



# MINUTES

---

# CEO REVIEW COMMITTEE

---

14 SEPTEMBER 2020



## 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**  
ACTING 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.



## 1. OPENING

The Chairperson, Councillor Blight opened the meeting at 11:00am

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President/Chairperson
Cr Greg Ball	Deputy Shire President
Cr Bryan Kilpatrick	
Cr Sherryl Chilcott	
Cr Bronwyn Hegarty	
Emily Edwards	Executive Assistant

### 2.2 VISITORS

John Phillips	John Phillips Consulting
---------------	--------------------------

### 2.3 APOLOGIES

Cr Wade Longmuir

## 3. CORRESPONDENCE AND REPORTS

### 3.1 JOHN PHILLIPS – RECRUITMENT PROCESS (INCEPTION MEETING)

John Phillips presented to the Committee on the below discussion points and requested that the committee review documentation that was made available at the meeting to work towards the timeline presented.

John will work with the Executive Assistant to finalise documentation from the input requested of the CEO Review Committee.

## 4. GENERAL BUSINESS/DISCUSSION POINTS

The following general business was discussed in-depth with the Committee and the process that will be followed to employ a Chief Executive Officer.

### 4.1 CEO POSITION DESCRIPTION/REQUIREMENTS OF THE POSITION

### 4.2 ADVERTISING PROCESS

### 4.3 RECRUITMENT DOCUMENTS

### 4.4 RECRUITMENT TIMELINES



#### 4.5 CONFIDENTIALITY AGREEMENTS

Each Councillor and Employee involved in the recruitment process will be required to sign a confidentiality agreement and return to John/Executive Assistant for retention.

- *Cr S M Chilcott left the meeting at 12:30pm and did not return*

#### 5. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 1:28pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 14 September 2020

*Signed:*

.....

*Chairperson*

Date:

.....