



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Chief Executive Officer**

### **Review & Selection**

### **Committee**

**27 May 2024**

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## **1 DECLARATION OF OPENING**

The Shire President, C R Antonio, declared the meeting open at 5:00 pm.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

The Shire President, C R Antonio, acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past present and emerging.

*Cr M P Ryan entered the meeting at 5:00 pm.*

## **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 (entered at 5 pm)

#### **Staff:**

Chief Executive Officer

Governance Officer

D J Terelinck

T P Van Beek

#### **Guest:**

Hammond Woodhouse Advisory

A Hammond (via Teams)

### **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 14 MAY 2024**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CEO.155**

**Moved: Cr A J Mencshelyi**

**Seconded: Cr L C Biglin**

**That the minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 14 May 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 Finalisation of the Chief Executive Officer Key Performance Indicators 2024/25

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

#### BRIEF

For the Chief Executive Officer Review & Selection Committee to finalise the Chief Executive Officer's Key Performance Indicators (KPIs) for the period 1 July 2024 to 30 June 2025, developed in conjunction with the Chief Executive Officer and consultants from Hammond Woodhouse Advisory.

#### ATTACHMENTS

1. CEO Annual Performance Review - Proposed Key Performance Indicators [6.1.1 - 4 pages]

#### A. BACKGROUND / DETAILS

At the Chief Executive Officer Review & Selection Committee meeting held on 13 March 2024, the Committee resolved to endorse a recommendation to Council to accept a quote from Hammond Woodhouse Advisory to assist with the setting of annual Key Performance Indicators and a performance review process for the Chief Executive Officer. This recommendation was approved by Council at the Ordinary Council Meeting held on 20 March 2024 (C.4982).

It was proposed at the Chief Executive Officer Review & Selection Committee meeting on 14 May 2024, that the Committee work in conjunction with the Chief Executive Officer and consultants from Hammond Woodhouse Advisory to develop the annual Key Performance Indicators to be endorsed for adoption by Council, using the proposed Key Performance Indicator template that was provided by Hammond Woodhouse Advisory as a guide to facilitate discussions.

The Chief Executive Officer Annual Performance Review Survey template that includes proposed KPIs (provided as Attachment 6.1.1) has been developed by Hammond Woodhouse Advisory. Following discussions with the Committee at the meeting held on 14 May 2024, the suggested KPIs for 2024/25 in Part 1 of the attachment have been re-worded to better align with the language used by the Shire of Northam, and Part 2 of the attachment now includes the matters that require special attention, as identified by the Committee.

## **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](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
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

Nil.

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: CEO.156

Moved: Cr M P Ryan

Seconded: Cr J E G Williams

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

1. That Council ADOPTS the Chief Executive Officer Key Performance Indicators, as developed in conjunction with Hammond Woodhouse Advisory, for the period 1 July 2024 to 30 June 2025 as outlined in Attachment 6.1.1.

**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:

- 28 August 2024 at 4:00 pm
- 27 November 2024 at 4:00 pm

**11 DECLARATION OF CLOSURE**

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 5:05 pm.

"I certify that the Minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 27 May 2024 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date

