



CONFIRMED MINUTES

CEO PERFORMANCE REVIEW COMMITTEE MEETING

9 MARCH 2022

I certify that the minutes of the meeting of the CEO Performance Review Committee held on Wednesday, 9 March 2022 were confirmed on 7 June 2022.

A handwritten signature in blue ink, appearing to read "D. M. A. S.", written over a horizontal line.

Presiding Person



**CONFIRMED MINUTES
CEO PERFORMANCE REVIEW COMMITTEE MEETING
9 MARCH 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.

CONTENTS

1.0	OPENING PROCEDURES	4
1.2	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	5
4.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
	CEOPR1.03.22	5
5.0	PRESENTATIONS	5
6.0	REPORTS OF EMPLOYEES	6
6.1	2021/22 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW AND 2022/23 PERFORMANCE CRITERIA DEVELOPMENT SCHEDULE	6
	CEOPR2.03.22	7
6.2	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE - REVIEW OF TERMS OF REFERENCE.....	10
	CEOPR3.03.22	12
7.0	URGENT BUSINESS (LATE REPORTS)	29
8.0	CONFIDENTIAL REPORTS	29
8.1	CEO PERFORMANCE EVALUATION FRAMEWORK 2021/2022 - PROGRESS REPORT	29
	CEOPR4.03.22	29
9.0	CLOSING PROCEDURES	29
9.1	DATE, TIME AND PLACE OF THE NEXT MEETING.....	29
9.2	CLOSURE OF THE MEETING.....	29

**CEO PERFORMANCE REVIEW COMMITTEE
WEIR ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 4.31pm.

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.

1.2 Record of Attendance

Members	Cr Paige McNeil (Deputy President) (Presiding Person)	Central Ward
	Cr James Martin (President) (via webex)	South Ward
	Cr Trish Cook	South Ward
	Cr John Daw	East Ward
Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Anna Italiano	Minute Secretary
Apologies	Cr Doug Jeans	Central Ward
Absent	Nil	
Guests	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*).

CEO disclosed an interest affecting impartiality in Item 6.1 (2021/22 Chief Executive Officer Performance Review and 2022/23 Performance Criteria Development Schedule); Item 6.2 (Chief Executive Officer Performance Review Committee – Review of Terms of Reference) and Item 8.1 (CEO Performance Evaluation Framework 2021/22 – Progress Report, as the reports relate to himself.

Director Corporate Services disclosed an interest affecting impartiality in items 6.1 (2021/22 Chief Executive Officer Performance Review and 2022/23 Performance Criteria Development Schedule); Item 6.2 (Chief Executive Officer Performance Review Committee – Review of Terms of Reference) and Item 8.1 (CEO Performance Evaluation Framework 2021/22 – Progress Report as the CEO is responsible for the employment contract of the Director of Corporate Services.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE DECISION RECOMMENDATION	CEOPR1.03.22		
Moved by	Cr Cook	Seconded by	Cr Daw

That the Minutes of the CEO Performance Review Committee Meeting held 22 November 2021 be confirmed.

CARRIED 4/0

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

Against: Nil

5.0 PRESENTATIONS

Nil

6.0 REPORTS OF EMPLOYEES

6.1 2021/22 Chief Executive Officer Performance Review and 2022/23 Performance Criteria Development Schedule

File Code	GV.MTG 6/3
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality
Attachments	1. CEO Performance Review Schedule - 2021/22

SUMMARY

A draft schedule for the 2021/22 CEO Performance Review and Performance Criteria development has been prepared for the consideration of the Committee.

The draft schedule is provided as **Attachment 1**.

BACKGROUND

The annual process for the CEO performance review, and development of the following year's Performance Criteria, is generally undertaken between June and August each year.

STATUTORY / LEGAL IMPLICATIONS

Section 5.38 of the *Local Government Act 1995* states that a local government must review the performance of the CEO if the CEO is employed for a term of more than one year. A review must be undertaken at least once in relation to each year of the person's employment.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance: Failure to complete the review will result in a breach of legislative requirements and CEO contractual arrangements.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Complete the CEO performance review process.		

EXTERNAL CONSULTATION

Board Connexions

COMMENT

Board Connexions have been appointed by Council to facilitate the process. This is the final year of a three year contract to act as the facilitator and a procurement process will be undertaken in early 2023 to award a new contract for these services.

Proposed amendments to the Terms of Reference for the CEO Performance Review committee state that *“the time table for the annual review process will be determined at the start of the review process”*.

It should be noted that the schedule for development of the Performance Criteria is dependent on the adoption of the Corporate Business Plan at the 14 June 2022 Council Meeting. If for some reason the adoption of the Corporate Business Plan is delayed, the schedule will require amendment.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION	CEOPR2.03.22		
RECOMMENDATION			
Moved by	Cr Daw	Seconded by	Cr Cook

That the Committee notes the schedule provided for the 2021/22 CEO Performance Review and development of the 2022/23 CEO Performance Criteria **with the following amendments:**

4 July – in “Comment” - “To CEO and CEOPRC”

6 July – in “Comment” - “To CEOPRC”

CARRIED 4/0

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

Against: Nil

Shire Mundaring CEO Performance Review 2021-22 & Criteria Development 2022-23

Item	By When	Responsibility	Comment
Council meeting to adopt CBP	14 June	Council	CBP will inform KFAs/KPIs
Briefing to Council about annual CEO Performance Review Process	28 June	Facilitator	At Council Forum meeting
CEO Self-Assessment (using agreed criteria and framework)	4 July	CEO	
Prepare draft questionnaire for approval.	4 July	Facilitator	To CEO & President
Provide response to draft questionnaire.	6 July	CEO & President	
Approved questionnaire and CEO self-assessment report sent to Councillors	7 July	Facilitator	Open to 13 Jul
Councillors to provide their individual feedback and assessment by completing questionnaire	15 July	Councillors	
Interviews with Councillors (with Facilitator) available to discuss/clarify individual feedback and assessment	18 - 20 July	Facilitator & Councillors	Interviews can be in person, WebEx or phone
Prepare draft annual performance review report and recommendations	21 July	Facilitator	
Prepare draft performance criteria for CEOPRC consideration	24 July	CEO & Facilitator	
Informal CEOPRC meeting to discuss draft annual performance review report and recommendations; plus draft performance criteria	25 July	CEOPRC & Facilitator	Meeting can be in person or via WebEx
Final draft annual performance review report provided to CEO; briefing from facilitator to CEO	26 July	Facilitator & CEO	
CEO to respond to final draft annual performance review report	28 July	CEO	Depending on the nature of the CEO's response, an informal CEOPRC Meeting may need to be scheduled at short notice to discuss the response on 28 July This will be set up as a tentative meeting in committee member's calendars.
Finalise CEOPRC agenda & distribute to CEOPRC members - annual performance review; remuneration review; and performance criteria for 22/23	29 July	Facilitator, CEO & DCorps	

Attachment 1 to Report 6.1

CEOPRC meeting to consider recommendations arising from annual performance review; remuneration review; and performance criteria for 22/23	3 August	CEOPRC, Facilitator & CEO	Meeting can be in person or via WebEx
Finalise report for Council Meeting agenda 9 August	5 August	Facilitator, CEO & DCorpS	Provides for any final changes arising from CEOPRC meeting of 3 Aug
Council to consider CEOPRC report recommendations	9 August	Council	

6.2 Chief Executive Officer Performance Review Committee - Review of Terms of Reference

File Code	GV.MTG 6/3
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality
Attachments	<ol style="list-style-type: none">1. Proposed amendments to CEOPRC Terms of Reference - as agreed by CEOPRC 22.11.21 (marked up version)2. Additional proposed amendments to CEOPRC Terms of Reference 03.22 (marked up version)3. Consolidated proposed amendments to CEOPRC Terms of Reference 03.22 (clean version)

SUMMARY

To consider further proposed amendments to the Chief Executive Officer Performance Review Committee (CEOPRC/the Committee) Terms of Reference (ToR) to those identified at the Committee Meeting held 22 November 2021.

BACKGROUND

The Committee's Terms of Reference defines the CEOPRCs objectives to fulfil the following functions:

1. Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment;
2. In conjunction with the CEO, develop key result areas to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council; and
3. Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination; Appointments to the Committee are made by Council following ordinary local government elections for a term expiring on the date of the subsequent ordinary local government elections.

CEOPRC currently comprises the Shire President and four elected members. The Committee is supported by the appointment of an independent facilitator, who is not a member of the committee, but appointed to provide specialist advice to the Committee in regards to the annual review of the Chief Executive Officer's performance and to establish Performance Criteria for the following reporting year.

The Terms of Reference were reviewed by the Committee at a meeting held 22 November 2021, where the following motion was adopted:

"That Council adopt the attached Terms of Reference, as amended by the Committee."

The draft amended ToR from the Committee meeting of 22 November 2021 are attached (**Attachment 1**), with the changes made by the Committee at the meeting shown 'marked up' for ease of reference.

Following this meeting, a further review of the ToR was undertaken and identified several additional proposed amendments. **Attachment 2** presents these additional proposed changes, also shown 'marked up'; note that this version already incorporates the changes made at the previous Committee meeting.

Attachment 3 is a clean copy of the draft ToR which incorporates the previously agreed changes and the proposed additional changes.

Due to the fact that Council has not yet considered the Committee recommendation to adopt the revised ToR, this matter was discussed with the Presiding Member (Cr McNeil) and it was agreed that the Committee Recommendation would not be presented to Council until after the suggested amendments had been considered by the Committee. Once this has been done, the draft amended ToR for the CEOPRC will be presented to Council for adoption.

STATUTORY / LEGAL IMPLICATIONS

It is a requirement under s. 5.36 of the *Local Government Act 1995* 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.

In order to meet this statutory obligation, the Shire has formed a CEOPRC to undertake this process.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: That the Terms of Reference for the Committee do not comply with the statutory requirements of the Committee and they reflect other roles and responsibilities assigned to the Committee by Council.

Likelihood	Consequence	Rating
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Unlikely	Minor	Low
Action / Strategy		
That the Terms of Reference are reviewed at least every two years and when any changes to legislation are made that may relate.		

EXTERNAL CONSULTATION

Nil

COMMENT

A further review of the ToR has been undertaken and as such it is recommended several additional amendments be added to the recommended changes arising from the 22 November 2021 meeting. Reasons for the proposed additional amendments are annotated on the marked up version of the ToR (**Attachment 2**).

Attachment 3 is a clean version of the proposed ToR incorporating all of the proposed changes (ie those previously agreed to by Committee at its meeting of 22 November 2021 and the additional amendments presented to this meeting).

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION		CEOPR3.03.22	
RECOMMENDATION			
Moved by	Cr Daw	Seconded by	Cr Cook

That Council adopts the revised Terms of Reference (**Attachment 3**) for the Chief Executive Officer Performance Review Committee.

CARRIED 4/0

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

Against: Nil



CEO PERFORMANCE REVIEW COMMITTEE

TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Shire of Mundaring CEO Performance Review Committee.

2. Head of Power

The Committee is established by Council under Section 5.8 of the *Local Government Act 1995*.

3. Definitions

Act means the *Local Government Act 1995*.

Committee means the Shire of Mundaring CEO Performance Review Committee as stipulated in this document.

Council means the Council of the Shire of Mundaring.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Mundaring.

Elected Member means a Councillor of the Shire of Mundaring Council.

Independent Facilitator means the person appointed by Council to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.

Performance Criteria KRAs means Key Result Areas, [Key Focus Areas](#) or [Key Performance Indicators](#), as agreed between the CEO and Committee to deliver the key priorities of the Shire of Mundaring Corporate Business Plan.

Salaries and Allowances Determination means the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

4. Objectives

4.1 The Committee is established to fulfil the following functions:

- 4.1.1 Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment;
- 4.1.2 In conjunction with the CEO, develop key result areas to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council;
- 4.1.3 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
- 4.1.4 Provide positive communication opportunities between Council and the CEO; and
- 4.1.5 Provide [recommendationsguidance](#) to Council in assessing the CEO's performance.

5. Committee Structure

- 5.1 The Committee shall consist of ~~Shire President and four~~ [five](#) elected members;
- 5.2 An independent facilitator, who is not a member of the Committee, shall be appointed by Council to assist with the performance review process and who is acceptable to both parties i.e. CEO and Council; and
- 5.3 A quorum will be three members.

The Committee is supported administratively by the Director Corporate Services and his or her nominees, principally the Corporate Services Directorate.

6. Terms of Appointment

Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement.

7. Presiding Member

- 7.1 The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee ~~immediately following the establishment of the Committee or~~ following each biennial local government election, whichever is applicable;

7.2 The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the ~~Committee immediately following the establishment of the Committee or~~ following each biennial local government election, whichever is applicable;

7.3 If the Chairperson is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

7.4 The role of the Presiding Member includes:

7.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's Meeting Procedures Local Law 2015;

7.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

7.4.3 where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

8. Meetings of the Committee

8.1 The Committee will meet at least three times per year to facilitate an annual assessment of the CEO's performance.

8.2 An ordinary or a special meeting of the Committee is to be held:

8.2.1 if called for by either the Chairperson or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

8.2.2 if so decided by the Committee; or

8.2.3 if called for by Council.

8.3 The Committee may invite Shire employees, appointed facilitator or others to attend meetings and provide pertinent information, where necessary.

9. Powers of the Committee

9.1 The Committee is a formally appointed committee of Council and is responsible to that body.

9.2 The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

9.3 The Committee does not have any delegated authority.

9.4 The Committee recommendations must be adopted by Council before implementation.

10. Voting

- 10.1 Each member of the Committee at a meeting will have one vote.
- 10.2 In accordance with section 5.21 (3) of the *Local Government Act 1995*, the Presiding Member, in the event of an equality of votes, is to cast a second vote.

11. Review Process

The review process comprises the following steps:

- 11.1 Council appoints an independent facilitator to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.
- 11.2 Committee meets to confirm process with independent facilitator;
- 11.3 CEO provides a written report and self-rating to the Committee against the [Performance Criteria Key Focus Areas \(KFAs\)](#);
- 11.4 All elected members will participate in the performance review process;
- 11.5 All elected members shall individually and independently rate and discuss the performance of the CEO against each of the [Performance Criteria KFAs](#) and provide such assessment directly and confidentially to the independent facilitator;
- 11.6 The independent facilitator will consolidate all scores and comments from interviews to present a first draft of the assessment report to the Committee to discuss and agree overall ratings;
- 11.7 The CEO meets with the Committee and independent facilitator for feedback and discussion;
- 11.8 The Committee agrees on final ratings;
- 11.9 The Committee and CEO agree to [the performance criteria KFAs](#) for the forthcoming year in review;
- 11.10 The independent facilitator completes the final report, with final ratings and specific comments against each [performance criteria KFA](#);
- 11.11 The CEO meets with the Committee and independent facilitator for discussion of [the remuneration package changes](#); and
- 11.12 The final report, new [performance criteria KFAs](#) and any remuneration packages recommendations are provided to Council for consideration prior to September each year in accordance with the CEO contract of employment.

12. Timetable

ACTION	TIMING	RESPONSIBILITY
Elected Member: Session on CEO Appraisal process included in induction program	Post Local Government elections (October - alternate years)	Governance
Appointment of CEOPRC	Post Local Government elections	Council
Appoint independent external facilitator	Following Local Government elections	Council
Committee and facilitator to schedule meetings and interviews	November – each year	CEOPRC
CEO briefings for CEOPRC	October December March	CEO
Commencement of Appraisal Process: Briefing to Council	June	CEOPRC / Facilitator
CEO Self-Assessment	July	CEO
Questionnaire and CEO Report to Councillors	July	Facilitator
Interviews	July	Facilitator – Elected Members and CEO
Draft Councillor feedback report to CEOPRC	July	Facilitator
CEOPRC Meeting: Review feedback report and finalise as Appraisal Report	August	CEOPRC / Facilitator
Appraisal report provided to CEO; briefing for CEO	August	Facilitator
CEOPRC Meeting: Appraisal; Review/update key focus areas/objectives	August	CEOPRC / CEO / Facilitator
Draft Council Report	August	Facilitator
Report to Council; briefing	September	CEOPRC / Facilitator
Schedule ensuing year's process	September	Council / CEOPRC

The timetable for the review process will be determined annually at the start of the review process.

13. Dispute

Where the CEO disagrees with the ~~recommendations~~~~feedback~~, the CEO ~~he/she~~ is entitled to ~~raise the matter~~~~request with~~ Council. ~~consider the rating.~~

14. Reporting Requirements

Recommendations arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

154. Alteration to Rules of Procedure

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes every two years.

165. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.



CEO PERFORMANCE REVIEW COMMITTEE

TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Shire of Mundaring CEO Performance Review Committee.

2. Head of Power

The Committee is established by Council under Section 5.8 of the *Local Government Act 1995*.

3. Definitions

Act means the *Local Government Act 1995*.

Committee means the Shire of Mundaring CEO Performance Review Committee as stipulated in this document.

Council means the Council of the Shire of Mundaring.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Mundaring.

Elected Council Member means a Councillor of the Shire of Mundaring Council.

Commented [JT1]: This is the correct term in accordance with the Act.

Independent Facilitator means the person appointed by Council to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.

Performance Criteria means includes reference to Key Result Areas, Key Focus Areas or Key Performance Indicators, as agreed between the CEO and Committee Council to deliver the key priorities of the Shire of Mundaring Corporate Business Plan.

Salaries and Allowances Determination means the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

4. Objectives

- 4.1 The Committee is established to fulfil the following functions:
- 4.1.1 Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment;
 - 4.1.2 In conjunction with the CEO, develop ~~key result areas~~ **Performance Criteria** to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council;
 - 4.1.3 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
 - 4.1.4 Provide positive communication opportunities between Council and the CEO; and
 - 4.1.5 Provide recommendations to Council in assessing the CEO's performance.

5. Committee Structure

- 5.1 The Committee shall consist of five ~~elected council~~ members;
- 5.2 An independent facilitator, who is not a member of the Committee, shall be appointed by Council to assist with the performance review process and who is acceptable to both parties i.e. CEO and Council; and
- 5.3 A quorum will be three ~~council~~ members.

~~[The Committee is supported administratively by the Director Corporate Services and his or her nominees, principally the Corporate Services Directorate.]~~

Commented [JT2]: Not required in terms of reference.

6. Terms of Appointment

Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement

7. Presiding Member

- 7.1 The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee following each biennial local government election, ~~whichever is applicable~~;

7.2 The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the following each biennial local government election, ~~whichever is applicable;~~

7.3 If the ~~Chairperson-Presiding Member~~ is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

7.4 The role of the Presiding Member includes:

7.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Meeting Procedures Local Law 2015*;

7.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

7.4.3 where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

8. Meetings of the Committee

8.1 The Committee will meet at least three times per year to facilitate an annual assessment of the CEO's performance.

8.2 An ordinary or a special meeting of the Committee is to be held:

8.2.1 if called for by either the Chairperson or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

8.2.2 if so decided by the Committee; or

8.2.3 if called for by Council.

8.3 ~~The Committee may invite Shire employees, the appointed facilitator or others to attend meetings and provide pertinent information, where necessary.~~

9. Powers of the Committee

9.1 ~~The Committee is a formally appointed Committee of Council and is responsible to that body.~~

9.2 ~~The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.~~

9.3 The Committee does not have any delegated authority.

9.4 ~~The Committee recommendations must be adopted by Council before implementation.~~

Commented [JT3]: Should the Committee require advice this should be obtained via the facilitator if in regards to process a review, or the CEO in all other cases (who may subsequently arrange for staff to attend).

Commented [JT4]: Redundant clause – the Council has formed the Committee and adopted the ToR so no need to state the obvious.

Commented [JT5]: A redundant clause – these Terms of Reference and the Act prevail. Also, the Committee has no delegated authority – see 9.3.

Commented [JT6]: Redundant clause – the Committee doesn't have delegated authority and only makes recommendations to Council, so there is nothing to be implemented until a Council decision is made.

10. Voting

- 10.1 Each member of the Committee at a meeting will have one vote
- 10.2 In accordance with section 5.21 (3) of the *Local Government Act 1995*, the Presiding Member, in the event of an equality of votes, is to cast a second vote.

11. Review Process

The review process comprises the following steps:

- 11.1 Council appoints an independent facilitator to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.
- 11.2 Committee meets to confirm process with independent facilitator;
- 11.3 CEO provides a written report and self-rating to the Committee-Council against the Performance Criteria;
- 11.4 All electecouncil members will be invited to participate in the performance review process;
- 11.5 All electecouncil members shall individually and independently rate and discuss the performance of the CEO against each-of the Performance Criteria and provide such assessment directly and confidentially to the independent facilitator;
- 11.6 The independent facilitator will consolidate all scores and comments from interviews to present a first draft of the assessment report to the Committee to discuss and agree overall ratings;
- 11.7 The CEO meets with the Committee and independent facilitator for feedback and discussion;
- 11.8 The Committee agrees on final ratings;
- 11.9 The Committee and CEO agree to the draft Performance Criteria for the forthcoming year in review;
- 11.10 The independent facilitator completes the final report, with final ratings and specific comments against each-the Performance Criteria;
- 11.11 The CEO meets with the Committee and independent facilitator for discussion of any request from the CEO to amend the CEO's remuneration package; and
- 11.12 Recommendations regarding the final report, new draft Performance Criteria and any proposed changes to the CEO's remuneration packages recommendations are provided to Council for consideration prior to

Commented [JT7]: There is no penalty if a councillor chooses not to participate or is unable to do so.

Commented [JT8]: Performance criteria is in draft until Council determines

September each year in accordance with the CEO contract of employment.

12. Timetable

The timetable for the review process will be determined annually at the start of the review process.

13. Dispute

Where the CEO disagrees with the recommendations, the CEO is entitled to raise the matter with Council.

14. Reporting Requirements

Recommendations arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

15. Alteration to Rules of Procedure

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes every two years

16. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.



CEO PERFORMANCE REVIEW COMMITTEE

TERMS OF REFERENCE

1. Name

The name of the Committee shall be the Shire of Mundaring CEO Performance Review Committee.

2. Head of Power

The Committee is established by Council under Section 5.8 of the *Local Government Act 1995*.

3. Definitions

Act means the *Local Government Act 1995*.

Committee means the Shire of Mundaring CEO Performance Review Committee as stipulated in this document.

Council means the Council of the Shire of Mundaring.

Chief Executive Officer (CEO) means the Chief Executive Officer of the Shire of Mundaring.

Council Member means a Councillor of the Shire of Mundaring Council.

Independent Facilitator means the person appointed by Council to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.

Performance Criteria includes reference to Key Result Areas, Key Focus Areas or Key Performance Indicators, as agreed between the CEO and Council to deliver the key priorities of the Shire of Mundaring Corporate Business Plan.

Salaries and Allowances Determination means the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975* which requires the Tribunal at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

4. Objectives

4.1 The Committee is established to fulfil the following functions:

- 4.1.1 Undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment;
- 4.1.2 In conjunction with the CEO, develop Performance Criteria to deliver the key priorities of the Corporate Business Plan, and other methods that will be used to assess the CEO's future performance and to meet the expectation of Council;
- 4.1.3 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
- 4.1.4 Provide positive communication opportunities between Council and the CEO; and
- 4.1.5 Provide recommendations to Council in assessing the CEO's performance.

5. Committee Structure

- 5.1 The Committee shall consist of five council members;
- 5.2 An independent facilitator, who is not a member of the Committee, shall be appointed by Council to assist with the performance review process and who is acceptable to both parties i.e. CEO and Council; and
- 5.3 A quorum will be three council members.

6. Terms of Appointment

Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections. If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement.

7. Presiding Member

- 7.1 The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee following each biennial local government election;

7.2 The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the following each biennial local government election;

7.3 If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

7.4 The role of the Presiding Member includes:

7.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Meeting Procedures Local Law 2015*;

7.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and

7.4.3 where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

8. Meetings of the Committee

8.1 The Committee will meet at least three times per year to facilitate an annual assessment of the CEO's performance.

8.2 An ordinary or a special meeting of the Committee is to be held:

8.2.1 if called for by either the Chairperson or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

8.2.2 if so decided by the Committee; or

8.2.3 if called for by Council.

8.3 The Committee may invite the appointed facilitator to attend meetings and provide pertinent information, where necessary.

9. Powers of the Committee

9.1 The Committee does not have any delegated authority.

10. Voting

- 10.1 Each member of the Committee at a meeting will have one vote.
- 10.2 In accordance with section 5.21 (3) of the *Local Government Act 1995*, the Presiding Member, in the event of an equality of votes, is to cast a second vote.

11. Review Process

The review process comprises the following steps:

- 11.1 Council appoints an independent facilitator to assist with the performance review process and who is acceptable to both parties, ie. CEO and Council.
- 11.2 Committee meets to confirm process with independent facilitator;
- 11.3 CEO provides a written report and self-rating to the Council against the Performance Criteria;
- 11.4 All council members will be invited to participate in the performance review process;
- 11.5 All council members shall individually and independently rate and discuss the performance of the CEO against the Performance Criteria and provide such assessment directly and confidentially to the independent facilitator;
- 11.6 The independent facilitator will consolidate all scores and comments from interviews to present a first draft of the assessment report to the Committee to discuss and agree overall ratings;
- 11.7 The CEO meets with the Committee and independent facilitator for feedback and discussion;
- 11.8 The Committee agrees on final ratings;
- 11.9 The Committee and CEO agree to the draft Performance Criteria for the forthcoming year in review;
- 11.10 The independent facilitator completes the final report, with final ratings and specific comments against the Performance Criteria;
- 11.11 The CEO meets with the Committee and independent facilitator for discussion of any request from the CEO to amend the CEO's remuneration package; and
- 11.12 Recommendations regarding the final report, new draft Performance Criteria and any proposed changes to the CEO's remuneration package are provided to Council for consideration prior to September each year in accordance with the CEO contract of employment.

12. Timetable

The timetable for the review process will be determined annually at the start of the review process.

13. Dispute

Where the CEO disagrees with the recommendations, the CEO is entitled to raise the matter with Council.

14. Reporting Requirements

Recommendations arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

15. Alteration to Rules of Procedure

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes every two years.

16. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

7.0 URGENT BUSINESS (LATE REPORTS)

Nil

8.0 CONFIDENTIAL REPORTS

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	<ol style="list-style-type: none">1. CEO KPI Performance Evaluation - Annual Report 1 November 2021 to 31 January 2022 (confidential)2. CEO KFA Performance Evaluation Framework - 1 November 2021 to 31 January 2022 (confidential)

Please refer to confidential item provided under under separate cover.

COMMITTEE RECOMMENDATION	CEOPR4.03.22
RECOMMENDATION	

Moved by

Cr Cook

Seconded by

Cr Daw

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 January 2022, per **Confidential Attachments 1 and 2**.

CARRIED 4/0

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

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 Monday 25 July 2022.

9.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.29pm.



CONFIRMED MINUTES

CONFIDENTIAL ITEM

**CEO PERFORMANCE REVIEW
COMMITTEE MEETING**

9 MARCH 2022

CONTENTS

8.0	CONFIDENTIAL REPORTS	3
8.1	CEO PERFORMANCE EVALUATION FRAMEWORK 2021/2022 - PROGRESS REPORT	3
	CEOPR4.03.22	4

8.0 CONFIDENTIAL REPORTS

8.1 CEO Performance Evaluation Framework 2021/2022 - Progress Report

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CONFIDENTIAL - This document, in its entirety or any part thereof, is not to be released into the public domain nor is it to be disclosed or discussed outside of the Council of the Shire of Mundaring.

SUMMARY

The Chief Executive Officer's Performance Evaluation Framework 2021/2022 (the Framework) references the agreed Performance Criteria, which comprises Key Focus Areas (KFAs) and Key Performance Indicators (KPIs).

The attached reports (**Confidential Attachments 1 and 2**) detail the progress made against the Performance Criteria for 2021/2022 as detailed in the Framework.

BACKGROUND

Council endorsed the 2021/2022 Framework on 10 August 2021 (per Council decision C17.08.21).

The attached report enables the CEO to update CEOPRC on progress against the agreed Performance Criteria to date and to identify any issues.

STATUTORY / LEGAL IMPLICATIONS

Section 5.38 of the *Local Government Act 1995* states that a local government must review the performance of the CEO if the CEO is employed for a term of more than one year. A review must be undertaken at least once in relation to each year of the person's employment.

This report assists Council in the annual review of the CEOs performance by providing a progress report.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan 2020 - 2030

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

The Framework identifies Performance Criteria derived from the Shire’s Corporate Business Plan (CBP), other corporate planning documents as well as personal feedback. These corporate plans are informed by the Shire’s Strategic Community Plan.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

EXTERNAL CONSULTATION

N/A

COMMENT

Confidential Attachments 1 and 2 are progress reports of the Chief Executive Officer’s Performance Evaluation Framework 2021/2022. They detail the achievement of the agreed Performance Criteria, comprising KFAs and KPIs, as at 31 January 2022.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION		CEOPR4.03.22	
RECOMMENDATION			
Moved by	Cr Cook	Seconded by	Cr Daw

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 January 2022, per **Confidential Attachments 1 and 2**.

CARRIED 4/0

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

Against: Nil

CEO KPI Performance Evaluation – Annual Report 1 November 2021 – 31 January 2022

Status Achieved Partially Achieved Cancelled, Deferred, on Hold Not Achieved Not started

SCP	SCP Goals	Source document	Strategy/Project	Measure/Target										
Governance – Trusted, leading and listening local government	4.4 High standard of governance and accountability	Annual financial report	Financial Health Score >70	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>#</td> <td>70</td> <td>72</td> <td></td> </tr> </tbody> </table> <p>Comment Based on audited ratios for 2020/21</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021	#	70	72	
		Freq. (Annually)	UOM	Target	Actual	Status								
		2021	#	70	72									
		State Government IPR Advisory Standard	LTFP meets IPR 'achieving standard'	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Y/N</td> <td>Y</td> <td>Y</td> <td></td> </tr> </tbody> </table> <p>Comment The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the local government. Annual Budgets are directly aligned to the Corporate Business Plan/LTFP. We are measured on the following ratios: Operating surplus ratio; Current ratio or working capital ratio; Debt service cover ratio; Own source revenue coverage ratio. All ratios in the LTFP either achieve the standard throughout the next 10 years or trend upwards to achieve the standard at some stage in the next 10 years (i.e. operating surplus ratio in 2029/30).</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021	Y/N	Y	Y	
		Freq. (Annually)	UOM	Target	Actual	Status								
		2021	Y/N	Y	Y									
		OAG Audit report	Unqualified Financial Audit	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2020/21</td> <td>Y/N</td> <td>Y</td> <td>Y</td> <td></td> </tr> </tbody> </table> <p>Comment</p>	Freq. (Annually)	UOM	Target	Actual	Status	2020/21	Y/N	Y	Y	
Freq. (Annually)	UOM	Target	Actual	Status										
2020/21	Y/N	Y	Y											
Annual financial report	Delivery of CAPEX program to minimum 85% of funded program	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>%</td> <td>85</td> <td>45%</td> <td></td> </tr> </tbody> </table> <p>Comment Works are progressing but difficulties currently experienced with loss of design staff and contractors being difficult to secure. There is a further 10% committed for FY21/22. Adjustments will be made at the mid-year budget review.</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021/22	%	85	45%			
Freq. (Annually)	UOM	Target	Actual	Status										
2021/22	%	85	45%											
Local Government (Audit) Regulations 1996 (r14)	Compliance Audit Return <5% non-compliance	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>%</td> <td>>95</td> <td>96</td> <td></td> </tr> </tbody> </table> <p>Comment Presented to Audit and Risk Committee 22 February 2022</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021	%	>95	96			
Freq. (Annually)	UOM	Target	Actual	Status										
2021	%	>95	96											
Local Government Act 1995 s5.5 requires at least 72 hours' notice, with an agenda)	Ordinary Council agendas available at least one week prior to the meeting	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>#</td> <td>11</td> <td>6</td> <td></td> </tr> </tbody> </table> <p>Comment On target.</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021/22	#	11	6			
Freq. (Annually)	UOM	Target	Actual	Status										
2021/22	#	11	6											

	<p>Local Government (Administration) Regulations 1996 (r13 requires: for council meetings – within 10 days for committee meetings – within 5 days</p>	<p>Council meeting minutes provided within 5 working days</p>	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>#</td> <td>11</td> <td>6</td> <td></td> </tr> </tbody> </table> <p>Comment On target.</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021/22	#	11	6	
Freq. (Annually)	UOM	Target	Actual	Status									
2021/22	#	11	6										
<p>4.2 The Shire advocates on behalf of its community</p>	<p>Stakeholder Relationship Management Plan</p>	<p>Engage with stakeholders to benefit the community – Annual report detailing activities conducted in accordance with plan.</p>	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>#</td> <td>1</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>Comment As part of a strategy to guide and coordinate relationships with external stakeholders, Council adopted a Stakeholder Relationship Management Plan in July 2016. Consistent with that plan a report containing an overview of the actions undertaken between January and the end of June 2021 in support of the Shire's Stakeholder Relationship Management Plan was circulated to Elected Members in August 2021.</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021/22	#	1	1	
Freq. (Annually)	UOM	Target	Actual	Status									
2021/22	#	1	1										
	<p>Lobbying & Advocacy Strategy Activities to include.</p> <ul style="list-style-type: none"> • Date • Stakeholder • Purpose • Outcome 	<p>Advocate and lobby with external parties to benefit the community – Annual report to Councillors on lobbying strategy</p>	<table border="1"> <thead> <tr> <th>Freq. (Annually)</th> <th>UOM</th> <th>Target</th> <th>Actual</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>2021/22</td> <td>#</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Comment Advocacy on behalf on the community for Climate Change initiatives to be discussed and agreed by Council as part of annual review of lobbying priorities.</p>	Freq. (Annually)	UOM	Target	Actual	Status	2021/22	#	1		
Freq. (Annually)	UOM	Target	Actual	Status									
2021/22	#	1											

CEO Performance Evaluation Framework - 1 November 2021 - 31 January 2022

Key Focus Areas Requiring line of sight responsibility

STATUS ● Complete ● On Schedule ● Behind Schedule ● Cancelled, Deferred, On Hold ● Overdue □ Not Started

SCP 2020-2030 Goal	SCP Objectives	Source document	Strategy/Project	Measure/Target															
1. Community (Healthy, safe, sustainable and resilient community, where businesses flourish and everyone thrives)	1.1 Everyone belongs	CBP Priorities	Reconciliation Action Plan	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Community Consultation undertaken</td> <td>30 September 2021</td> <td>●</td> </tr> <tr> <td>Draft RAP presented to Council</td> <td>8 February 2022</td> <td>●</td> </tr> </tbody> </table> <p>Comment The draft plan is complete and was endorsed by Council at its Ordinary Council Meeting 8 February 2022 for referral to Reconciliation Australia for final approval. <i>Note: Plan to consider activities to educate and promote knowledge, respect and language as per CBP with regular reporting to Council.</i></p>	Activity	By When	Status	Community Consultation undertaken	30 September 2021	●	Draft RAP presented to Council	8 February 2022	●						
	Activity	By When	Status																
	Community Consultation undertaken	30 September 2021	●																
Draft RAP presented to Council	8 February 2022	●																	
1.1 Healthy, safe and sustainable community	CBP Service Level	Annual review of Community Health & Wellbeing Informing Strategy	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Report to Council</td> <td>31 March 2022</td> <td>●</td> </tr> </tbody> </table> <p>Comment In progress</p>	Activity	By When	Status	Report to Council	31 March 2022	●										
Activity	By When	Status																	
Report to Council	31 March 2022	●																	
1.2 Flourishing local businesses	CBP Priorities	Economic Development and Tourism Strategy	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Project plan developed (to identify subsequent activities, milestones and outcomes)</td> <td>31 August 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment Reference Group established and first meeting held. Draft RFG developed. Business Conditions Index complete. Based on discussion and feedback from Reference Group, further work on RFG will be undertaken and discussed further at the Reference Group.</p>	Activity	By When	Status	Project plan developed (to identify subsequent activities, milestones and outcomes)	31 August 2021	●										
Activity	By When	Status																	
Project plan developed (to identify subsequent activities, milestones and outcomes)	31 August 2021	●																	
2. Natural Environment (A natural environment that is protected, sustainable and enjoyed)	2.1 Protecting natural areas and biodiversity	CBP Service Level	Local Biodiversity Strategy review to integrate previous strategies	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Engage consultant to undertake mapping and analysis</td> <td>31 August 2021</td> <td>●</td> </tr> <tr> <td>Integrate mapping and past biodiversity plans into updated strategy</td> <td>31 December 2021</td> <td>●</td> </tr> <tr> <td>Community Consultative undertakes</td> <td>30 April 2022</td> <td>○</td> </tr> <tr> <td>Strategy, reviewed by Environmental Advisory Committee and adopted by Council</td> <td>30 June 2022</td> <td>○</td> </tr> </tbody> </table> <p>Comment Works agree with (delayed mapping and remote data collection arrangements via Landscape. Alternative arrangements have been put in place which should deliver mapping in late February / early March. <i>Note: Review to include consultation with local environmental groups as per CBP.</i></p>	Activity	By When	Status	Engage consultant to undertake mapping and analysis	31 August 2021	●	Integrate mapping and past biodiversity plans into updated strategy	31 December 2021	●	Community Consultative undertakes	30 April 2022	○	Strategy, reviewed by Environmental Advisory Committee and adopted by Council	30 June 2022	○
	Activity	By When	Status																
	Engage consultant to undertake mapping and analysis	31 August 2021	●																
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Community Consultative undertakes	30 April 2022	○																	
Strategy, reviewed by Environmental Advisory Committee and adopted by Council	30 June 2022	○																	
2.2 A place where the environment is well managed	CBP Service Level	Annual review of Energy & Emissions Reduction Initiatives	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Report to EAC</td> <td>30 September 2021</td> <td>●</td> </tr> <tr> <td>Advise Council of EAC report</td> <td>31 December 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment Report presented to Ordinary Council Meeting 14 September 2021 (C3 12 21) <i>Note: Review to include consultation with local environmental groups as per CBP.</i></p>	Activity	By When	Status	Report to EAC	30 September 2021	●	Advise Council of EAC report	31 December 2021	●							
Activity	By When	Status																	
Report to EAC	30 September 2021	●																	
Advise Council of EAC report	31 December 2021	●																	
3. Built Environment (Transport, infrastructure and planning for livable, connected communities)	3.1 Live streets and facilities that support services and meet community needs	BP - Major Capital Project	Mastering Main Purpose Community Facility Project	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Council determination - master plan Property Strategy and preferred Land Assembly Options Report</td> <td>31 July 2021</td> <td>●</td> </tr> <tr> <td>Project plan for Stage 2 of the project developed (business case, planning and design; secure funding; commence Phase 1 land assembly and relocation; operational modelling 2021-23)</td> <td>31 October 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment Finalisation of project plan has been delayed due to unforeseen circumstances relating to availability of staff. Finalised plan to be outlined at the Council special meeting scheduled for March/April 2022.</p>	Activity	By When	Status	Council determination - master plan Property Strategy and preferred Land Assembly Options Report	31 July 2021	●	Project plan for Stage 2 of the project developed (business case, planning and design; secure funding; commence Phase 1 land assembly and relocation; operational modelling 2021-23)	31 October 2021	●						
	Activity	By When	Status																
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Project plan for Stage 2 of the project developed (business case, planning and design; secure funding; commence Phase 1 land assembly and relocation; operational modelling 2021-23)	31 October 2021	●																	
3.3 Regulate land use and building controls to and then to meet the current and future needs of the community	CBP Service Level	Public Open Space Strategy	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Advise Council of WAPC decision regarding POS Strategy</td> <td>31 December 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p>	Activity	By When	Status	Advise Council of WAPC decision regarding POS Strategy	31 December 2021	●										
Activity	By When	Status																	
Advise Council of WAPC decision regarding POS Strategy	31 December 2021	●																	

				<p>Confirmation has not been issued by the Commission to date. Suggested changes to the proposed amendment have been received from the Commission. It has been suggested that various changes be made to the Local Planning Strategy not specifically in relation to the public open space strategy (e.g. the removal of any actions/strategies which have already been completed). Changes suggested by the Commission should be incorporated as they do not result in the intended strategies changing. Project on hold until draft Local Biodiversity Strategy and Water Hierarchy Strategy have progressed further. The Local Planning Strategy can then be updated to also include these strategies in addition to the POS Strategy to avoid having to update again at a later date.</p>								
4. Governance (Trustee, leading and increasing local government)	4.1 Civic Leadership	CEP Service Level	Lead the administrator's response to COVID-19 crisis	<p>Quarterly report detailing implementation of relief and recovery measures.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Quarterly report April - June (Final)</td> <td>31 July 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p> <p>Final quarterly report provided to Councilors 30 July 2021. Of significance there is a continued impact of COVID-19 on the organisation - on staff health and wellbeing - and an administration in general with the need to adapt to changing health decisions and advice (eg mandatory vaccinations).</p>	Activity	By When	Status	Quarterly report April - June (Final)	31 July 2021	●		
	Activity	By When	Status									
	Quarterly report April - June (Final)	31 July 2021	●									
4.2 The Shire advocates on behalf of its community	CEP Service Level	Review of Lobbying and Advocacy Plans (includes Council Forum discussions prior to Council report preparation)	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Report to Council</td> <td>31 July 2022</td> <td>●</td> </tr> <tr> <td>Revised lobbying prospectus prepared</td> <td>31 August 2022</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p> <p>Originally it was planned for the lobbying prospectus to be prepared by end of March 2022. Following a briefing held with Council at the December Forum 2021, further briefings will be delivered during March and April 2022 (eg Eastern WA, Mandurah Town Centre Revitalisation) and a draft prospectus is planned to be provided in June 2022 for adoption by Council in July 2022.</p>	Activity	By When	Status	Report to Council	31 July 2022	●	Revised lobbying prospectus prepared	31 August 2022	●
Activity	By When	Status										
Report to Council	31 July 2022	●										
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4.3 A well engaged and informed community and a high standard of customer service	CEP Service Level	Community and Business Participation Survey	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Preparation and delivery of survey (by consultants)</td> <td>31 October 2021</td> <td>●</td> </tr> <tr> <td>Survey results presented to Council</td> <td>30 November 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p> <p>Final presentation to Councilors delivered at 7 December 2021 Council Forum.</p>	Activity	By When	Status	Preparation and delivery of survey (by consultants)	31 October 2021	●	Survey results presented to Council	30 November 2021	●
Activity	By When	Status										
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4. Governance (Trustee, leading and increasing local government)	4.3 A well engaged and informed community and a high standard of customer service	CEP Service Level	New Shire Website	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Website launched</td> <td>31 December 2021</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p> <p>Project has now gone live. Regularly monitoring the system.</p>	Activity	By When	Status	Website launched	31 December 2021	●		
	Activity	By When	Status									
Website launched	31 December 2021	●										
4.4 High standard of governance and accountability	CEP Service Level	Annual Review of Workforce Plan	<table border="1"> <thead> <tr> <th>Activity</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Report to Council</td> <td>30 June 2022</td> <td>●</td> </tr> </tbody> </table> <p>Comment</p> <p>R.T.Y. and Directorate workshops undertaken. Report preparation is in progress.</p>	Activity	By When	Status	Report to Council	30 June 2022	●			
Activity	By When	Status										
Report to Council	30 June 2022	●										