



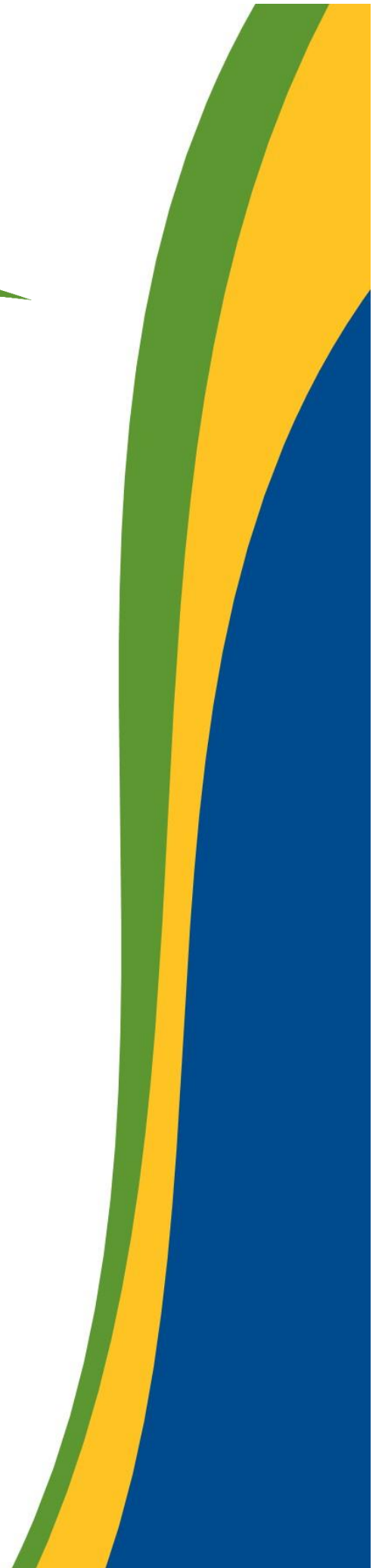
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer Review & Selection Committee

14 May 2024



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1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 5:28 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.

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

Guests:

Hammond Woodhouse Advisory

A Hammond

3.2 APOLOGIES

Guest:

Hammond Woodhouse Advisory

J Woodhouse

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 16 APRIL 2024**

RECOMMENDATION / COMMITTEE DECISION

Minute No: CEO.153

Moved: Cr A J Mencshelyi

Seconded: Cr L C Biglin

That the minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 16 April 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 Development of the Chief Executive Officer Key Performance Indicators 2024/25

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

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

ATTACHMENTS

1. Proposed Key Performance Indicator - Template (Confidential)

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 is proposed 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 (provided at Attachment 6.1.1) as a guide to facilitate discussions.

It is anticipated that the consultants will provide a brief introduction at the start of the meeting on KPI setting before moving into the development of the KPIs for 2024/25.

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 / COMMITTEE DECISION

Minute No: CEO.154

Moved: Cr A J Mencshelyi

Seconded: Cr M P Ryan

That the Chief Executive Officer Review & Selection Committee RECONVENE for a Special Committee Meeting on Monday 27 May 2024 at 5:00pm to finalise the Chief Executive Officer Key Performance Indicators for the period 1 July 2024 to 31 June 2025.

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:

- 27 May 2024 at 5:00pm.
- 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 6:29 pm.

"I certify that the Minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 14 May 2024 have been confirmed as a true and correct record."



Shire President

27/5/2024

Date