



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Chief Executive Officer Review Committee

17 April 2023



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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 4:21pm.

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	C R Antonio (via electronic means)*
Deputy Shire President	M P Ryan
Councillors	J E G Williams

* Cr Antonio was approved to attend this meeting via electronic means by Deputy Shire President, Cr M P Ryan, as per the Local Government Act 2.3 and 5.34(b).

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Cr A J Mencshelyi has been granted leave of absence from 03 April 2023 to 28 April 2023 (inclusive).

Cr D A Hughes has been granted leave of absence from 08 April 2023 to 17 April 2023 (inclusive).

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
Selection of the Independent Panel Member	6.2	Cr J E G Williams	Impartiality	Potential independent panel members are known to Cr Williams & one owns the accounting firm Cr Williams uses (but is not Cr Williams accountant)
		Cr M P Ryan	Impartiality	Nominations of people on the list of panel members are known to Cr Ryan.
		Cr C R Antonio	Impartiality	Nominees for the position of independent panel member are known to Cr Antonio.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 12 APRIL 2023

RECOMMENDATION/COMMITTEE DECISION

Moved: Cr Ryan
Seconded: Cr Williams

That the minutes of the Chief Executive Officer Review Committee meeting held on 12 April 2023 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

6. COMMITTEE REPORTS

6.1 CHIEF EXECUTIVE OFFICER – POSITION DESCRIPTION REVIEW

RECOMMENDATION/COMMITTEE DECISION

Moved: Cr Ryan
Seconded: Cr Williams

That Council approve the Chief Executive Officer position description subject to the following minor adjustments;

- a) In 'The Position' under 'Position Supervised'
 - Change HR to People and Culture Coordinator
 - Change Executive Assistant to Governance Coordinator.
- b) In 'Selection Criteria':
 - Criteria 1 – remove 'unrestricted'
 - Criteria 12 – remove 'middle to'

CARRIED 3/0

6.2 SELECTION OF INDEPENDENT PANEL MEMBER

RECOMMENDATION/COMMITTEE DECISION

Moved: Cr Williams
Seconded: Cr Ryan

That Council approves the selection of Mia Davies as the independent panel member for the Chief Executive Officer selection process if she is in agreement when approached formally by the Shire President.

CARRIED 3/0

7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

08 May 2023 at 3:30pm.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio, declared the meeting closed at 4:42pm.

"I certify that the Minutes of the Chief Executive Officer Review Committee Meeting held on 17 April 2023 have been confirmed as a true and correct record."



Presiding Member

12/05/23

Date