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CONFIRMED MINUTES

CEO PERFORMANCE REVIEW COMMITTEE MEETING

23 APRIL 2020

I certify that the minutes of the meeting of the CEO Performance Review Committee held on Thursday, 23 April 2020 were confirmed on 20 July 2020.

A handwritten signature in black ink, appearing to read "John New", is written over a horizontal line.

Presiding Person



**CONFIRMED MINUTES
CEO PERFORMANCE REVIEW COMMITTEE MEETING
23 APRIL 2020**

ATTENTION/DISCLAIMER

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.



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**CEO PERFORMANCE REVIEW COMMITTEE
VIA WEBEX VIDEO**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 4.06pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

1.2 Record of Attendance

Committee Members	Cr John Daw (President) (Presiding Person)	East Ward
	Cr Ian Green	West Ward
	Cr Darrell Jones	South Ward
	Cr Doug Jeans	Central Ward
	Cr Jason Russell (Deputy President)	West Ward
Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Anna Italiano	Minute Secretary
Apologies	Nil	
Absent	Nil	

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

The CEO disclosed an interest affecting impartiality in Item 8.1 (Chief Executive Officer's Performance Evaluation Framework 19/20 – Progress Report as at 31 March 2020) as the report relates to himself.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	CEOPR1.04.20		
Moved by	Cr Jones	Seconded by	Cr Jeans

That the Minutes of the CEO Performance Review Committee Meeting held 30 March 2020 be confirmed.

CARRIED 5/0

For: Cr Daw, Cr Green, Cr Jones, Cr Jeans and Cr Russell

Against: Nil

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

Nil

7.0 URGENT BUSINESS (LATE REPORTS)

Nil

8.0 CONFIDENTIAL REPORTS

Meeting Closed to Public at 4.09pm

The Local Government Act 1995, Part 5, Section 5.23 states in part:

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or

- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
- (h) such other matters as may be prescribed.

COMMITTEE DECISION		CEOPR2.04.20	
RECOMMENDATION			
Moved by	Cr Russell	Seconded by	Cr Green

That the CEO Performance Review Committee meeting be closed to members of the public, in accordance with s5.23(2) of the *Local Government Act 1995*, in order to consider the confidential reports as detailed below:

8.1 CEO Performance Evaluation Framework 19/20 - Progress Report as at 31 March 2020

Item 8.1 is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (a) as it contains information relating to a matter affecting an employee or employees.

CARRIED 5/0

For: Cr Daw, Cr Green, Cr Jones, Cr Jeans and Cr Russell

Against: Nil

8.1 CEP Performance Evaluation Framework 19/20 - Progress Report as at 31 March 2020

File Code	GV.MTG 6/2/2
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality (Mr Throssell)
Attachments	1. CEO Performance Evaluation - 1 January 2020 to 30 March 2020 (confidential)

Refer to confidential item under separate cover.

COMMITTEE RECOMMENDATION	CEOPR3.04.20		
Moved by	Cr Jeans	Seconded by	Cr Jones

1. That Council:
 - a. Endorses the deferment of the following strategies/projects listed in **Confidential Attachment 1** due to the impact of COVID-19:
 - i. Reconciliation Action Plan;
 - ii. Public Open Space Strategy;
 - iii. Mundaring Civic Precinct Concept Plan;
 - iv. Mystery Shopper Program; and
 - v. Leadership 360-degree diagnostics;
 - b. Notes progress against the following strategies/projects listed in **Confidential Attachment 1**, which are proposed to continue as planned (noting further changes may be required due to ongoing impact of COVID-19):
 - i. Weed Control Strategy Review;
 - ii. Local Biodiversity Strategy;
 - iii. Community Health and Wellbeing Strategy;
 - iv. Energy and Emissions Reduction Initiatives; and
 - v. Workforce Plan;
 - c. Approves a revision of the performance evaluation criteria listed in **Confidential Attachment 1** for the remainder of the 2019/2020 review period to reflect the inclusion of the following “Key Focus Area requiring line of sight responsibility”:
 - i. Lead the administration’s response to the COVID-19 crisis.

Measures / targets for this Key Focus Area:

1. Present the 2020/21 annual budget to reflect no increases to rates, fees and charges, per Council's decision made at the 2 April 2020 special meeting of Council; and
 2. Implement Council's adopted relief and recovery measures, per Council's decisions made at the 2 April 2020 special meeting of Council;
- d. Approves the following changes to reporting requirements:
- i. Corporate Business Plan report – remain as is (quarterly)
 - ii. CEOPRC report – remain as is (quarterly)
 - iii. Lobbying and advocacy report – change from quarterly to six monthly
 - iv. Stakeholder management report – change from quarterly to six monthly
 - v. Property investment update – change from quarterly to six monthly;
2. That the Committee agrees to defer review and development of the 2020/21 CEO performance criteria until October 2020; and
3. That the contents of this report remain confidential.

CARRIED 5/0

For: Cr Daw, Cr Green, Cr Jones, Cr Jeans and Cr Russell

Against: Nil

Meeting Opened to Public at 4.22pm

COMMITTEE DECISION RECOMMENDATION	CEOPR3.04.20
Moved by Cr Jeans	Seconded by Cr Russell

That the meeting again be opened to the public.

CARRIED 5/0

For: Cr Daw, Cr Green, Cr Jones, Cr Jeans and Cr Russell

Against: Nil

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

Date to be determined.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 4.22pm