



# MINUTES

---

# CEO REVIEW COMMITTEE

---

13 JULY 2021



## DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

**Bill Atkinson**  
CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

**The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.**

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.



---

## SHIRE OF WAGIN

Minutes for the CEO Review Committee Meeting held in the Council Chambers, Wagin on  
Tuesday 13 July 2021 commencing at 4:00pm

---

### CONTENTS

<b>1. OPENING</b> .....	4
<b>2. RECORD OF ATTENDANCE AND APOLOGIES</b> .....	4
2.1 ATTENDANCE .....	4
2.2 APOLOGIES .....	4
<b>3. CORRESPONDENCE AND REPORTS</b> .....	4
<b>4. GENERAL BUSINESS/DISCUSSION POINTS</b> .....	4
4.1 CEO PERFORMANCE MATRIX 1 .....	4
<b>5. CLOSURE</b> .....	5



## 1. OPENING

Presiding Member, Cr Phillip Blight opened the meeting at 4:07pm

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 ATTENDANCE

Cr Phillip Blight  
Cr Greg Ball  
Cr Bryan Kilpatrick  
Cr Sherryl Chilcott  
Bill Atkinson  
Emily Edwards

Shire President  
Deputy Shire President

Chief Executive Officer  
Executive Assistant

### 2.2 APOLOGIES

Nil

## 3. CORRESPONDENCE AND REPORTS

Nil

## 4. GENERAL BUSINESS/DISCUSSION POINTS

### 4.1 CEO PERFORMANCE MATRIX 1

#### COMMITTEE RECOMMENDATION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

That the Committee recommend to Council that it endorses the Performance Criteria 1-7 of the General Competencies of the CEO Performance Measures (under confidential separate cover).

Carried 4-0

#### COMMITTEE RECOMMENDATION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That the Committee recommend to Council that;

1. The Shire President distributes the Performance Criteria of the 1<sup>st</sup> Performance Review of the CEO to all Councillors by 28 July 2021 and that they be returned completed to the President no later than 11 August 2021.
2. A CEO Review Committee meeting be held to undertake the CEO Performance Review on Tuesday 17 August 2021 at 4pm.

Carried 4-0



**COMMITTEE RECOMMENDATION**

**Moved Cr S M Chilcott**

**Seconded Cr B L Kilpatrick**

**That the Committee recommend to Council that for all future annual Performance Reviews of the CEO, point 8 '*Adhere to the aspirations of the Shire of Wagin Strategic Community Plan and to progress Key Activities and Strategies as far as practicable within timeline continuums*' be included.**

**Carried 4-0**

**5. CLOSURE**

With no further business to be discussed the Presiding Member closed the meeting at 4:53pm

I certify that this copy of the Minutes is a true and  
Correct records of the meeting held on  
13 July 2021

Signed .....

Presiding Elected Member

Date: .....