



27 April 2018

## **NOTICE OF MEETING**

Dear Committee Member,

The next CEO Performance Review Committee meeting will be held at 4.30pm on Wednesday, 2 May 2018 in the Weir Room, Shire of Mundaring Administration Centre.

The attached agenda is presented for your consideration.

Yours sincerely

**Jonathan Throssell**  
**CHIEF EXECUTIVE OFFICER**

### **Please Note**

If an Elected 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**  
**2 MAY 2018**

**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 MEETING  
WEIR ROOM, SHIRE OF MUNDARING ADMINISTRATION CENTRE – 4.30PM**

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**1.0 OPENING PROCEDURES**

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

**Staff**                      Anna Italiano    Minute Secretary

**Leave of  
Absence**                      Cr Lynn Fisher (Deputy President)    Central Ward

**Guests**                      John Phillips    John Phillips Consulting

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**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*).

**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*).

**4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

<b>RECOMMENDATION</b>
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That the minutes of the CEO Performance Review Committee meeting held 7 September 2017 be confirmed.

**5.0 PRESENTATIONS**

Nil

## 6.0 REPORTS OF EMPLOYEES

### 6.1 Chief Executive Officer Performance Review Process and Timetable 2018

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<b>File Code</b>	GV.MTG 6/2/2
<b>Author</b>	Paul O'Connor, Director Corporate Services
<b>Senior Employee</b>	Paul O'Connor, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. CEO Performance Review Process and Timetable 2018 <a href="#">↓</a>

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#### SUMMARY

The Chief Executive Officer Performance Review Committee are required to agree on the process and schedule to undertake the review of the 2018 Chief Executive Officer's (CEO) performance review.

#### BACKGROUND

In accordance with the Committee's terms of reference, the committee shall meet with the appointed independent facilitator to confirm and discuss 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 sets the timeframes required for the 2018 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 made in relation to the CEO, his performance and remuneration.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

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Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Failure to undertake a review will result in a breach of legislative requirements and CEO contractual arrangements		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
CEOPRC undertakes an annual review of the CEO's performance against agreed Key Focus Areas (KFAs)		

## EXTERNAL CONSULTATION

Nil

## COMMENT

It is important the Committee agrees and understands the steps in the process and the timeframes required for the 2018 CEO performance review process to be completed by September 2018. The process and schedule has been updated based on last year's review (**Attachment 1**).

## VOTING REQUIREMENT

Simple Majority

## RECOMMENDATION

That the Committee proceed with the CEO performance review process as outlined in the agreed timetable (**Attachment 1**).

**CEOPRC Review Process Timetable 2018**

Details	By Whom	Complete by	CEOPRC Meeting Date	Action Required	By Whom
SAT Determination release	SAT	Issued 10 April 2018 (Effective 1 July 2018)	N/A	Review & circulate to Elected Members	DCorps John Phillips
2018 review process	John Phillips	2 May 2018	2 May 2018	Meet with CEOPRC Committee to discuss review process and the overview to be provided at the Council Forum on 14 May 2018	John Phillips CEOPRC
Council Forum - 2018 overview	John Phillips	18 June 2018	N/A	Overview of review process to elected members	John Phillips
Self-assessment of 2018 KRAs	CEO	xx July 2018	N/A	Self-assessment of 2018 KRAs to be completed and sent to JP	CEO
Evaluation questionnaire & self-assessment	John Phillips	xx July 2018	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	xx - xx July 2018	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 KFAs for 2018/19	John Phillips		N/A	Review & prepare draft CEO KFAs for 2018/19 in consultation with CEO	CEO John Phillips
Feedback of assessment to CEOPRC	John Phillips	xx July 2018	x Aug 2018	Summarise and discuss comments	John Phillips
Feedback to CEO on 2017/18 & agreement on proposed KFAs for 2018/19	CEOPRC	x Aug 2018	x Aug 2018	Item to Council (11 Sept 2018 meeting)	DCorps
Remuneration discussion with CEO	CEOPRC	x Aug 2018	x Aug 2018	Item to Council (11 Sept 2018 meeting)	John Phillips DCorps
Draft Council Report	John Phillips	x Aug 2018	N/A	Item to Council (11 Sept 2018 meeting)	John Phillips DCorps

## **7.0 URGENT BUSINESS (LATE REPORTS)**

## **8.0 CLOSING PROCEDURES**

### **8.1 Date, Time and Place of the Next Meeting**

The date of the next meeting of the CEO Performance Review Committee is to be determined.

### **8.2 Closure of the Meeting**