



CONFIRMED MINUTES

CEO PERFORMANCE REVIEW COMMITTEE MEETING

7 JUNE 2022

I certify that the minutes of the meeting of the CEO Performance Review Committee held on Tuesday, 7 June 2022 were confirmed on Wednesday, 31 August 2022.



Presiding Person



CONFIRMED MINUTES
CEO PERFORMANCE REVIEW COMMITTEE MEETING
7 JUNE 2022

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**

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 Record of Attendance

Members	Cr Paige McNeil (Presiding Person) (Deputy President)	Central Ward
	Cr James Martin (President)	South Ward
	Cr Trish Cook	South Ward
	Cr Doug Jeans (arrived at 4.35pm)	Central Ward
Staff	Jonathan Throssell	Chief Executive Officer
	Anna Italiano	Minute Secretary
Apologies	Cr John Daw	
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 2021/2022 – Progress Report) as the item relates to himself.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	CEOPR1.06.22		
Moved by	Cr Cook	Seconded by	Cr Martin

That the Minutes of the CEO Performance Review Committee Meeting held 9 March 2022 be confirmed.

CARRIED 3/0

For: Cr Cook, Cr McNeil and Cr Martin

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		CEOPR2.06.22	
RECOMMENDATION			
Moved by	Cr Martin	Seconded by	Cr Cook

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 Performance Evaluation Framework 2021/2022 - Progress Report

Item 8.1 is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (b) as it contains information relating to the personal affairs of any person.

CARRIED 3/0

For: Cr Cook, Cr McNeil and Cr Martin

Against: Nil

4.35pm Cr Jeans entered the meeting

4.35pm Minute taker left the meeting and did not return

8.1 CEO Performance Evaluation Framework 2021/2022 - 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	Interest affecting Impartiality - CEO and DCS
Attachments	1. CEO KFA Performance Evaluation - 1 February 2022 - 31 May 2022 (confidential) 2. CEO KPI Performance Evaluation - Annual Report 1 February - 31 May 2022 (confidential)

Refer to confidential item provided under separate cover.

COMMITTEE DECISION RECOMMENDATION	CEOPR3.06.22		
Moved by	Cr Martin	Seconded by	Cr Cook

That the Committee notes the progress made against the CEOs Performance Criteria, (as detailed in the Chief Executive Officer's Performance Evaluation Framework 2021/2022) as at 31 May 2022, as per **Confidential Attachments 1 and 2**.

CARRIED 4/0

For: Cr Cook, Cr Jeans, Cr McNeil and Cr Martin

Against: Nil

COMMITTEE DECISION MOTION	CEOPR4.06.22		
Moved by	Cr Martin	Seconded by	Cr Jeans

That the meeting be open to the public

CARRIED 4/0

For: Cr Cook, Cr Jeans, Cr McNeil and Cr Martin

Against: Nil

9.0 CLOSING PROCEDURES

9.1 Date, Time and Place of the Next Meeting

The next CEO Performance Review Committee will be held on Wednesday 31 August 2022 at 4.00pm in the Weir Room, Shire of Mundaring Administration Centre.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.40pm.