

CEO Performance Review Committee

Minutes

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
4 Stephen Street
Bunbury WA 6230
Western Australia
Correspondence to:
Post Office Box 21
Bunbury WA 6231

Table of Contents

Item No	Subject	Page No.
1.	Declaration of Opening.....	4
2.	Disclaimer	4
3.	Announcements from the Presiding Member.....	4
4.	Attendances.....	4
4.1	Apologies.....	4
4.2	Approved Leave of Absence.....	4
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

The meeting was declared opened by the Presiding Member at 11.10am.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

Nil

4. Attendances

Committee Members:

Member Name	Representing
Mayor Jaysen Miguel (Presiding Member)	City of Bunbury
Councillor Cheryl Kozisek	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

4.1 Apologies

Cr Steele
Cr Quain

4.2 Approved Leave of Absence

Nil

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 before 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.

Nil

6. Confirmation of Minutes

Committee Decision: Moved Cr Plumb Seconded Cr Ghasseb

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

CARRIED

7. Method of Dealing with Agenda Business

All items were dealt with in the order they appeared in the agenda.

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.

Outcome of Meeting 20 December 2021

The Committee held a workshop with the Chief Executive Officer prior to the meeting and achieved a mutually agreed upon revised list of 2020/21 Key Performance Indicators (KPI's) to remain in effect until 30 June 2022.

The list of revised KPI's was considered by the Committee as presented in Appendix 1.

The following motion was moved by Cr Kozisek and seconded by Cr Ghasseb, and was carried unanimously as follows:

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.

9. Questions from Members

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

Nil

9.2 *Questions from Members*

Nil

10. Urgent Business

Nil

11. Date of Next Meeting

TBC

12. Close of Meeting

The Presiding Member closed the meeting at 11.12am.

These minutes were confirmed as a true and accurate record by the CEO Performance Review Committee at its meeting held on 4 May 2022.

Signed



Chair, Mayor Jaysen Miguel