



CONFIRMED MINUTES

**CEO PERFORMANCE REVIEW
COMMITTEE MEETING**

29 AUGUST 2017

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

A handwritten signature in black ink, appearing to be "D. Brown", written over a horizontal line.

Presiding Person



**CONFIRMED MINUTES
CEO PERFORMANCE REVIEW
COMMITTEE MEETING
29 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:

Item	Example	Description
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

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**CEO PERFORMANCE REVIEW COMMITTEE MEETING
WEIR ROOM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 9.08am.

1.1 Announcement of Visitors

Nil

1.2 Record of Attendance/Apologies/Approved Leave of Absence

Members	<i>Cr David Lavell (Presiding Person)</i> <i>Cr Patrick Bertola</i> <i>Cr Lynn Fisher</i>	<i>South Ward</i> <i>East Ward</i> <i>Central Ward</i>
Staff	Jonathan Throssell Anna Italiano	Chief Executive Officer Minute Secretary
Apologies	<i>Cr Trish Cook</i> <i>Cr Doug Jeans</i>	<i>South Ward</i> <i>Central Ward</i>
Absent	<i>Nil</i>	
Guests	John Phillips <i>Cr Bob Perks (Observer)</i> <i>Cr John Daw (Observer)</i>	John Phillips Consulting <i>Central Ward</i> <i>East 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).

The CEO disclosed an Interest Affecting Impartiality in Item 5.1 [CEO Annual Performance Review 2016/17 and Draft Key Focus Areas for 2017/18] as those items relate to himself.

4.0 CONFIRMATION OF MINUTES

COMMITTEE DECISION RECOMMENDATION	DCEOPRC4.08.17
<i>Moved by: Cr Fisher</i>	<i>Seconded by: Cr Bertola</i>

That the minutes of the meeting of the CEO Performance Review Committee held 22 August 2017 be confirmed.

CARRIED 3/0

For: Cr Fisher, Cr Bertola, Cr Lavell

Against: Nil

9.08am Suspend Meeting Procedures

COMMITTEE DECISION MOTION	DCEOPRC5.08.17
<i>Moved by: Cr Bertola</i>	<i>Seconded by: Cr Fisher</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

9.08am The Minute Secretary left the meeting room and did not return

5.0 REPORTS OF EMPLOYEES

5.1 CEO Annual Performance Review 2016/17

John Phillips will present an updated draft appraisal feedback report. Report to be discussed with CEO.

Discussion was held. To be finalised at the CEOPRC meeting on 7 September 2017.

5.2 CEO Key Focus Areas 2017/18

John Phillips will present updated draft KFA's for discussion with CEO.

Discussion was held. To be finalised at the CEOPRC meeting on 7 September 2017.

11.50am Meeting Procedures Resumed

COMMITTEE DECISION MOTION	DCEOPRC6.08.17
<i>Moved by: Cr Bertola</i>	<i>Seconded by: Cr Fisher</i>

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

CARRIED 3/0

For: Cr Fisher, Cr Bertola, Cr Lavell

Against: Nil

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 Thursday 7 September commencing at 9.00am.

8.2 Closure of Meeting

The Presiding Person declared the meeting closed at 11.53am.