



24 January 2024

NOTICE OF MEETING

Dear Committee Member,

The next CEO Performance Review Committee meeting will be held at 4.00pm on Wednesday, 31 January 2024 in the Weir Room, Shire of Mundaring Administration Centre.

The attached agenda is presented for your consideration.

Yours sincerely

A handwritten signature in blue ink, appearing to read "J Whiteaker", is written over a faint circular stamp.

Jason Whiteaker
CHIEF EXECUTIVE OFFICER

Please Note

If a Council Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



AGENDA
CEO PERFORMANCE REVIEW COMMITTEE MEETING
31 JANUARY 2024

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.

CONTENTS

1.0	OPENING PROCEDURES	4
1.1	RECORD OF ATTENDANCE.....	4
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	4
3.0	DECLARATION OF INTEREST	4
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS.....	4
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY.....	4
4.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
5.0	PRESENTATIONS	5
6.0	REPORTS OF EMPLOYEES	5
7.0	URGENT BUSINESS (LATE REPORTS)	5
8.0	CONFIDENTIAL REPORTS	5
8.1	CEO ANNUAL PERFORMANCE REVIEW REPORT 2023/24.....	6
9.0	CLOSING PROCEDURES	6
9.1	DATE, TIME AND PLACE OF THE NEXT MEETING.....	6
9.2	CLOSURE OF THE MEETING.....	6

**CEO PERFORMANCE REVIEW COMMITTEE MEETING
WEIR ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 4.00PM**

1.0 OPENING PROCEDURES

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 Record of Attendance

Members	Paige McNeil (Shire President) Cr Trish Cook (Deputy President) Cr Prapti Mehta Cr Neridah Zlatnik	Presiding Member South Ward Central Ward East Ward
Staff	Jason Whiteaker Anna Italiano	Chief Executive Officer Minute Secretary
Apologies	Nil	
Guests	Nil	

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Council 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*).

3.2 Declaration of Interest Affecting Impartiality

A Council 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 Chief Executive Officer disclosed an impartiality interest in Item 8.1 (CEO Annual Performance Review Report 2023/24) as the report refers to his employment.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the CEO Performance Review Committee Meeting held 10 October 2023 be confirmed.

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

Nil

7.0 URGENT BUSINESS (LATE REPORTS)

8.0 CONFIDENTIAL REPORTS

Meeting Closed to Public

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.

RECOMMENDATION

That the Committee 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 Annual Performance Review Report 2023/24

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

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

Date of the next meeting to be determined.

9.2 Closure of the Meeting