



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer

Review & Selection

Committee

16 April 2024

UNCONFIRMED

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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

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 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](#).

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.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.

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