



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Chief Executive Officer Review Committee**

**09 November 2022**

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## Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	4
3.3	ABSENT.....	4
4.	DISCLOSURE OF INTERESTS.....	4
5.	CONFIRMATION OF MINUTES.....	5
5.1	COMMITTEE MEETING HELD ON 10 August 2022.....	5
6.	COMMITTEE REPORTS.....	5
6.1	FINAL STEPS IN CEO REVIEW 2021/22.....	5
6.2	CEO KPI FOR 2021/22 and 2022/23 FINALISATION.....	5
6.3	CEO CONTRACT AND REMUNERATION.....	5
6.4	RECRUITMENT PROCESS, TIMELINE, INDEPENDENT PERSON, CONDUCTED INTERNALLY OR EXTERNALLY OR MIXED.....	5
6.5	CEO PACKAGE OPTIONS FOR NEW RECRUITMENT PROCESS (HOUSING OPTION INCLUDED).....	6
7.	URGENT BUSINESS APPROVED BY DECISION.....	6
8.	DATE OF NEXT MEETING.....	6
9.	DECLARATION OF CLOSURE.....	7

## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 4:01pm.

## 2. 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.

## 3. ATTENDANCE

### Committee:

Shire President  
Councillors

C R Antonio  
A J Mencshelyi  
J E G Williams  
D A Hughes (arrived 4:19pm)

### 3.1 APOLOGIES

Deputy Shire President

M P Ryan

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 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 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.

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

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 10 August 2022

#### RECOMMENDATION

Moved: Cr Mencshelyi

Seconded: Cr Williams

That Council confirm the minutes of the Chief Executive Officer Review Committee meeting held on 06 October 2022 as a true and correct record of that meeting.

CARRIED 3/0

## 6. COMMITTEE REPORTS

### 6.1 FINAL STEPS IN CEO REVIEW 2021/22

### 6.2 CEO KPI FOR 2021/22 and 2022/23 FINALISATION

### 6.3 CEO CONTRACT AND REMUNERATION

### 6.4 RECRUITMENT PROCESS, TIMELINE, INDEPENDENT PERSON, CONDUCTED INTERNALLY OR EXTERNALLY OR MIXED

## 6.5 CEO PACKAGE OPTIONS FOR NEW RECRUITMENT PROCESS (HOUSING OPTION INCLUDED)

*Cr D Hughes entered the meeting at 4:19pm.*

### RECOMMENDATION

**Moved: Cr Hughes**

**Seconded: Cr Mencshelyi**

**That Council request the Shire President to complete all actions as listed below and report the results to the committee. The Shire President is to:**

- **Provide a letter to the CEO containing a KPI report, advice of the approval of the remuneration amount by council, and close off the review.**
- **Provide information to the Committee about a training course for the CEO so the committee can decide if it should be a KPI.**
- **Review all information from the CEO's last contract and since, and confirm current and proposed remuneration and provide any other relevant information to the committee for consideration.**
- **Discuss the possibility of a renewal of contract prior to the ten year anniversary with the CEO and seek a second legal opinion.**
- **Investigate what options other Councils are offering in relation to housing options for CEOs.**

**CARRIED 4/0**

## 7. URGENT BUSINESS APPROVED BY DECISION

Nil.

## 8. DATE OF NEXT MEETING

Meeting schedule will be as follows:

- 14 December 2022 – prior to forum meeting.

Meeting schedule to be prior to each Forum meeting (no meeting in January 2023), with additional meetings scheduled if and as required.

## 9. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio, declared the meeting closed at 4:26pm.

"I certify that the Minutes of the Chief Executive Officer Review Committee Meeting held on Wednesday, 09 November 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date