



MINUTES

CEO REVIEW COMMITTEE

21 JULY 2026

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Dr Kenneth Parker
CHIEF EXECUTIVE OFFICER



SHIRE OF WAGIN

Agenda for the CEO Review Committee Meeting to be held in the Council Chambers,
Wagin on Tuesday 21 July 2026 commencing at 6.30 pm

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1. OPENING

Presiding Member, Cr Blight opened the meeting at 6:31pm

2. RECORD OF ATTENDANCE AND APOLOGIES

COUNCILLORS

Cr Phillip Blight
Cr Bryan Kilpatrick
Cr Sherryl Chilcott

Shire President
Deputy Shire President
Councillor

STAFF

Dr Kenneth Parker
Zoe Enright

Chief Executive Officer
Executive Assistant

APOLOGIES

Nil

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer has declared a financial interest items 5.1; 5.2 and 5.3.

The nature and type of the interest is that it relates to the CEO's employment

4. CONFIRMATION OF PREVIOUS MEETING MINUTES

OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION

Moved Cr B Kilpatrick Seconded Cr S Chilcott

That the minutes of the CEO Review Committee meeting held on 15 July 2025 be confirmed

CARRIED UNANIMOUSLY 3/0

5. REPORTS TO COMMITTEE

COMMITTEE RESOLUTION

Moved Cr S Chilcott Seconded Cr B Kilpatrick

That the Committee move behind closed doors and the meeting be closed to the public in accordance with Section 5.23(a) and (c) of the Local Government Act 1995.

CARRIED UNANIMOUSLY 3/0

6:33 pm Officers assisting the meeting closed the meeting to the public.

5.1 CEO PERFORMANCE REVIEW 2025 - 26

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Chief Executive Officer has declared a financial interest. The nature and extent of the interest is that the report relates to the CEO's performance and as an employee of the Council.
ATTACHMENTS:	Attachment 1 – Correspondence to Council on performance 2025-26

OFFICER RECOMMENDATION

Moved Cr B Kilpatrick

Seconded Cr S Chilcott

That the CEO Employment Committee **RECOMMENDS** that Council:

1. Having reviewed the CEO's performance in accordance with section 5.38 of the *Local Government Act 1995*, **RESOLVES** that the Chief Executive Officer has successfully completed the performance review for the 2025-26 financial year
2. **REQUESTS** that the Shire President write to the Chief Executive Officer to advise of Council's resolution

CARRIED UNANIMOUSLY 3/0

5.2 CEO PERFORMANCE CRITERIA 2026-27

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	The Chief Executive Officer has declared a financial interest in the matter as it relates to the Chief Executive Officer's employment (nature). The extent is that the author of the report is the Chief Executive Officer.
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr S Chilcott

Seconded Cr B Kilpatrick

That the CEO Review Committee **RECOMMENDS** that Council **RESOLVES** in accordance with Schedule 2, Regulation 16 of the *Local Government (Administration) Regulations 1996* that the criteria for the 2026-27 CEO Performance Review is as follows:

Primary Performance Criteria

- Completion of the two staff houses at Omdurman Street
- Council award of the tender for the Shire's new Enterprise Resource Program and implementation of the modules relating to finance, property, and rates
- Preparation of Cemetery Masterplan
- Council determine future approach for waste collection and refuse site management
- Ensure that high quality Homecare Services are available and provide guidance to Council to inform alignment with efficient and effective service delivery needs.
- Delivery of capital roads, footpaths, and kerbing program
- Commence preparations of the graduated refuse site closure and assist Council to determine future approach for waste collection and refuse site management.

Contractual Performance Criteria

- Responsible for effective day to day operations of the local government
- In consultation with Council, review develop and implement strategic and service delivery plans for the Shire
- Co-ordinate, in conjunction with the Senior Management Team, an overall system of fiscal management to reflect Council's aims and objectives
- Implement and manage the requirements of the integrated planning framework
- Formulate and implement a Human Resource Management Program, which ensures the appropriate supervision and management of the local government
- Institute a staff training program that will improve staff skills across the board, which assist staff in focusing on service delivery to the community
- Administer the legal, statutory and election process of the local government's operations and be the chief advisor to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out
- On behalf of the local government, make effective representation of the issues, views, policies, and needs of the local government, as necessary
- Ensure the development and maintenance of sound communications and good relationships between the local government, government departments, volunteers, and community at large
- Ensure that the road infrastructure database is maintained and roads grant applications are considered and lodged in a timely manner

- Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations
- Ensure that the Council's statutory compliance obligations are met.

CARRIED UNANIMOUSLY 3/0

5.3 CEO CONTRACT 2026-27

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	5448 – 15 July 2025
DISCLOSURE OF INTEREST:	The Chief Executive Officer has declared a financial interest in the matter. The nature and type of the interest is that it relates to the CEO's Total Reward Package.
ATTACHMENTS:	Confidential attachment 1 – Proposed TRP 2026-27

OFFICER RECOMMENDATION

MOVED Cr S Chilcott **Seconded** Cr B Kilpatrick

That the CEO Review Committee **RECOMMENDS** that Council, as part of the Annual Remuneration Review, **AMENDS** Schedule 2 of the CEO's contract as set out in confidential attachment 1.

CARRIED UNANIMOUSLY 3/0

COMMITTEE DECISION

Moved Cr S Chilcott **Seconded** Cr B Kilpatrick

That the Committee reopen the meeting to the public.

CARRIED 3/0

7:48pm Officers assisting the meeting reopened to the public.



6 CLOSURE

With no further business to discuss Presiding Member, Cr Blight closed the meeting at 7:48pm

UNCONFIRMED