



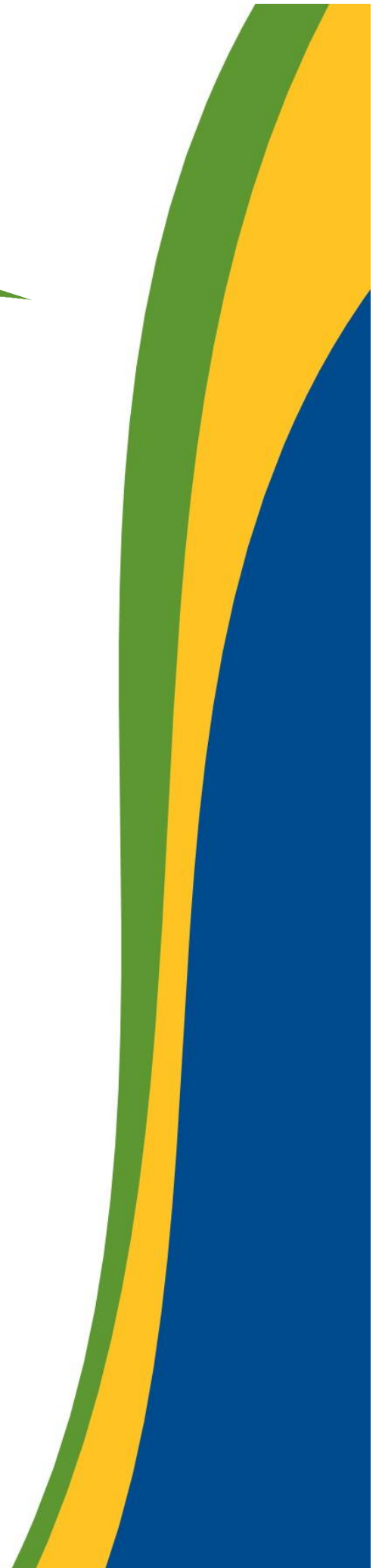
Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Chief Executive Officer Review & Selection Committee**

**16 April 2024**



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## 1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 9:30 am.

## 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

#### Staff:

Chief Executive Officer  
  
Governance Officer

D J Terelinck (entered  
meeting at 9:35 am)  
T P Van Beek

### 3.2 APOLOGIES

Nil.

### 3.3 APPROVED LEAVE OF ABSENCE

Nil.

### 3.4 ABSENT

#### Council:

Councillors

M P Ryan

#### 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 13 MARCH 2024**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CEO.151**

**Moved: Cr A J Mencshelyi**

**Seconded: Cr L C Biglin**

**That the minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 13 March 2024 be confirmed as a true and correct record of that meeting.**

**CARRIED 4/0**

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

**Against:** Nil

## 6 COMMITTEE REPORTS

### 6.1 Chief Executive Officer - End of Probationary Period

<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 Committee to determine the outcome of the Chief Executive Officer's probationary period.

#### ATTACHMENTS

Nil

### A. BACKGROUND / DETAILS

The Chief Executive Officer (CEO) commenced with the Shire of Northam on 16 October 2023 with a 6 month probationary period concluding on 16 April 2024.

In accordance with the CEO Employment Contract (s2.2.2), Council have previously resolved to support the Committee-endorsed recommendation on 20 March 2024 for the Shire President to advise the CEO, in writing, no less than one month before the end of the initial probationary period, of Council's initial assessment on her progress towards the interim Key Performance Indicators.

Upon the end of the initial probationary period of 16 April 2024, the Committee are required to form a recommendation to Council outlining the outcome of the CEO probationary period and, in accordance with the CEO Employment Contract (s2.2.4), advise the CEO of the result in writing as soon as practicable.

### 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.152

Moved: Cr J E G Williams

Seconded: Cr A J Mencshelyi

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

1. That Council **ACCEPTS** the Chief Executive Officer Review & Selection Committee's assessment that the Chief Executive Officer has successfully completed the probationary period in accordance with s2.2.4 of the CEO Employment Contract.
2. That Council **REQUEST** the Shire President to advise the Chief Executive Officer, in writing, of the outcome of the probationary period.

**CARRIED 4/0**

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

**Against:** Nil

*The Chief Executive Officer was invited in to the meeting at 9:35 am.*

### Discussion:

- The Chief Executive Officer provided a brief overview of the progress made towards the key performance indicators and challenges that have been faced to date.
- It was noted that the Strategic Council meetings and workshops have been beneficial in providing staff with input from Council Members on certain matters and informing a direction that the Shire should take.

## 7 URGENT BUSINESS APPROVED BY DECISION

Nil.

## 8 DATE OF NEXT MEETING

Upcoming meetings:


- 14 May 2024
- 28 August 2024

**9 DECLARATION OF CLOSURE**

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 9:40 am.

"I certify that the Minutes of the Chief Executive Officer Review & Selection Committee Meeting held on 16 April 2024 have been confirmed as a true and correct record."

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

  
\_\_\_\_\_ Date