



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer Review & Selection Committee

22 November 2023

UNCONFIRMED

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1. DECLARATION OF OPENING

The Chief Executive Officer, Ms D Terelinck, declared the meeting open at 4:04pm.

2. ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

In accordance with recent changes to the Local Government Act 1995, if there is more than one nomination, the election of Committee Presiding Member will be conducted by secret Ballot and determined using an optional preference voting system, if required.

The members of a committee may elect a deputy presiding member from amongst themselves, but any such election is to be in accordance with Schedule 2.3, Division 2. This does not require the use of optional preferential voting.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member may perform the functions of presiding member.

ELECTION PROCESS:

The Chief Executive Officer, Ms D Terelinck, advised that no nominations had been received in writing for the position of Presiding Member.

The Chief Executive Officer called for any nominations from committee members for the position of Presiding Member from the floor. President C R Antonio nominated himself for Presiding Member, no further nominations were forthcoming and as such the Chief Executive Officer declared nominations closed at 4:04pm.

The Chief Executive Officer announced that President C R Antonio has been re-elected as Presiding Member unopposed and was seated at 4:04pm.

The Shire President, C R Antonio, advised that no nominations had been received in writing for the position of Deputy Presiding Member.

The Shire President called for any nominations from committee members from the floor for the position of Deputy Presiding Member. Cr J E G Williams nominated herself for the position, no further nominations were forthcoming and as such the Shire President declared nominations closed at 4:06pm.

The Shire President announced that Cr J E G Williams had been elected as Deputy Presiding Member unopposed and was seated at 4:08pm.

3. ACKNOWLEDGEMENT TO 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.

4. ATTENDANCE

Committee:

Shire President / Presiding Member
Deputy Shire President
Councillors

C R Antonio
A J Mencshelyi
J E G Williams
L C Biglin (entered meeting
at 4:25pm)

Staff:

Chief Executive Officer

D Terelinck (left meeting at
4:24pm)

Governance Officer (Minute Taker)

T P Van Beek

4.1 APOLOGIES

Nil.

4.2 APPROVED LEAVE OF ABSENCE

Cr M P Ryan has been granted approved leave of absence from 07 November 2023 to 07 December 2023 (inclusive).

4.3 ABSENT

Nil.

5. 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 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.

Nil.

6. CONFIRMATION OF MINUTES

6.1 COMMITTEE MEETING HELD ON 02 AUGUST 2023

RECOMMENDATION / COMMITTEE DECISION

Minutes No: CEO.144

Moved: Cr J E G Williams
Seconded: Cr A J Mencshelyi

That the minutes of the Chief Executive Officer Review & Selection Committee meeting held on 02 August 2023 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

For: *President C R Antonio, Cr A J Mencshelyi and Cr J E G Williams.*

Against: *Nil.*

7. COMMITTEE REPORTS

7.1 CHIEF EXECUTIVE OFFICER – INTERIM KEY PERFORMANCE INDICATOR REPORT

RECOMMENDATION

That the Chief Executive Officer Review & Selection Committee endorse the following recommendations being presented to Council:

1. That Council notes the progress report on the Chief Executive Officer's interim Key Performance Indicators for the period 16 October to 17 November 2023 included as Attachment 1 to this report;
2. That Council notes that a report will be presented to the February CEO Review Committee on Key Performance Indicators that will take effect from 1 July 2024; and
3. That Council considers whether there is a need to engage an external consultant to assist with the CEO performance review process.

MOTION / COMMITTEE DECISION

Minute No: CEO.145

Mover: Cr J E G Williams

Seconder: Cr L C Biglin

That the Chief Executive Officer Review & Selection Committee endorse the following recommendations being presented to Council:

1. That Council notes the progress report on the Chief Executive Officer's interim Key Performance Indicators for the period 16 October to 17 November 2023 included as Attachment 1 to this report;
2. That Council notes that a report will be presented to the February CEO Review Committee on Key Performance Indicators that will take effect from 1 July 2024; and
3. That Council request quotations from suitably qualified external consultants to assist with setting the Chief Executive Officer's Key Performance Indicator's for 2024/25 and the Chief Executive Officer end of year performance review.

CARRIED 4/0

For: *President C R Antonio, Cr A J Mencshelyi, Cr L C Biglin and Cr J E G Williams.*

Against: *Nil.*

Reason for Change to Recommendation:

The Committee formed the view that an external consultant should be engaged.

7.2 PLANNING OF CHIEF EXECUTIVE OFFICER'S KPI'S FOR THE 2024/2025 YEAR

Covered in item 7.1 - Chief Executive Officer – Interim Key Performance Indicator Report.

7.3 POTENTIAL TO UTILISE AN EXTERNAL CONSULTANT FOR CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE

Covered in item 7.1 - Chief Executive Officer – Interim Key Performance Indicator Report.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

9. DATE OF NEXT MEETING

MOTION / COMMITTEE DECISION

Minute No: CEO.146

Moved: Cr J E G Williams

Seconded: Cr A J Mencshelyi

That the Chief Executive Officer Review & Selection Committee endorse the following recommendations being presented to Council:

- 1. That Council endorse that the Chief Executive Officer Review & Selection Committee meet quarterly in line with the Strategic Council Meeting with additional meetings to be called as required.**

CARRIED 4/0

For: *President C R Antonio, Cr A J Mencshelyi, Cr L C Biglin and Cr J E G Williams.*

Against: *Nil.*

10. DECLARATION OF CLOSURE

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 4:48pm.

"I certify that the Minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 22 November 2023 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

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