



File Code OR.MTG 6/2/2

6 August 2018

NOTICE OF MEETING

Dear Committee Member

The next CEO Performance Review Committee meeting will be held on Monday **13 August 2018** commencing at **4.30pm** in the Weir Room.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

If any committee member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior officer (noted in the report) prior to the meeting.



AGENDA
CEO PERFORMANCE REVIEW
COMMITTEE MEETING
13 AUGUST 2018

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 MEETING
WEIR ROOM – 4.30pm**

1.0 OPENING PROCEDURES

1.1 Announcement of Visitors

1.2 Record of Attendance/Apologies/Approved Leave of Absence

Staff	Paul O'Connor Anna Italiano	Director Corporate Services Minute Secretary
Apologies	Nil	South Ward
Leave of Absence	Nil	
Guests	John Phillips	John Phillips Consulting

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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*).

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).

4.0 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the meeting of the CEO Performance Review Committee held 2 May 2018 be confirmed.

5.0 REPORTS OF EMPLOYEES

5.1 CEO Annual Performance Review 2017/18

John Phillips will present a verbal summary of the CEO's appraisal feedback report for 2017/18 (draft feedback report previously circulated to members of the CEOPRC).

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 Monday 20 August 2018 at 8.30am in the Weir Room.

8.2 Closure of Meeting