



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

**Chief Executive Officer  
Review & Selection  
Committee**

**11 September 2024**

**NOTICE PAPER**

**Chief Executive Officer Review & Selection Committee**

**11 September 2024**

Committee Members

I inform you that a Chief Executive Officer Review & Selection Committee will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 11 September 2024 at 4:00 pm.

Yours faithfully



**Chris Antonio**  
**Shire President**

## **DISCLAIMER**

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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## 1 DECLARATION OF OPENING

## 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

**Staff:**

Chief Executive Officer  
Governance Officer

D J Terelinck  
T P Van Beek

### 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.

Item Name	Item No.	Name	Type of Interest	Nature of Interest

## 5 CONFIRMATION OF MINUTES

### 5.1 CONFIRMATION OF MINUTES FROM THE CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD ON 27 MAY 2024

#### RECOMMENDATION

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

## 6 COMMITTEE REPORTS

### 6.1 Chief Executive Officer Key Performance Indicators - Progress Report

<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

To consider the progress update on the Chief Executive Officer's Key Performance Indicators from 1 July to 6 September 2024.

#### ATTACHMENTS

1. CEO - Key Performance Indicator Tracker 2024 25 [**6.1.1** - 2 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 1 July to 6 September 2024 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

Nil.



**RECOMMENDATION**

**That the Committee ACCEPTS the Chief Executive Officer Key Performance Indicator Progress Report from 1 July to 6 September 2024, as presented in Attachment 6.1.1.**

## **6.2 Training Opportunities**

The Committee to discuss any potential training or professional development opportunities for the Chief Executive Officer to undertake in 2024/25, noting that the current Chief Executive Officer's contract specifies in Item 11(a) of Schedule 2 a \$5,000 per year Professional Development benefit.

The specific clause in the Chief Executive Officer's contract in relation to Professional development reads as follows:

*6.5.1 In this clause, "conference" includes workshop, forum or similar event.*

*6.5.2 The Local Government:*

*(a) supports, as part of Your performance of the Functions, Your attendance at conferences; and*

*(b) must pay the costs associated with Your attendance at conferences, relevant to Your performance of the Functions, up to a maximum amount specified in Item 11(a) of Schedule 2.*

*6.5.3 In addition, where the Council (or, if the Council so resolves, the President) believes that it is in the interests of the Local Government, the Local Government may also pay the costs of other conference attendances by You for purposes relevant to the Functions.*

In July 2024, the Chief Executive Officer attended the National General Assembly of Local Government at a cost of \$3,638 (registration fee, travel and accommodation). The Chief Executive Officer is also registered to attend the WALGA Conference on 9 and 10 October 2024 at a cost of \$1,295. This expenditure applies to the first year of professional development under the contract being 16 October 2023 to 16 October 2024.

Another \$5,000 professional development benefit will become due from 17 October 2024.

**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:

- 27 November 2024 at 4:00 pm

**11     DECLARATION OF CLOSURE**