



File Code OR.MTG 6/2/2

**CONFIRMED MINUTES**

**CEO PERFORMANCE REVIEW  
COMMITTEE MEETING**

**22 AUGUST 2017**

I certify that the minutes of the meeting of the CEO Performance Review Committee Meeting held 22 August 2017, Folios 1 to 7 were confirmed on 29 August 2017.

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Presiding Person



**CONFIRMED MINUTES**  
**CEO PERFORMANCE REVIEW**  
**COMMITTEE MEETING**  
**22 AUGUST 2017**

**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.

## LEGEND

To assist the reader, the following explains the method of referencing used in this document:

<b>Item</b>	<b>Example</b>	<b>Description</b>
Page Numbers	CEOPRC 1 AUGUST 17 (CEOPRC2, CEOPRC 3 etc)	Sequential page numbering of CEOPRC Agenda or Minutes for August 2017
Item Numbers	5.1 (5.2, 5.3 etc)	Sequential numbering of reports under the heading "5.0 Reports of Officers"
Committee Recommendation Reference	CEOPRC11.08.17	Committee Recommendation number 11 from CEOPRC meeting August 2017
Committee Decision Reference	DCEOPRC7.08.17	Committee Decision number 7 from CEOPRC meeting August 2017



**CEO PERFORMANCE REVIEW COMMITTEE MEETING  
WEIR ROOM**

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**1.0 OPENING PROCEDURES**

*The Presiding Person declared the meeting open at 10.06am.*

**1.1 Announcement of Visitors**

*Nil*

**1.2 Record of Attendance/Apologies/Approved Leave of Absence**

<b>Members</b>	<i>Cr David Lavell Cr Patrick Bertola Cr Lynn Fisher</i>	<i>South Ward East Ward Central Ward</i>
<b>Staff</b>	<i>Paul O'Connor Anna Italiano</i>	<i>Director Corporate Services Minute Secretary</i>
<b>Apologies</b>	<i>Cr Trish Cook Cr Doug Jeans</i>	<i>South Ward Central Ward</i>
<b>Absent</b>	<i>Nil</i>	
<b>Guests</b>	<i>John Phillips Cr Bob Perks (Observer)</i>	<i>John Phillips Consulting Central Ward</i>

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

*Nil*

**3.0 DECLARATION OF INTEREST**

**3.1 Disclosure of Financial Interest and Proximity Interests**

Members must disclose the nature of their interest in matters to be discussed at the meeting (Sections 5.60B and 5.65 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 Disclosure of Interest Affecting Impartiality**

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

*Nil*

**4.0 CONFIRMATION OF MINUTES**

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>DCEOPRC1.08.17</b>
<i>Moved by: Cr Bertola</i>	<i>Seconded by: Cr Fisher</i>

That the minutes of the meeting of the CEO Performance Review Committee held 14 June 2017 be confirmed.

**CARRIED 3/0**

## 5.0 REPORTS OF EMPLOYEES

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### 5.1 CEO Annual Performance Review 2016/17

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John Phillips will present a verbal summary of the CEO's appraisal feedback report for 2016/17.

#### 10.07am Suspend Meeting Procedures

<b>COMMITTEE DECISION MOTION</b>	<b>DCEOPRC2.08.17</b>
<i>Moved by: Cr Fisher</i>	<i>Seconded by: Cr Bertola</i>

*That the Shire of Mundaring Meeting Procedures Local Law be suspended to allow discussion on this item.*

**CARRIED 3/0**

**For:** Cr Fisher, Cr Bertola, Cr Lavell

**Against:** Nil

10.07am Director Corporate Services and Minute Secretary left the meeting.

11.42am Director Corporate Services and Minute Secretary returned to the meeting.

#### 11.42am Meeting Procedures Resumed

<b>COMMITTEE DECISION MOTION</b>	<b>DCEOPRC3.08.17</b>
<i>Moved by: Cr Fisher</i>	<i>Seconded by: Cr Bertola</i>

*That the Shire of Mundaring Meeting Procedures Local Law be resumed.*

**CARRIED 3/0**

**For:** Cr Fisher, Cr Bertola, Cr Lavell

**Against:** Nil

## 5.2 Timetable

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The Committee is to discuss the future meeting dates to complete the CEO Performance Review for 2016/17.

*The next meeting of the Committee will be held on Tuesday 29 August 2017 at 9.00am – 12.00pm.*

*It was noted that many alternative dates and times were considered to accommodate the attendance of the whole Committee, but were unsuccessful.*

## 6.0 URGENT BUSINESS (LATE REPORTS)

Nil

## 7.0 CONFIDENTIAL REPORTS

Nil

## 8.0 CLOSING PROCEDURES

### 8.1 Date, Time and Place of the Next Meeting

The next meeting of the CEOPRC will be held on **Tuesday 29 August 2017 at 9.00am** in the Weir Room.

### 8.2 Closure of Meeting

*The Presiding Person declared the meeting closed at 11.58pm.*