



File Code OR.MTG 6/2/2

CONFIRMED MINUTES

**CEO PERFORMANCE REVIEW
COMMITTEE MEETING**

14 JUNE 2017

I certify that the minutes of the meeting of the CEO Performance Review Committee Meeting held 14 June 2017, Folios 1 to 10 (including Attachment 1) were confirmed on 22 August 2017.

Presiding Person



CONFIRMED MINUTES
CEO PERFORMANCE REVIEW
COMMITTEE MEETING
14 JUNE 2017

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.

LEGEND

To assist the reader, the following explains the method of referencing used in this document:

Item	Example	Description
Page Numbers	CEOPRC 1 JUNE 17 (CEOPRC2, CEOPRC 3 etc)	Sequential page numbering of CEOPRC Agenda or Minutes for June 2017
Item Numbers	5.1 (5.2, 5.3 etc)	Sequential numbering of reports under the heading "5.0 Reports of Officers"
Committee Recommendation Reference	CEOPRC11.06.17	Committee Recommendation number 11 from CEOPRC meeting June 2017
Committee Decision Reference	DCEOPRC7.06.17	Committee Decision number 7 from CEOPRC meeting June 2017

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**CEO PERFORMANCE REVIEW COMMITTEE MEETING
WEIR ROOM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 2.03pm

1.1 Announcement of Visitors

1.2 Record of Attendance/Apologies/Approved Leave of Absence

Members	<i>Cr David Lavell (Presiding Person) (President)</i>	<i>South Ward</i>
	<i>Cr Patrick Bertola (Deputy President)</i>	<i>East Ward</i>
	<i>Cr Trish Cook</i>	<i>South Ward</i>
	<i>Cr Lynn Fisher</i>	<i>Central Ward</i>
	<i>Cr Doug Jeans</i>	<i>Central Ward</i>

Staff	Paul O'Connor	Director Corporate Services
	Anna Italiano	Minute Secretary

Apologies Nil

Absent Nil

Guests	<i>Cr Bob Perks (Observer)(left at 2.48pm)</i>	<i>Central Ward</i>
	<i>John Phillips</i>	<i>JCP Consulting</i>

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

4.0 CONFIRMATION OF MINUTES

**COMMITTEE DECISION
RECOMMENDATION**

DCEOPRC1.06.17

Moved by: Cr Fisher Seconded by: Cr Bertola

That the minutes of the meeting of the CEO Performance Review Committee held 20 April 2017 be confirmed.

CARRIED 5/0

5.0 REPORTS OF EMPLOYEES

5.1 CEOPRC – CEO Review Process Timetable 2017

File Code	OR.MTG 6/2/2
Author	Paul O'Connor, Director Corporate Services
Senior Employee	As above
Disclosure of Any Interest	Nil

SUMMARY

The CEOPRC are required to agree on the process and schedule to undertake the 2017 CEO's performance review.

BACKGROUND

In accordance with the Committee's terms of reference, the Committee shall meet with the independent facilitator to confirm the review process. The facilitator will appraise the Committee on the methodology to be undertaken.

It is important that the Committee agrees and understands the steps in the process and the timeframes required for the 2017 CEO performance review process.

STATUTORY / LEGAL IMPLICATIONS

In accordance with s5.38 of the *Local Government Act 1995* it is a requirement that all employees whose employment is for a term of one year or more, including the CEO, have their performance reviewed on an annual basis.

This process needs to be undertaken appropriately to ensure the CEO is provided with a fair and consistent approach to performance reviews and the process would stand up under scrutiny, as the process, review methodology and the outcomes of the review directly affect decisions mad in relation to the CEO, his performance and remuneration.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2016 – 2026: Governance

The review of the CEO's performance is not only a statutory requirement, but is also a critical component in monitoring the ongoing performance of the CEO.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Compliance Impact

Moderate Failure to undertake the review will result in a breach of legislative requirements and CEO contractual arrangements.

CONSULTATION

Nil

COMMENT

It is important the Committee agrees and understands the steps in the process and the timeframes required for the 2017 CEO performance review process. The process and schedule has been updated based on last year's review.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION RECOMMENDATION	DCEOPRC2.06.17
<i>Moved by: Cr Bertola</i>	<i>Seconded by: Cr Fisher</i>

That the CEO Performance Review Committee proceed with the CEO performance review process as outlined in the attached timetable (**Amended ATTACHMENT 1**).

CARRIED 5/0

AMENDED ATTACHMENT 1

REPORT 5.1

1 PAGE

CEOPRC Review Process Timetable 2017

Details	By Whom	Complete by	CEOPRC Meeting Date	Action Required	By Whom
SAT Determination release	SAT	Issued 11 April 2017 (Effective 1 July 2017)	N/A	Review	DCorps John Phillips
2017 review process	John Phillips	14 June 2017	14 June 2017	Meet with Committee to discuss review process and determine need to provide overview at a Council Forum	John Phillips CEOPRC
Self-assessment of 2017 KRAs	CEO	30 June 2017	N/A	Self-assessment of 2017 KRAs to be completed and sent to JP	CEO
Evaluation questionnaire & self-assessment	John Phillips	7 July 2017	N/A	Circulation of CEO self-assessment and evaluation questionnaire forwarded to elected members with invitation to participate in evaluation of CEO's performance	John Phillips
Elected Member Interviews	John Phillips	13 - 14 July 2017	N/A	Opportunity offered to elected members to have interviews directly with JP at Shire Offices or by phone	Elected Members & John Phillips
Draft CEO KRAs for 2017	John Phillips	17 July 2017	N/A	Review & prepare draft CEO KRAs for 2017 in consultation with JP	CEO John Phillips
Feedback of assessment to CEOPRC	John Phillips	25 July 2017	22 Aug 2017	Summarise and discuss comments	John Phillips
Feedback to CEO & agreement on new KRAs for 2017	CEOPRC	8 Aug 2017	29 Aug 2017	Item to Council (Sept 2017 meeting)	DCorps
Remuneration discussion with CEO	CEOPRC	8 Aug 2017	29 Aug 2017	Item to Council (Sept 2017 meeting)	John Phillips & DCorps
Draft Council Report	John Phillips	1 Sept 2017		Item to Council (Sept 2017 meeting)	John Phillips

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 Tuesday, 22 August at 10.00am.

8.2 Closure of Meeting

The Presiding Person declared the meeting closed at 2.58pm.