	
Item Number and Title	
Nature of Interest	
Type of Interest (please circle one)	Financial/Proximity/Impartiality

Signature: ________________________**Date:** _________________________

Important Note: Should you declare a **Financial or Proximity Interest**, in accordance with the Act and Regulations noted above, you are required to leave the room while the item is being considered.

For an **Impartiality** Interest, you must state the following prior to the consideration of the item:

"With regard to agenda item (read item number and title), I disclose that I have an impartiality interest because (read your reason for interest). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

Order of Business

1 Opening of Meeting

The Presiding Member is to declare the meeting open at x:xxpm.

2 Acknowledgement of Traditional Owners and Dignitaries

The Presiding Member acknowledges the Kariyarra people as the Traditional Custodians of the land that we are meeting on and recognises their strength and resilience and pays respect to elders past, present and emerging.

3 Recording of Attendance

Important note:
This meeting is being audio recorded to facilitate community participation and for minute-taking purposes, which may be released upon request to third parties. In accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders members of the public are not permitted to use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the Presiding Member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Standing Orders Local Law mobile telephones must be switched off and not used during the meeting.

3.1 Attendance

Committee Members:

Mayor Jacinta Behrend (Presiding Member)

Deputy Mayor Troy Melville

Councillor Jemma Scott

Administration:

Dale Stewart (Chief Executive Officer)

Renae Doyle (Manager Governance)

Adele Heraty (Manager Human Resources)

Public:

Other:

3.2 Attendance by Telephone / Instantaneous Communications

Nil

3.3 Apologies

Councillor Lorraine Butson

3.4 Approved Leave of Absence

Nil

3.5 Disclosures of Interest

Name	Item No	Interest	Nature
Dale Stewart	13.1	Financial and Impartiality	Employment Contract

4 Applications for Leave of Absence

Nil

5 Response to Previous Questions

Nil

6 Public Time

6.1 Public Question Time

6.2 Public Statement Time

6.3 Petitions / Deputations / Presentations / Submissions

7 Questions from Members without Notice

8 Announcements by Presiding Member without Discussion

9 Declarations of All Members to have given due consideration to all matters contained in the Agenda before the Meeting

The Committee Members declare that they have given due consideration to all matters contained in the agenda.

10 Reports of Officers

Nil

11 New Business of an Urgent Nature (Late Items)

Nil

12 Motions of Which Previous Notice have been given

Nil

13 Matters for Which Meeting May be Closed (Confidential Matters)

13.1	Chief Executive Officer Performance Review
Directorate:	**Office of the CEO**
Author:	**Manager Human Resources**
Authorising Officer:	**Chief Executive Officer**
Disclosure of Interest:	The Author and/or Authorising Officer declare that they have a proximity interest in relation to this item.

OFFICER'S RECOMMENDATION

That the Committee, with respect to the Chief Executive Officer's (CEO's) Performance Review recommend that Council:

1. **Adopts the agreed Key Performance Indicators for the 2026/2027 performance period;**
2. **Notifies the Chief Executive Officer (CEO), Dale Stewart, of the CEO Key Performance Indicators for the 2026/2027 period; and**
3. **Schedule the CEO Annual Performance Review, within the next 12 months.**

ABSOLUTE MAJORITY VOTE REQUIRED

PURPOSE

The purpose of this report is for the Committee to consider and submit to Council the Chief Executive's key performance criteria for the 2026/2027 financial year, in accordance with the Employment Contract and relevant legislative requirements.

The Committee is requested to endorse the proposed KPIs.

DETAIL

Under the Chief Executive Officer's Employment Contract, performance criteria must be established within three months of the commencement date.

The Chief Executive Officer (CEO) commenced with the Town of Port Hedland on 11 May 2026, under a common law contract dated 3 February 2026.

In addition to the requirements under the *Local Government Act 1995,* the CEO's common law contract with the Town outlines specific obligations. Specifically, clause 4 Performance Criteria and Review (4.1 – 4.3), Clause 5 Total Reward Package (TRP) (5.1 – 5.7), Clause 6 Other Benefits (6.1 – 6.6) and clause 7 Annual Review of TRP and Other Benefits.

The proposed CEO KPIs were developed internally, without having the need to engage an external consultant. It is recommended that 6 Key Performance Indicators (KPIs) be actioned through various identified performance measures as indicated in the attachment.

In setting the CEO's KPIs, the following performance schedules, as outlined in the CEO's Common Law Contract were considered:

1. Schedule 1 – Position Description
2. Schedule 3 – Performance Criteria

These KPIs were mapped as follows:

Contractual Criteria	Proposed KPI
1. Leadership & Management	KPI 1: Governance, Council Relations & Strategic Leadership
2. Financial	KPI 2: Financial Sustainability & Organisational Performance
3. Policies & Procedures	KPI 5: Risk, Compliance, WHS & Sustainability
4. Commercial Activities	KPI 2 and KPI 3
5. Representations & Communications	KPI 3: Community Outcomes, Advocacy & Major Project Delivery
6. Human Resource Management	KPI 4: Organisational Culture, People Leadership & Capability
7. Work Health & Safety	KPI 5: Risk, Compliance, WHS & Sustainability
8. Environment	KPI 5: Risk, Compliance, WHS & Sustainability
9. Professional Development	Incorporated as an expectation of all KPIs rather than a stand-alone KPI

LEVEL OF SIGNIFICANCE

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because the proposal or decision is not of a nature or significance that requires engagement.

CONSULTATION

Internal

- Town of Port Hedland Mayor
- Elected Members.

External

Nil

Community

Nil

LEGISLATION AND POLICY CONSIDERATIONS

Local Government Act 1995 Section 5.39

Local Government (Administration) Regulations 1996

Regulation 18FA and Schedule 2 (Model standards for Chief Executive Officer recruitment, performance, and termination).

FINANCE AND RESOURCE IMPLICATIONS

There was no cost associated with the establishment of the CEOs proposed KPIs.

The cost of engaging a consultant in future (if required), will be budgeted for.

STRATEGIC SUSTAINABILITY IMPLICATIONS

Council Plan

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

Our Community

We honour our people and our cultural heritage – ensuring wellbeing, diversity, creativity and strong civic engagement and dialogue.

1.1 Hardy, healthy and safe people.
1.2 Inclusive and involved community.
1.3 A unique, vibrant and diverse community lifestyle.
1.4 Well-utilised and valued community facilities and services.

Environmental

There are no significant identifiable environmental implications related to this item.

Economic

There are no significant identifiable economic implications related to this item.

Social

There are no significant identifiable social implications related to this item.

Access and Inclusion

The following outcomes of the Town's *Access and Inclusion Plan 2023-2026* apply in relation to this item:
There are no known access and inclusion implications.

RISK MANAGEMENT CONSIDERATIONS

Risk Type	Operational Strategic Project
Risk Category	Compliance Reputational
Cause	Failure to establish and obtain approval for clear and measurable CEO KPIs aligned to the Council Plan, Strategic Community Plan and agreed community outcomes.
Effect (Consequence)	Reduced ability to effectively monitor, assess and report the CEO's performance in delivering Council Plan objectives, strategic priorities and agreed community outcomes, potentially leading to governance, compliance and reputational impacts.
Risk Treatment	Committee review and endorsement of the proposed CEO KPIs prior to submission to Council for approval.

There is a/an Operational, Strategic and Project risk associated with this item caused by Committee-recommended and Council-endorsed CEO KPIs aligned to the Strategic Community Plan and agreed community outcomes, leading to reduced clarity, accountability and consistency in assessing and monitoring CEO performance against Council's strategic objectives.

The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (2). This risk will be treated by seeking CEO Committee endorsement of the proposed CEO KPIs prior to Council consideration and approval, thereby establishing a clear framework for measuring and assessing CEO performance against strategic objectives and community outcomes.

OPTIONS

Option 1 – Adopt officer’s recommendation
Option 2 – Amend officer’s recommendation
Option 3 – Do not adopt officer’s recommendation

CONCLUSION

The proposed CEO KPIs align with the Town's strategic direction and provide a transparent basis for performance assessment, accountability and reporting. It is recommended that the CEO Committee endorse the KPIs for submission to Council for approval.

ATTACHMENTS

Reasons for Confidentiality

Local Government Act 1995 Section 5.23(2)(b)

Matter relating to the recruitment or employment of the CEO or a senior employee, including the following —

(i) the termination of employment;

(ii) a review of performance under section 5.38.

1. CONFIDENTIAL Town Of Port Hedland- Chief Executive Officer KPI's 2026/27 DRAFT [**13.1.1** - 3 pages]

14 Closure

There being no further business, the Presiding Member declared the meeting closed at x:xxpm.