



**CONFIRMED MINUTES**

**CEO PERFORMANCE REVIEW**  
**COMMITTEE MEETING**

**13 AUGUST 2018**



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**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**

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**1.0 OPENING PROCEDURES**

The Presiding Person declared the meeting open at 4.30pm.

**1.1 Announcement of Visitors**

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

<b>Members</b>	Cr John Daw (President)(Presiding Person)	East Ward
	Cr Lynn Fisher (Deputy President)	Central Ward
	Cr Toni Burbidge	Central Ward
	Cr Ian Green	West Ward
	Cr Darrell Jones	South Ward
<b>Staff</b>	Jonathan Throssell	Chief Executive Officer
	Paul O'Connor	Director Corporate Services
	Anna Italiano	Minute Secretary
<b>Apologies</b>	Nil	South Ward
<b>Leave of Absence</b>	Nil	
<b>Guests</b>	John Phillips	John Phillips Consulting

**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

4.31pm CEO entered the meeting room.

## 4.0 CONFIRMATION OF MINUTES

<b>COMMITTEE DECISION RECOMMENDATION</b>	<b>CEOPRC1.08.18</b>
Moved by: Cr Jones	Seconded by: Cr Green

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

**CARRIED 4/0**

**For:** Cr Daw, Cr Fisher, Cr Green and Cr Jones

**Against:** Nil

## 5.0 REPORTS OF EMPLOYEES

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### 5.1 CEO Annual Performance Review 2017/18

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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).

### 4.31pm Suspend Meeting Procedures

<b>COMMITTEE DECISION MOTION</b>	<b>CEOPRC2.08.18</b>
Moved by: Cr Fisher	Seconded by: Cr Jones

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

**CARRIED 5/0**

**For:** Cr Daw, Cr Fisher, Cr Green and Cr Jones

**Against:** Nil

4.31pm Director Corporate Services and Minute Secretary left the meeting and did not return.

#### **6.27 pm Meeting Procedures Resumed**

<b>COMMITTEE DECISION MOTION</b>	<b>CEOPRC3.08.18</b>
Moved by: Cr Green	Seconded by: Cr Burbidge

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

**CARRIED 5/0**

**For:** Cr Daw, Cr Fisher, Cr Burbidge, Cr Green and Cr Jones

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

##### **8.2 Closure of Meeting**

The Presiding Person declared the meeting closed at 6.27pm