



File Code OR.MTG 6/2/2

25 October 2016

NOTICE OF MEETING

Dear Committee Member

The next CEO Performance Review Committee meeting will be held on **Friday 28 October 2016** commencing at **10.00am** in the Committee Room.

Yours sincerely

A handwritten signature in black ink, appearing to read "J. Throssell", written in a cursive style.

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

If any committee member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior officer (noted in the report) prior to the meeting.



AGENDA
CEO PERFORMANCE REVIEW
COMMITTEE MEETING
28 OCTOBER 2016

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 OCTOBER 16 (CEOPRC2, CEOPRC 3 etc)	Sequential page numbering of CEOPRC Agenda or Minutes for October 2016
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers"
Committee Recommendation Reference	CEOPRC11.10.16	Committee Recommendation number 11 from CEOPRC meeting October 2016
Committee Decision Reference	DCEOPRC7.10.16	Committee Decision number 7 from CEOPRC meeting October 2016

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**CEO PERFORMANCE REVIEW COMMITTEE MEETING
COMMITTEE ROOM – 10.00AM**

1.0 OPENING PROCEDURES

1.1 Announcement of Visitors

1.2 Record of Attendance/Apologies/Approved Leave of Absence

Members

Staff	Jonathan Throssell	Chief Executive Officer
	Paul O'Connor	Director Corporate Services
	Anna Italiano	Minute Secretary

Apologies

Absent

Guests

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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*).

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).

4.0 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the meeting of the CEO Performance Review Committee held 9 August 2016 be confirmed.

5.0 REPORTS OF EMPLOYEES

5.1 Corporate Business Plan – Quarterly Project Report 1 July – 30 September 2016

File Code	OR.CMA 16
Author	Jan Byers, Organisational Development Officer
Senior Employee	Jonathan Throssell, CEO
Disclosure of Any Interest	Impartiality - as report reflects CEO's Key Focus Areas

SUMMARY

To note the quarterly project report 1 July – 30 September 2016 (**ATTACHMENT 1**) and the change of due dates for a number of projects for the reasons as detailed.

BACKGROUND

Council adopted its Corporate Business Plan (CBP) for the period 2016/17-2019/20 on 26 July 2016 (DSC4.07.16).

Council approved the CEO's Key Focus Areas for 2016/17 at its meeting held on 13 September 2016. The resolution states, in part, that the CEO is to deliver the Corporate Business Plan for 2016/17.

In previous years the quarterly report advising Council of the progress of implementation of the projects and programs within the CBP was reported directly to Council. In addition, as the CEO's Key Focus Areas (KFAs) were linked to delivery of the CBP, a separate quarterly report was also presented to CEOPRC.

Discussions with CEOPRC and the CEO during the most recent CEO performance review process resulted in agreement that one quarterly report should be prepared to avoid duplication and that this report be first presented to CEOPRC, with subsequent referral to Council.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

- Priority 1: Governance
- Objective 1: a fiscally responsible Shire that prioritises spending appropriately
- Strategy 4: Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

The quarterly report details progress of achievement in delivery of the CBP, which is the plan developed to activate the Strategic Community Plan. As such, Council strategic oversight through monitoring progress of the CBP is an important function.

EXTERNAL CONSULTATION

Nil

COMMENT

Explanatory notes are provided in **ATTACHMENT 1** where the progress of projects listed in the CBP for 2016/17 is identified.

Key points identified in the quarterly reporting period 1 July to 30 September 2016 (which reflect the nineteen projects listed in the CBP for 2016/17) are as follows:

- Two projects have been completed;
- Eleven projects are in progress and on schedule;
- One project is in progress but slightly behind schedule. Construction of the Mundaring Indoor Recreation Centre has been delayed due to finalising external approvals. The impact of the delay means that completion of construction for the project has to be extended by three months;
- One project (Council Promotions Strategy) has been put on hold and delayed due to changes in staffing within the organisation; and
- Four projects have not yet commenced.

The due dates for the projects listed within the attached report are those originally determined when the CBP was adopted in July 2016. As a result of a review of all of the projects, the following changes to due dates have been identified within the quarterly report:

- Council Promotions Strategy – due date to be amended to 14 March 2017;
- New Chart of Accounts – due date to be amended to 15 December 2017;
- Balfour Road sub works depot relocation - due date to be amended to 16 December 2016; and
- Mundaring Indoor Recreation Centre - due date to be amended to 30 November 2017

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council notes the Corporate Business Plan Quarterly Report for the period 1 July – 30 September 2016 (**ATTACHMENT 1**) and endorses the change of due dates for the following projects:


- Council Promotions Strategy – due date to be amended to 14 March 2017;
- New Chart of Accounts – due date to be amended to 15 December 2017;
- Balfour Road sub works depot relocation - due date to be amended to 16 December 2016; and
- Mundaring Indoor Recreation Centre - due date to be amended to 30 November 2017.


Attachment 1


Item 5.1 Refers


3 pages


Corporate Business Plan Quarterly Report – 1 July – 30 September 2016


Cancelled, Deferred, On Hold 

Complete 

On Schedule 

Behind Schedule 

Overdue 

Not Started (No Colour) 

Balanced Development [Corporate Business Plan(2013-2023)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Access Strategy for Bushfire Prone Areas	Bushfire Prone Areas - Access Strategy	1/03/2016	30/10/2016	100	100	Complete	This project was completed 01/09/2016.
Helena Valley Urban Expansion Strategy	Advertising and finalisation of Helena Valley Urban Expansion Strategy	12/07/2016	30/06/2017	100	50	In Progress	
Mundaring Town Centre Revitalisation	Mundaring Town Centre Revitalisation Project	1/01/2016	30/06/2017	100	25	In Progress	
Built Environment [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Local Commercial Strategy Review	Local Commercial Strategy Review	7/09/2016	30/06/2017	100	10	In Progress	
Community [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
UCI Gran Fondo World Series Cycling Tour - Final	UCI Gran Fondo World Series Cycling Tour - Final	8/08/2016	4/09/2016	100	100	Complete	
Governance [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Organisational Effectiveness Indicators Project	Development and Implementation of Organisational Performance Indicators	12/06/2016	16/11/2016	100	50	In Progress	

Natural Environment [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Reserves Assessment Strategy - Local Natural Area Reserves Management Program	Reserves Assessment Strategy	3/10/2016	30/06/2017	100	0	Not Started	
Respected Civic Leadership [Corporate Business Plan(2013-2023)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Council Promotions Strategy	Council Promotions Strategy	1/07/2015	13/09/2016	100	15	On Hold	Due to changes in staffing this project has now been deferred until March 2017. Temporary staff now available. Options paper to be presented for feedback in February 2017.
New Chart of Accounts - Design and Implementation	New Chart of Accounts	02/05/2016	30/06/2017	100	0	Not Started	Start and completion dates delayed to enable staff to directly input budgets for 2018/19 into new chart of accounts. The original date would have necessitated staff inputting budgets for 2017/18 into the current chart of accounts which would have required data to be mapped and linked to new chart of accounts. Date to commence 02/05/2016 date of completion 15/12/2017.
Risk Management Framework	Develop Risk Management Framework	29/02/2016	30/11/2016	100	75	In Progress	

Thriving Community [Corporate Business Plan(2013-2023)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Balfour Road sub works depot relocation	Balfour Road sub works depot relocation	30/09/2015	30/11/2016	100	41	In Progress	The end date for this project has been put back to 16/12/16 from 30/09/16 due to the sale of Balfour Road land taking longer than expected due to lengthy road closure.
Boya Hub & Boya Oval Redevelopment Complete	Construction of Boya Community Hub and Boya Oval	24/09/2015	31/03/2017	60	48	In Progress	
	Decommission and Demolition of KSP library and Greenmount Hall	1/03/2017	30/06/2017	10	0	Not Started	
	Fit out and Opening of Boya Hub	1/03/2017	30/06/2017	20	8	In Progress	
Construct Harry Riseborough Oval Changeroom Addition for Women Players (subject to CSRRF grant).	Harry Riseborough Oval - Female Change Rooms	27/07/2015	28/02/2017	100	59	In Progress	
Darlington Hall Access Upgrade	Darlington Hall Accessibility Upgrade	3/08/2015	13/04/2017	100	52	In Progress	
Lake Leschenaultia Capital Master Plan	Lake Leschenaultia Capital Asset Master Plan and Management Model	1/06/2015	15/12/2016	100	95	In Progress	
Mundaring Indoor Recreation Centre	Construction of Mundaring Indoor Recreation Centre	1/07/2015	30/11/2017	85	57	Behind Schedule	Due to lengthy period to finalise all design details including septic system disposal, environmental and fire management items the project end date has been delayed until 30/11/17 from 31/8/17.
	Mundaring Indoor Recreation Centre Operational Setup	30/11/2017	22/01/2018	15	0	Not Started	

6.0 URGENT BUSINESS (LATE REPORTS)

Nil

7.0 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 meeting is closed to members of the public in order to consider confidential report Item 7.1, pursuant to the *Local Government Act 1995*, Section 5.23(2)(a).

7.1 Chief Executive Officer – Contract of Employment

File Code	P/F (Throssell)
Author	Paul O'Connor, Director Corporate Services
Senior Officer	N/A
Disclosure of Any Interest	Indirect Financial Interest

Please refer to the report relating to this item at **Confidential ATTACHMENT 2**.

8.0 CLOSING PROCEDURES

8.1 Date, Time and Place of the Next Meeting

The next meeting will be held at a date to be advised.

8.2 Closure of Meeting