



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer Review & Selection Committee

26 March 2025

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Contents

1	DECLARATION OF OPENING	4
2	ACKNOWLEDGEMENT OF COUNTRY	4
3	ATTENDANCE	4
	3.1 ATTENDEES	4
	3.2 APOLOGIES	4
	3.3 APPROVED LEAVE OF ABSENCE	4
	3.4 ABSENT	4
4	DISCLOSURE OF INTERESTS	5
5	CONFIRMATION OF MINUTES	6
	5.1 CONFIRMATION OF MINUTES FROM THE CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 27 NOVEMBER 2024 .	6
6	COMMITTEE REPORTS	7
	6.1 CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATOR - PROGRESS REPORT	7
7	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	10
8	URGENT BUSINESS APPROVED BY DECISION	10
9	GENERAL BUSINESS	10
10	DATE OF NEXT MEETING	10
11	DECLARATION OF CLOSURE	10

1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 4:00pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

L C Biglin

J E G Williams

M P Ryan

Guest/Observer

C M Poulton entered at
4:25pm and left at
4:25pm. Re-entered at
4:27pm.

Staff:

Chief Executive Officer

Manager Governance & Risk

D J Terelinck

A C McCall

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 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 clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, 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.

Nil.

5 CONFIRMATION OF MINUTES

**5.1 CONFIRMATION OF MINUTES FROM THE CHIEF EXECUTIVE OFFICER
REVIEW & SELECTION COMMITTEE MEETING HELD 27 NOVEMBER 2024**

RECOMMENDATION / COMMITTEE DECISION

Minute No: CEO.161

Moved: Cr L C Biglin

Seconded: Cr J E G Williams

That the minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 27 November 2024 be CONFIRMED as a true and correct record of that meeting.

CARRIED 5/0

For: President C R Antonio, Cr A J Mencshelyi, Cr L C Biglin, Cr M P Ryan and Cr J E G Williams

Against: Nil

6 COMMITTEE REPORTS

6.1 Chief Executive Officer Key Performance Indicator - Progress Report

File Reference:	P.2739
Reporting Officer:	Tamika Van Beek (Governance Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To consider the progress update on the Chief Executive Officer's Key Performance Indicators from 23 November 2024 to 21 March 2025.

ATTACHMENTS

1. CEO - Key Performance Indicator Tracker 2024 25 [**6.1.1** - 3 pages]

A. BACKGROUND / DETAILS

The Chief Executive Officer for the Shire of Northam commenced on 16 October 2023. As part of the Employment Contract, Annual Key Performance Indicators (KPIs) were established with assistance from an external consultant.

This item provides a progress update from 23 November 2024 to 21 March 2025 on the KPIs.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

In relation to Professional Development, the Chief Executive Officer is participating in coaching under the CEO Support Program that is funded by the Department of Local Government, Sport and Cultural Industries. The CEO was successful in her application to participate in the Program that offers 6 sessions with an Executive Coach until 31 July 2025. It is planned to engage the same Executive Coach to work with the Executive team on similar development aspects for consistency. This Executive Team Development is expected to commence in the coming weeks.

The next meeting of the Chief Executive Officer Review and Selection Committee will involve the consultants engaged to work with Council on the CEO Performance Review, Hammond Woodhouse Advisory and will focus on the process for reviewing the CEO's performance against the 2024/25 KPI's and determining the KPI's for 2025/26.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CEO.162

Moved: Cr A J Mencshelyi

Seconded: Cr L C Biglin

That the Chief Executive Officer Review & Selection Committee ENDORSES the following recommendation to Council:

- 1. That Council ACCEPTS the Chief Executive Officer Key Performance Indicator Progress Report from 23 November 2024 to 21 March 2025, as presented in Attachment 6.1.1 of the committee minutes.**

CARRIED 5/0

For: President C R Antonio, Cr A J Mencshelyi, Cr L C Biglin, Cr M P Ryan and Cr J E G Williams

Against: Nil

7 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8 URGENT BUSINESS APPROVED BY DECISION

Nil.

9 GENERAL BUSINESS

Nil.

10 DATE OF NEXT MEETING

Upcoming meetings:

- 11 June 2025
- 24 September 2025
- 17 December 2025

11 DECLARATION OF CLOSURE

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 4:35 pm.

"I certify that the Minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 26 March 2025 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

