



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

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

**2 June 2023**

UNCONFIRMED

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## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio, declared the meeting open at 9:31am.

## 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  
J E G Williams  
A J Mencshelyi  
D A Hughes (approved by  
electronic means)

### Guest:

Independent Panel Member  
Mills Recruitment

M Davies  
Peter Casey (via electronic  
means)

### 3.1 APOLOGIES

Deputy Shire President

M P Ryan

### 3.2 APPROVED LEAVE OF ABSENCE

Cr D A Hughes has been granted leave of absence from 23 May 2023 to 7 June 2023 (inclusive) however indicated in advance that he will attend the meeting by electronic means as approved by the Shire President.

### 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
Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate	6.1	Cr C R Antonio	Impartiality	A number of the candidates are well known to Cr Antonio.
		Cr D A Hughes	Impartiality	Several of the applicants are known to Cr Hughes.
		Cr A J Mencshelyi	Impartiality	Several of the applicants are known to Cr Mencshelyi.
		Cr J E G Williams	Impartiality	Some of the applicants are known to Cr Williams through Council.
		Ms M Davies (Independent Panel Member)	Impartiality	Several of the applicants are known to Ms Davies through her professional connections.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 12 MAY 2023

#### RECOMMENDATION/COMMITTEE DECISION

**Minute No: CEO.125**

**Moved: Cr Mencshelyi**

**Seconded: Cr Hughes**

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

**CARRIED 4/0**

## 6. COMMITTEE REPORTS

Cr C R Antonio declared an “Impartiality” interest in item 6.1 – Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate, as a number of the candidates are known to Cr Antonio.

Cr D A Hughes declared an “Impartiality” interest in item 6.1 – Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate, as several of the applicants are known to Cr Hughes.

Cr A J Mencshelyi declared an “Impartiality” interest in item 6.1 – Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate), as several of the applicants are known to Cr Mencshelyi.

Cr J E G Williams declared an “Impartiality” interest in item 6.1 – Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate, as some of the applicants are known to Cr Williams through Council.

Ms M Davies declared an “Impartiality” interest in item 6.1 – Chief Executive Officer Recruitment Process – Selection and Recommendation of Preferred Candidate, as several of the applicants are known to Ms Davies through her professional connections.

## 6.1 CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS – SELECTION AND RECOMMENDATION OF PREFERRED CANDIDATE

### RECOMMENDATION/COMMITTEE DECISION

Minute No: CEO.126

Moved: Cr Mencshelyi

Seconded: Cr Hughes

That Council:

- (a) Approves the making of an offer to the candidate named in the confidential attachment for the position of CEO at the Shire of Northam as the person the Council believes to be most suitably qualified for the position, subject to Part (b) of this resolution;
- (b) Approves and is satisfied with the proposed terms of the CEO employment contract detailed in the confidential attachment, being for a period of 5 years and inclusive of a Total Reward Package valued at \$307,821.10 calculated in accordance with the Salaries and Allowances Tribunal Local Government Determination Band 2 range.

BY ABSOLUTE MAJORITY  
CARRIED 4/0

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: CEO.127**

**Moved: Cr Mencshelyi**

**Seconded: Cr Hughes**

**That Council:**

- (a) Authorises the Shire President to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995, subject to the candidate agreeing to enter into the proposed terms of the CEO employment contract without amendment;**
- (b) Notes that subject to the candidate named in the Confidential Attachment accepting the proposed terms of the CEO employment contract, the candidate is appointed to the position of CEO at the Shire of Northam;**
- (c) Notes that, if the candidate negotiates under clause 12 of Schedule 2 of the Local Government (Administration) Regulations 1996 terms different to the proposed terms, the Shire President will present the amended proposed contract to Council for approval before the contract is executed.**

**CARRIED 4/0**

**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8. DATE OF NEXT MEETING**

4:00pm – 12 July 2023

**9. DECLARATION OF CLOSURE**

There being no further business the Shire president, Cr C R Antonio, declared the meeting closed at 9:55pm.

“I certify that the Minutes of the Chief Executive Officer Review Committee Meeting held on 02 June 2023 have been confirmed as a true and correct record.”

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

\_\_\_\_\_ Date