



UNCONFIRMED MINUTES

CEO PERFORMANCE REVIEW COMMITTEE MEETING

9 FEBRUARY 2021



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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
WEIR ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE, 7000 GREAT
EASTERN HIGHWAY, MUNDARING**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 4.32pm.

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.

1.1 Announcement of Visitors

Nil

1.2 Record of Attendance

Members	Cr John Daw Cr Ian Green Cr Doug Jeans Cr Jason Russell (arrived at 4.36pm)	East Ward West Ward Central Ward West Ward
Staff	Jonathan Throssell Anna Italiano	Chief Executive Officer Minute Secretary
Leave Of Absence	Cr Darrell Jones	South Ward
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 (CEO Performance Evaluation Framework 2021/21 – Progress Report as the report refers to himself.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	CEOPR1.02.21
Moved by Cr Jeans Seconded by Cr Green	

That the Minutes of the CEO Performance Review Committee Meeting held 31 August 2020 be confirmed.

CARRIED 3/0

For: Cr Daw, Cr Green and Cr Jeans

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 4.34pm

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		CEOPR2.02.21	
RECOMMENDATION			
Moved by	Cr Jeans	Seconded by	Cr Green

That Council closes the meeting 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 2020/2021 - Progress Report

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

CARRIED 3/0

For: Cr Daw, Cr Green and Cr Jeans

Against: Nil

4.36pm Cr Russell entered the meeting room

8.1 CEO Performance Evaluation Framework 2020/2021 - Progress Report

File Code	GV.MTG 6/2/2
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. CEO Performance Evaluation Framework 2020/2021 (confidential)

Please refer to confidential item under separate cover.

COMMITTEE DECISION RECOMMENDATION	CEOPR3.02.21		
Moved by	Cr Jeans	Seconded by	Cr Green

That the Committee notes the progress made against the CEOs KFAs and KPIs (as detailed in the Chief Executive Officer's Performance Evaluation Framework 2020/2021) as at January 2021, per **Confidential Attachment 1, including the following change:**

1. Item 4.3 – Customer Service satisfaction survey – is removed.

CARRIED 4/0

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

Against: Nil

Meeting Opened to Public at 5.09pm

COMMITTEE DECISION MOTION	CEOPR4.02.21		
Moved by	Cr Russell	Seconded by	Cr Jeans

That the meeting again be opened to the public.

CARRIED 4/0

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

Against: Nil

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next CEO Performance Review Committee meeting will be held on Tuesday 13 April 2021 at 4.30pm.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.10pm.