

CEO Performance Review Committee

Notice of Meeting and Agenda 20 December 2021

Committee Terms of Reference

- 1.1 Council to appoint CEO Performance Review Panel following every local government election.***
- 1.2 The panel must comprise of five members. The panel may include an independent observer.***
- 1.3 Council authorises the CEO Performance Review Panel to undertake the CEO performance Review and report findings and recommendations to Council.***
- 1.4 The primary functions of the Panel include:***
 - Developing the initial performance agreement;***
 - Conducting the performance review in line with the Policy requirements;***
 - Reporting the performance review findings and recommendations to Council; and***
 - Regular meetings to discuss and provide feedback if performance issues are identified.***
- 1.5. Responsibilities of panel members:***
 - Be fair, impartial and undertake the process with integrity;***
 - Assessment is made free from bias and based on evidence of the CEO's achievements against documented performance criteria;***
 - Findings and recommendations are impartial and transparent; and***
 - Any information received or produced by the Panel will be kept confidential;***
 - The report for the performance review to Council will be presented in confidence in accordance with section 5.23 of the Act;***
 - Accurate and comprehensive records of the performance management process will be created and registered within the City's Electronic Data Record Management System; and***
 - Manage all records in accordance with the City's Record Keeping Plan.***
- 1.6 The performance review process should commence at least 4 months prior to the required completion date.***
- 1.7 Support, limited to administrative, will be provided by the Executive Assistant to the Mayor and the Manager People and Safety.***



CITY OF BUNBURY
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CEO Performance Review Panel Notice of Meeting

Dear Committee Members

The next Ordinary Meeting of the CEO Performance Review Panel will be held in the Ocean Room, 2-4 Stephen Street, Bunbury on Monday, 20 December 2021 at 11.00am.

Signed:

Leanne French

Senior Governance and Risk Officer

Agenda

20 December 2021

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel	City of Bunbury
Councillor Karen Steele	City of Bunbury
Councillor Cheryl Kozisek	City of Bunbury
Councillor Marina Quain	City of Bunbury
Councillor Kris Plumb	City of Bunbury
Councillor Gabi Ghasseb	City of Bunbury

Ex-officio Members (non-voting):

Member Name	Representing
Mr Mal Osborne	CEO

Support Staff:

Name	Title
Mrs Leanne French	Senior Governance and Risk Officer
Mr Jordan Hunt	Team Leader Projects and Performance

Table of Contents

Item No	Subject	Page No.
1.	Declaration of Opening.....	5
2.	Disclaimer	5
3.	Announcements from the Presiding Member.....	5
4.	Attendances.....	5
4.1	Apologies.....	5
4.2	Approved Leave of Absence.....	5
5.	Declaration of Interest.....	5
6.	Confirmation of Minutes	5
7.	Method of Dealing with Agenda Business.....	5
8.	Reports.....	6
8.1	Review of CEO Key Performance Indicators.....	6
9.	Questions from Members.....	9
9.1	Response to Previous Questions from Members taken on Notice	9
9.2	Questions from Members	9
10.	Urgent Business	9
11.	Date of Next Meeting	9
12.	Close of Meeting.....	9

Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and future.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

1. Declaration of Opening

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

4. Attendances

4.1 Apologies

4.2 Approved Leave of Absence

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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6. Confirmation of Minutes

Committee Decision: Moved _____ Seconded _____

1. The minutes of the CEO Performance Review Panel meeting held on 8 December 2021 are confirmed as a true and accurate record.

CARRIED/LOST

7. Method of Dealing with Agenda Business

8. Reports

8.1 Review of CEO Key Performance Indicators

File Ref:	COB/515
Applicant/Proponent:	Internal
Responsible Officer:	Leanne French, Senior Governance and Risk Officer
Responsible Manager:	Greg Golinski, Manager Governance
Executive:	Karin Strachan, Director Strategy and Organisational Performance
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Information Purposes
Attachments:	Appendix 1: CEO 2020/21 KPI

Summary

This report considers the review of the CEO's key performance indicators (KPIs) that are to remain in effect until 30 June 2022.

Executive Recommendation

That the CEO Performance Review Committee recommends that Council endorse the reviewed 2020/21 CEO KPIs that will remain in effect until 30 June 2022, as presented, to allow the transition of CEO KPI's to a financial year basis.

Voting Requirement: Simple Majority

Strategic Relevance

Theme 4: Our City
Goal Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.4: A skilled organisation, which exercise responsible asset stewardship, sound financial management, and exemplary customer service.

Regional Impact Statement

Not applicable.

Background

At the Ordinary Council Meeting held 9 February 2021, Council resolved to endorse the CEO Key Performance Indicators for 2021 and noted the key points for action by the CEO.

All KPI's are to be formally reported on via a Council Agenda Item every 9 weeks with the last report considered by Council at its Ordinary Meeting held 14 December 2021.

At the CEO Performance Review Committee meeting held 8 December 2021, the Committee endorsed a recommendation to Council to transition the CEO performance review schedule into

alignment with the financial year commencing 2022/23. This supports an integrated approach to strategic and organisational planning.

Council Policy Compliance

The Council Policy CEO Performance and Salary Review authorises the CEO Performance Review Panel to undertake the CEO Performance Review and report findings and recommendations to Council.

Legislative Compliance

Local Government Act 1995

Sections 5.38 and 5.39(3)(b) of the Local Government Act 1995, which requires that:

- The performance of the CEO be reviewed at least once a year,
 - The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review,
- and
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

Local Government (Administration) Regulations 1996

Clause 4 of the CEO's contract of employment requires that a performance review be undertaken at least annually, and more frequently if Council or the CEO perceives there is a need to do so, and that the review references Performance Criteria that are agreed in writing by the parties.

Officer Comments

In order to transition to a financial year cycle for the CEO KPI's, interim KPI's are required to be established to be in effect for the period to 30 June 2022.

A review has been performed of the existing KPI's which will remain in effect during this period and is attached at Appendix 1.

The CEO will continue to formally report on the KPI's via a Council Agenda item every 9 weeks.

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Not applicable.

Councillor/Officer Consultation

The CEO Performance Review Committee is requested to formally consider the report and subsequently, present a Committee recommendation to Council for consideration.

Applicant Consultation

Not applicable

Timeline: Committee Decision Implementation

Pending Council endorsement, any changes to the CEO KPI's will become effective immediately.

9. Questions from Members

9.1 *Response to Previous Questions from Members taken on Notice*

9.2 *Questions from Members*

10. Urgent Business

Nil

11. Date of Next Meeting

TBC

12. Close of Meeting

The Presiding Member closed the meeting at _____.

CEO KPI Review 20 December 2021

Strategic Focus Area / Goal / Objective / KPI ID	KPI (31 December 2021)	Draft Revised KPI (30 June 2022)
Better Business <i>Maximise the City of Bunbury's ability to impact the community</i> Improve engagement with key stakeholders BB1.1a	New City of Bunbury website live (including citizen login and simplified access to information and services) by March 2022	Phase 1 of the City of Bunbury Website is in delivery. Council will be provided with wireframes to give input into the 'look' and 'feel' of the website on the 18th of January. A status report will be presented to Council in March 2022.
Better Business <i>Maximise the City of Bunbury's ability to impact the community</i> Improve engagement with key stakeholders BB1.1b	Provide Councillors with simplified access to live project updates, relevant documents, calendars and agreed Councillor services by March 2022.	Provide Councillors with simplified access to live project updates, relevant documents, calendars and agreed Councillor services, by May 2022.
Better Business <i>Maximise the City of Bunbury's ability to impact the community</i> Improve engagement with key stakeholders BB1.1c	Provide Council with options to enhance the City of Bunbury's community engagement capabilities by September 2021	Note: Framework is being developed, this framework will be provided to Council during a workshop before the end of February 2022. Updated KPI: Provide feedback to Elected Members around progress with the engagement and development of a Community Engagement Framework and obtain further options from them at a Council workshop in March 2022. Final Community Engagement Framework to be delivered June 2022.
Better Business <i>Maximise the City of Bunbury's ability to impact the community</i> Improve organisational focus and clarity BB1.1d	Strategy to Build a Better Bunbury endorsed by council by June 2021	Strategy Community plan presented to Council for their endorsement, by April 2022.
Better Business <i>Maximise the City of Bunbury's ability to impact the community</i> Improve the quality of services delivered by the City BB1.1e	Improve community & customer satisfaction by 5% (2022 Community Scorecard)	CEO to present reports to Council on the top 5 priority areas from the Community Scorecard, by May 2022.
Better Business <i>Improve the sustainability of the City of Bunbury's services</i> Improve the capacity of the City's services BB2.1a	Plan presented to council to improve organisational capacity (by 5% over 2 years) by March 2021	CEO to report to Council every third meeting on the progress of Evolve program achievements.

CEO KPI Review 20 December 2021

Strategic Focus Area / Goal / Objective / KPI ID	KPI (31 December 2021)	Draft Revised KPI (30 June 2022)
<p>Better Business <i>Enhance the reputation of the City of Bunbury within the community</i> Improve awareness in the community of City of Bunbury services, projects and initiatives BB3.1a</p>	<p>Improve community satisfaction scores by 5%. (2022 Community Scorecard**)</p>	<p>REMOVE KPI</p>
<p>Digital City <i>Establish Bunbury as a digital innovation hub</i> Create a digital innovation district in Bunbury in partnership with state government, federal government and private enterprise DC1.1a</p>	<p>Demonstrated evidence of advocacy for a Digital Innovation District to be established in Bunbury. Update June 2021</p>	<p>Note: This KPI is currently dependent on SWDC & AMTEC. Keep council updated until such time we know what is happening with AMTEC. Updated KPI: CEO to report to Council on the evidence of advocacy for a district of innovation in Bunbury, by June 2022.</p>
<p>Digital City <i>Improve employment opportunities and the reputation of Bunbury in research and development</i> Bring additional research and development capacity and presence to Bunbury DC2.1a</p>	<p>Demonstrated evidence of advocacy to universities, industry, businesses and not-for-profits to bring research and development capacity in Bunbury. Update June 2021 & December 2021</p>	<p>1. Return a Memorandum of Understanding to Council between Edith Cowan University and City of Bunbury by March 2022. 2. CEO to report to Council on the evidence of general advocacy for universities, industry, business and not-for-profits to bring research and development capacity in Bunbury, by June 2022.</p>
<p>Digital City <i>Encourage the establishment of new and future industries in the Greater Bunbury region</i> Establish an advanced manufacturing hub in the Greater Bunbury Region DC3.1a</p>	<p>Demonstrated evidence of advocacy and support for an Advanced Manufacturing Hub. Update June 2021</p>	<p>CEO to provide demonstrated evidence of advocacy and support for an Advanced Manufacturing Hub. Update June 2022</p>
<p>Lifestyle and Liveability <i>Activate Bunbury's waterfront</i> Explore the feasibility of an ocean pool LL1.1a</p>	<p>Present fatal flaws study to Council by March 2021</p>	<p>Completed, therefore remove KPI</p>
<p>Lifestyle and Liveability <i>Activate Bunbury's waterfront</i> Explore the feasibility of an ocean pool LL1.1b</p>	<p>Present agenda item to Council on ocean pool feasibility study by July 2021 (EC)</p>	<p>CEO to present outcomes of Ocean Pool Studies, being Geotechnical Investigations, Environmental Investigations, Preliminary Business Plan, Aboriginal Heritage and further Concept Design in a report to Council, by May 2022.</p>

CEO KPI Review 20 December 2021

Strategic Focus Area / Goal / Objective / KPI ID	KPI (31 December 2021)	Draft Revised KPI (30 June 2022)
Lifestyle and Liveability <i>Enhance sporting facilities</i> Improve facilities at Hands Oval LL2.1a	Present funding plan for Hands Oval redevelopment to Council by July 2021	1. CEO to provide a progress report to Council on additional funding applications to State Government, AFL and WAFL, by March 2022. 2. CEO to provide a report on scheduling of construction, by March 2022.
Lifestyle and Liveability <i>Enhance sporting facilities</i> Improve facilities at Hands Oval LL2.1b	Finalise scope and/or staging of redevelopment (subject to funding) by September 2021	Merge KPI into LL2.1a
Lifestyle and Liveability <i>Enhance sporting facilities</i> Improve facilities at Hands Oval LL2.1c	Commence build of Hands Oval Project by December 2021 (subject to funding)	Merge KPI into LL2.1a
Lifestyle and Liveability <i>Enhance sporting facilities</i> Improve facilities at Forrest Park LL2.2a	Provide agenda item to Council on options for Forrest Park infrastructure improvements by September 2021	Remove Project KPI's, already considered in the City's budget therefore being delivered.
Lifestyle and Liveability <i>Enhance sporting facilities</i> Improve facilities at the South West Sports Centre (SWSC) LL2.3a	Provide agenda item to Council on options for SWSC infrastructure improvements by July 2021 (EC)	CEO to provide an agenda item to Council regarding the SWSC redevelopment defining the staging requirements, scope and cost, by March 2022.
Lifestyle and Liveability <i>Enhance the visual appeal of the City of Bunbury</i> Improve the appeal and community impact of Boulters Heights LL3.1a	Provide agenda item to Council on Boulters Heights action plan by September 2021	CEO to provide an implementation plan for Council's consideration, including funding models, by April 2022.
Lifestyle and Liveability <i>Enhance the visual appeal of the City of Bunbury</i> Improve the appeal of major entry roads LL3.2a	NA - Completed	Completed, therefore remove KPI

CEO KPI Review 20 December 2021

Strategic Focus Area / Goal / Objective / KPI ID	KPI (31 December 2021)	Draft Revised KPI (30 June 2022)
Lifestyle and Liveability <i>Enhance the visual appeal of the City of Bunbury</i> Greening Bunbury LL3.3a	Greening Bunbury action plan presented to Council by September 2021	Remove Project KPI's, already considered in the City's budget therefore being delivered.
Lifestyle and Liveability <i>Improve facilities for families and young people</i> Develop the youth precinct LL4.1a	Youth precinct construction practical completion by April 2022	Youth precinct construction practical completion by April 2022.