



CEO Performance Review

# Minutes

Monday 6 May 2024

## MINUTES

Minutes of a meeting of the CEO Performance Review Committee held in the Council Chambers, Administration Building, Southern Drive, Busselton, on Monday 6 May 2024 at 12:00 pm.

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## 1 OFFICIAL OPENING

The meeting opened at 12:29pm.

The Presiding Member welcomed Councillors, staff, guests and members of the public to the CEO Performance Review Committee Meeting of 6 May 2024.

The Presiding Member acknowledged the Wadandi and Bibbulmun people as the traditional custodians of this region and paid respects to Elders past and present.

This meeting was audio recorded for minute taking purposes.

## 2 ATTENDANCE

PRESIDING MEMBER	MEMBERS
Mayor Phill Cronin	Cr Kate Cox
	Cr Val Kaigg

OFFICERS	
Mr Ben Whitehill	Acting Director Corporate Strategy and Performance
Mrs Shannon Pettengell	Manager People, Culture and Strategy
Ms Jo Barrett-Lennard	Governance Officer

APOLOGIES	
Nil	

## 3 DISCLOSURES OF INTEREST

### DISCLOSURES OF FINANCIAL INTEREST

Nil

### DISCLOSURES OF IMPARTIALITY INTEREST

Nil

#### **4 PUBLIC QUESTION TIME**

##### **4.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil

##### **4.2 QUESTION TIME FOR PUBLIC**

Nil

## 5 CONFIRMATION AND RECEIPT OF MINUTES

### 5.1 CEO Performance Review Committee 17 April 2024

#### COMMITTEE DECISION

**PR2405/6** Moved Cr Kate Cox, seconded Cr Val Kaigg

That the minutes of the CEO Performance Review Committee 17 April 2024 be confirmed as a true and correct record (as published at 2 May 2024 on the City of Busselton's website: <https://www.busselton.wa.gov.au/documents/13267/20240417-minutes-ceo-performance-review-17-april-2024> inclusive of all confidential material published on the restricted internal Docs on Tap application).

**CARRIED 3 / 0**

**FOR: Mayor Phill Cronin, Cr Val Kaigg and Cr Kate Cox**

**AGAINST: Nil**

## 6 REPORTS

### 6.1 Adoption of CEO Performance Review Process

<b>Strategic Theme:</b>	Key Theme 4: Leadership 4.4 Govern a professional organisation that is healthy, capable and engaged.
<b>Directorate:</b>	Corporate Strategy and Performance
<b>Reporting Officer:</b>	Manager People, Culture and Strategy - Shannon Pettengell
<b>Authorised By:</b>	Acting Director Corporate Strategy and Performance – Ben Whitehill
<b>Nature of Decision:</b>	Executive: Substantial direction setting, including adopting budgets, strategies, plans and policies (excluding local planning policies); funding, donations and sponsorships; reviewing committee recommendations.
<b>Voting Requirements:</b>	Simple Majority
<b>Disclosures of Interest:</b>	No officers preparing this item have an interest to declare.
<b>Attachments:</b>	1. CONFIDENTIAL REDACTED - Attachment 1 - CEO performance review process [6.1.1 - 3 pages]

#### COMMITTEE RECOMMENDATION

PR2405/7 Moved Cr Kate Cox, seconded Cr Val Kaigg

**That the Council adopt the CEO performance review process as detailed in Attachment 1.**

**CARRIED 3 / 0**

**FOR: Mayor Phill Cronin, Cr Val Kaigg and Cr Kate Cox**

**AGAINST: Nil**

#### OFFICER RECOMMENDATION

That the Council adopt the CEO performance review process as detailed in Attachment 1.

#### **EXECUTIVE SUMMARY**

The Council endorsed (C2404/119) the appointment of Strategic Leadership Consulting as the independent facilitator to assist the CEO Performance Review Committee in undertaking the performance review of the CEO.

In accordance with Part 4, clause 18 of the City's CEO Standards, this report recommends to Council the adoption of the CEO performance review process as detailed in Attachment 1.

#### **STRATEGIC CONTEXT**

An effective CEO performance review process is necessary for the good governance of the organisation.

## **BACKGROUND**

As part of the City's RFQ process for an independent facilitator, the scope of requirements detailed that the facilitator will be required to facilitate the City's CEO performance review process in accordance with section 5.38 of the *Local Government Act 1995* as well as the City of Busselton's CEO Standards, CEO Performance Review Policy and CEO Performance Review Committee Terms of Reference.

Respondents were further requested to provide a detailed performance review process to be followed including associated tools for the CEO and CEO Performance Review Committee (Committee) consideration, noting agreement is subject to Council endorsement.

The Council endorsed (C2404/119) Strategic Leadership Consulting as the independent facilitator who provided the process as detailed in Attachment 1.

## **OFFICER COMMENT**

In accordance with the City's CEO Standards Part 4, clause 18.1(a), the local government and the CEO must agree on the process by which the CEO's performance will be reviewed.

The CEO performance review process is also detailed in City's CEO Performance Review Policy (Policy).

Following the appointment of Strategic Leadership Consulting on 26 April 2024 as the independent facilitator, a meeting was held on 30 April 2024 with Dr Shayne Silcox, Principal Consultant of Strategic Leadership Consulting, the Committee Chair and CEO. The purpose of the meeting was to agree a proposed CEO performance review process, which would be recommended to the Committee before presenting to Council for adoption.

The proposed process is detailed in Attachment 1 which considers the CEO Standards and Policy. It is noted Dr Silcox has proposed the use of Strategic Leadership Consulting's own rating criteria as part of the process, which is consistent with the Policy.

Following Council adoption, Dr Silcox will commence the CEO performance review process.

## **Statutory Environment**

Section 5.38 of the *Local Government Act 1995* requires a local government to review the performance of the CEO annually.

Section 5.39B(2), (3), (5) and (6) of the *Local Government Act 1995* relate to adoption of model standards, as contained within Schedule 2 of the Regulations. The City's CEO Standards reflect these model standards.

Further, the Council has established a CEO Performance Review Committee and Terms of Reference (C2310/147), and a CEO Performance Review Policy (C2301/010).

### **Relevant Plans and Policies**

The officer recommendation aligns to the following adopted plan or policy:

Plan:

Not applicable.

Policy:

[Chief Executive Officer Performance Review](#)

Additionally, the CEO Standards and Performance Review Committee Terms of Reference are applicable.

### **Financial Implications**

The cost associated to proceed with attached process is as quoted for the engagement of the Strategic Leadership Consulting and is approximately \$7,500 (ex GST) inclusive of estimated travel and accommodation costs.

### **External Stakeholder Consultation**

Not Applicable

### **Risk Assessment**

An assessment of the potential implications of implementing the officer recommendation has been undertaken using the City's risk management framework, with risks assessed taking into account any controls already in place. No risks of a medium or greater level have been identified, with the proposed CEO performance review process.

### **Options**

As an alternative to the proposed recommendation, the Council could propose an alternative performance review process for CEO agreement.

### **CONCLUSION**

Following consultation with the Committee and CEO and in accordance with the City's CEO Standards and Committee Terms of Reference, the CEO performance review process detailed in Attachment 1 is recommended to Council for adoption.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

The officer recommendation will be implemented in full, or in stages as per the following table:

<b>Milestone</b>	<b>Completion Date</b>
CEO performance review process adopted by Council.	8 May 2024
Strategic Leadership Consulting commence CEO performance review process.	9 May 2024



## **7 CONFIDENTIAL MATTERS**

Nil

## **8 NEXT MEETING DATE**

Wednesday 31 July 2024

## **9 CLOSURE**

The meeting closed at 12:30pm.

**The minutes of the CEO Performance Review Committee meeting held 6 May 2024 were confirmed as a true and correct record on:**

**Date:**

**Presiding Member:**