Chief Executive Officer Review Committee

9 December 2019

By signing these minutes I certify that they were confirmed at the Chief Executive Officer Review Committee Meeting held on ________________.

_________________________________
CR BARRY McKENNA
CHAIRPERSON
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MINUTES

MINUTES of the meeting of the Chief Executive Officer Review Committee which was held in Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on 9 December 2019 commencing at 6:11pm.

Committee Recommendations to Council are subject to adoption, or otherwise, at the following Ordinary Meeting of Council, as recorded in Minutes of that Council Meeting.

1. OFFICIAL OPENING

Cr Dan Bull, Mayor, declared the meeting open at 6:11pm.

ELECTION OF CHAIRPERSON

In accordance with Section 5.12 of the Local Government Act 1995 (WA), the members of the Committee are to elect a chairperson (Presiding Member) from amongst themselves.

Cr Dan Bull, Mayor assumed the role of Temporary Chairperson and called for nominations for Chairperson of the Committee.

Cr Dan Bull, Mayor, moved, Cr Giorgia Johnson seconded that Cr Barry McKenna be elected Chairperson and there being no other nominations, Cr McKenna was declared elected.

2. ACKNOWLEDGEMENT OF COUNTRY

The Chairperson, Cr Barry McKenna, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past, present and emerging.

CARRIED UNANIMOUSLY: 3/0

3. ATTENDANCE

Members
Cr Dan Bull, Mayor
Cr Filomena Piffaretti, Deputy Mayor (from 6:13pm)
Cr Barry McKenna
Cr Giorgia Johnson

Officers
Mr Andrew Brien, Chief Executive Officer
Ms Cassandra Flanigan, Executive Support/Research Officer

Observers
Nil.
3.1 Apologies
Cr Catherine Ehrhardt
Cr Stephanie Gray

3.2 Approved Leave of Absence

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Date of Leave</th>
<th>Approved by Council</th>
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</thead>
<tbody>
<tr>
<td>Cr Giorgia Johnson</td>
<td>16 December 2019 to 24 December 2019 inclusive</td>
<td>Special Council Meeting 21.10.2019</td>
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<tr>
<td>Cr Elli Petersen-Pik</td>
<td>21 December 2019 to 26 January 2020 inclusive</td>
<td>Ordinary Council Meeting 5.11.2019</td>
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<tr>
<td>Cr Barry McKenna</td>
<td>11 January 2020 to 23 January 2020 inclusive</td>
<td>Ordinary Council Meeting 19.11.2019</td>
</tr>
<tr>
<td>Cr Sally Palmer</td>
<td>6 January 2020 to 23 January 2020 inclusive</td>
<td>Ordinary Council Meeting 19.11.2019</td>
</tr>
</tbody>
</table>

4. DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

(a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

The following disclosures of interest were made at the meeting:

Nil.

5. DELEGATED AUTHORITY BY COUNCIL

There are no items appearing in this minutes for which the Chief Executive Officer Review Committee has been granted delegated authority by Council in accordance with section 5.23(1)(b) of the *Local Government Act 1995*; this meeting is closed to the Public.

*Cr Filomena Piffaretti arrived 6:13pm.*

6. TERMS OF REFERENCE

The purpose of the Chief Executive Officer Review Committee is to assess the CEO performance against the agreed key performance indicators which are to be agreed on an annual basis.

7. CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

The Minutes of the Chief Executive Officer Review Committee held on 28 August 2019 which had been distributed, are to be presented for confirmation as a true and correct record.

CR DAN BULL, MAYOR MOVED, CR GIORGIA JOHNSON SECONDED

CARRIED UNANIMOUSLY: 4/0
8. PRESENTATIONS

8.1 Presentations
Nil.

8.2 Deputations
Nil.
9. REPORTS

9.1 Training in conducting CEO Performance Reviews

<table>
<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>City of Bayswater</th>
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<tr>
<td>Owner:</td>
<td>City of Bayswater</td>
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<tr>
<td>Responsible Directorate:</td>
<td>Office of the Chief Executive Officer</td>
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<td>Authority/Discretion:</td>
<td>☐ Advocacy</td>
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<td>☑ Executive/Strategic</td>
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<td>☐ Legislative</td>
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<td>Voting Requirement:</td>
<td>Simple Majority Required</td>
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<td>Attachments:</td>
<td>Nil</td>
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<tr>
<td>Refer:</td>
<td>Item 10.2.15 OCM 29.10.2019</td>
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SUMMARY

For Council to consider nominating at least one member of the Chief Executive Officer Review Committee to undertake training in relation to the conduct of CEO Performance Reviews.

OFFICER’S RECOMMENDATION

That Council nominates ________________ to undertake training in relation to the conduct of CEO Performance Reviews.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council nominates Cr Barry McKenna to undertake training in relation to the conduct of CEO Performance Reviews.

CR DAN BULL, MAYOR MOVED, CR GIORGIA JOHNSON SECONDED

CARRIED UNANIMOUSLY: 4/0

BACKGROUND

At the Ordinary Council Meeting on 29 October 2019, Council resolved as follows:

That Council:

1. Appoints the following members to the CEO Review Committee for the term 29 October 2019 to 16 October 2021 in accordance with the Terms of Reference as outlined in Attachment 1, noting that at least one member will be required to undertake training in relation to the conduct of CEO performance reviews:
   a. Cr Dan Bull, Mayor;
   b. Cr Filomena Piffaretti, Deputy Mayor;
   c. Cr Catherine Ehrhardt;
   d. Cr Stephanie Gray;
   e. Cr Giorgia Johnson; and
   f. Cr Barry McKenna

2. Notes that the CEO Key Performance Indicators for 2019-2020 will be required to be developed and approved at the first meeting of the CEO Review Committee.
3. Notes that all Councillors who are not Members of the CEO Review Committee be appointed as Deputy Members to that Committee for the term 29 October 2019 to 16 October 2021.

4. Notes that if a Member is unable to attend a meeting, the order of appointment of the Deputy at that meeting will be based on: a. Councillor of the same Ward as the Member of the Committee; and b. Length of service.

CR FILOMENA PIFFARETTI, DEPUTY MAYOR MOVED, CR STEPHANIE GRAY SECONDED

CARRIED UNANIMOUSLY: 10/0

EXTERNAL CONSULTATION

Nil.

OFFICER’S COMMENTS

The Department of Local Government, Sport and Cultural Industries has recently undertaken a review of Local Government CEO Recruitment and Selection, Performance Review and Termination. The draft Standards and Guidelines currently out for consultation highlights the important role of the development of CEO KPI’s, regular review and reporting on findings and recommendations to Council.

It is recognised as best practice for either at least one member of the CEO Review Committee to undertake training in relation to the conduct of CEO performance reviews or, as recommended by the Department, an external facilitator be engaged to work with the CEO Review Committee throughout the year in the processes of setting targets and evaluating performance.

Rather than engage a consultant on an ongoing basis throughout the year, it is considered appropriate that at least one member of the CEO Review Committee undertake training in relation to CEO Performance Reviews. This will allow for consistency during the review process during the year. An independent facilitator will then be engaged for the final review of the year. It is also recognised that the engagement of a consultant for the entire year’s review process will be significantly more expensive than the cost of a one day training course.

WALGA currently offers one full day course on CEO Performance Appraisals. An overview of the course is provided below.

Overview

CEO Performance Appraisals addresses the processes, skills and attributes required for Elected Members to contribute effectively to their Council’s annual appraisal of its Chief Executive Officer.

Topics covered within the course include the legal responsibility of Elected Members to review the performance of their CEO, the planning and processes involved with the annual appraisal, assessing achievements and setting goals.

Elected Members will develop the knowledge and skills to make their contribution to the Chief Executive Officer’s annual appraisal as well as establishing a framework to identify any gaps in performance which might inhibit the achievement of Council’s strategic goals, and could require an investment in personal and/or professional development for the CEO.

Target Audience
Suitable for Elected Members who are unsure or who have minimal involvement in the annual appraisal of Local Government Chief Executive Officers and who wish to make a contribution to their Council’s process

Learning Outcomes

On completion of this program, participants should be able to:
- explain the importance and benefits of the CEO performance appraisal
- explain the review process
- decide who will conduct the review, establish aims for the review and decide what to assess
- design documentation tailored to the needs of the Local Government to facilitate the review process
- outline challenges that might arise during the meeting and describe how to avoid and manage them
- describe techniques associated with appropriate feedback; and
- explain discussion points for an evaluation of the appraisal process and outcomes.

Duration

9:00am to 4:30pm (8:45am registration)

Fees

$525.00 (GST exempt)

WALGA has set the following 2020 dates for the course:
- Tuesday 14 April
- Tuesday 21 July
- Tuesday 13 October

It is proposed that that the course fee be paid out of the general training account rather than the individual Councillor’s conference and training allowance.

FINANCIAL IMPLICATIONS

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>CAPITAL / UPFRONT COSTS ($)</th>
<th>ONGOING COSTS ($)</th>
<th>INCOME ($)</th>
<th>ASSET LIFE (YEARS)</th>
<th>WHOLE OF LIFE COSTS ($)</th>
<th>CURRENT BUDGET ($)</th>
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<td></td>
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<td>MATERIALS &amp; CONTRACT</td>
<td>STAFFING</td>
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<td>1</td>
<td>$525</td>
<td>N/A</td>
<td>N/A</td>
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<td>$2,500</td>
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STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L3: Strong stewardship leadership

By ensuring that at least one member of the CEO Review Committee has undertaken training in relation to the conduct of CEO Performance Reviews, it will ensure the continuation of strong stewardship and leadership.
CONCLUSION

In accordance with the Council resolution of 29 October 2019, it is recommended that at least one member of the CEO Review Committee be nominated to undertake training in relation to the conduct of CEO Performance Reviews.
9.2 Adoption of 2019/2020 Key Performance Indicators

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<tr>
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<td>☐ Quasi-Judicial</td>
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<td>☐ Information Purposes</td>
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<td>Voting Requirement:</td>
<td>Simple Majority Required</td>
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<td>Attachments:</td>
<td>1. Draft Key Performance Indicators 2019/2020</td>
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<td>Refer:</td>
<td>Item 13.1 OCM 03.09.2019</td>
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SUMMARY

In accordance with the Chief Executive Officer Contract of Employment and the Council resolution of 3 September 2019, Council is required to adopt key performance indicators for the 2019/20 year.

OFFICER’S RECOMMENDATION

That Council:

1. Endorse the following focus areas to form the basis of the annual review and as outlined in further detail in Attachment 1 to this report:
   (a) Organisational performance
   (b) Key projects
   (c) Professional development
   (d) 360 Performance Survey

2. Notes that assessment of performance will be undertaken at the end of June 2020 in accordance with the requirements of the Chief Executive Officer Contract of Employment, with updates being provided at each meeting of the Chief Executive Officer Review Committee.

COMMITTEE RECOMMENDATION

That Council:

1. Endorse the following focus areas to form the basis of the annual review and as outlined and further amended in Attachment 1 to this report:
   (a) Organisational performance
   (b) Key projects
   (c) Professional development
   (d) 360 Performance Survey

2. Notes that assessment of performance will be undertaken at the end of June 2020 in accordance with the requirements of the Chief Executive Officer Contract of Employment, with updates being provided at each meeting of the Chief Executive Officer Review Committee.

CR GIORGIA JOHNSON MOVED, CR FILOMENA PIFFARETTI, DEPUTY MAYOR SECONDED

CARRIED UNANIMOUSLY: 4/0
BACKGROUND
At the Chief Executive Officer Performance Review Committee Meeting held on 28 August 2019, the Committee recommended that the key performance indicators be developed and presented to the Council following the 2019 local government elections. This was intended to allow the incoming Council to add or amend any of the indicators in line with priorities of the Council and still provide an opportunity for the indicators to be achieved through the balance of the reporting period.

EXTERNAL CONSULTATION
Whilst there has been no external consultation in relation to the development of the key performance indicators, the Department of Local Government is currently consulting on the Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination. Given that this consultation is likely to lead to changes to the requirements for CEO key performance indicators in the future it is proposed to utilise this as a starting point in the review.

OFFICER’S COMMENTS
The Department of Local Government, Sport and Cultural Industries has released a draft consultation paper on the Standards and Guidelines relating to Local Government CEO Recruitment and Selection, Performance Review and Termination which incorporates the following:

Principles
The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standard
The minimum standard for performance review will be met if:

- S2.1 Key result areas are specific, relevant, measurable, achievable and time-based.
- S2.2 The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3 The CEO is informed about how their performance will be managed and the results of their performance assessment.
- S2.4 The collection of evidence regarding key result areas is thorough and comprehensive.
- S2.5 Assessment is made free from bias and based on the CEO’s achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- S2.6 The council has endorsed the performance review assessment by absolute majority

Key result areas, performance indicators and goals
Setting the performance criteria is an important step. As one of the CEO’s key responsibilities is to oversee the implementation of council’s strategic direction, it is important to align the CEO’s performance criteria to the goals contained in the council’s Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO’s performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the
CEO’s role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council’s Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government’s finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO’s performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

When looking at the previous year key performance indicators, the majority of the draft standard would already be met, however there is still an opportunity to more closely align the key performance indicators to the Council’s strategic direction which has been refined during the year.

In preparing the draft performance indicators the following factors have been taken into consideration:

- Potential to roll-over ongoing performance measures from 2018/19.
- Comments and specific focus areas identified by the CEO Review Committee.
- Draft consultation paper in relation to CEO performance.
- Areas identified by the CEO as professional development opportunities aligned to the future aspirations of Council.
The proposed change in format and closer alignment to the outcomes of the Corporate Business Plan is consistent with the proposed standards and ensures that the focus remains on delivering the organisational outcomes contained with the key council documents. This change sees a focus on three areas along with an annual 360 performance survey to help identify future focus areas. The three remaining areas of focus are:

1. Organisational performance – this is directly linked to the delivery of the actions and projects contained within the Corporate Business Plan and planned for delivery in 2019/20
2. Key projects – this provides the opportunity for Council to identify and focus efforts against specific areas that the Council sees as important or higher priority and which the Chief Executive Officer has the ability to either directly deliver or influence the outcomes
3. Professional development – this provides an opportunity for Council to incorporate any specific areas where they believe that the Chief Executive Officer should focus to improve individual performance.

These are detailed further in the attachment to the report.

FINANCIAL IMPLICATIONS

Adoption of the Chief Executive Officer Key Performance Indicators does not have any financial impact.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance.
Aspiration: Open, accountable and responsive service.
Outcome L3: Strong stewardship and leadership.

CONCLUSION

The CEO’s Key Performance Indicators for 2019/20 have been shaped to represent closer alignment to the Corporate Business Plan and ensures that delivering organisation outcomes contained within key Council documents remain a priority. The remaining focus areas represent feedback received during the 2018/19 Chief Executive Officer Annual Performance Review and are consistent with direction outlined in the proposed reforms from the Department of Local Government, Sport and Cultural Industries.
Key Performance Indicator One – Organisational Performance

This indicator will be assessed based on the performance of the entire organisation using the outcomes of the Corporate Business Plan for 19/20 identified activities as shown in the following table.

|-----|---------------------------------------------|-----------------------------------------------|------------------------------------------|------------------------------------------|
| 1.1 | C1 A strong sense of community through the provision of quality services and facilities. | C1.1 Plan and provide a range of community facilities to meet current and future needs. | C1.1.1 Implement the approved future option for Maylands Waterland site. | C1.1.2 Implement a library services strategy.  
C1.1.3 Investigate possible locations for permanent event stage structures within the City’s Regional reserves. |
|     |                                             | C1.2 Deliver community programs that encourage community interaction and participation. | C1.2.1 Develop and implement a Community Recreation Plan. | C1.2.2 Deliver and implement a youth plan.  
C1.2.3 Develop and implement a Public Health Plan. |
|     |                                             | C1.3 Deliver a safety service which builds a strong sense of community safety. | C1.3.1 Apply Crime Prevention Through Environmental Design principles in Town Centre developments. | C1.2.4 Develop and implement a Culture Plan |
| 1.2 | C2 Accessible services that recognise diversity. | C2.1 Ensure the City’s services and facilities are accessible and inclusive. | C2.1.1 Review of Aged Care assets. | |
| 1.3 | N1 Natural environment and biodiversity which are conserved and protected. | N1.1 Develop and implement management strategies to strengthen the resilience of the environment. | N1.1.1 Develop and implement a City of Bayswater Environmental liveability framework including biodiversity, climate change, and urban forest. | |
| 1.4 | N2 A resilient community that responds to sustainability challenges. | N2.1 Provide innovative waste and recycling services to reduce waste and empower the community to do the same. | N2.1.1 Review waste collection practices, investigate and implement alternative waste treatment technologies, including Food Organics and Garden Organics (FOGO).  
N2.1.2 Deliver waste education to the community in partnership with other stakeholders. | |
| 1.5 | B1 Appealing streetscapes. | B1.1 Develop and maintain streetscapes. | B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.  
B1.1.1 Develop and implement a streetscape upgrade plan for Noranda | |
| 1.6 | B2 A connected community with sustainable and well maintained transport. | B2.1 Advocate for safe and accessible public transport. | B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.  
B2.1.2 Complete and implement a City wide Local Area Traffic Management Study. | |
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<tr>
<td>1.7</td>
<td>B3 Quality Built Environment</td>
<td>B3.1 Develop plans, policies and guidelines for quality built form.</td>
<td>B3.1.1 Prepare a Structure Plan and built form policies for each town centre – Maylands, Morley, Noranda and Bayswater.</td>
<td>B3.1.2 Develop and implement a Local Planning Strategy and develop a new town planning scheme. B3.1.3 Review and implement the Municipal Heritage Inventory and associated processes.</td>
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<td>B2.1.3 Develop remaining Parking Management Strategies for town centres.</td>
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<td>B2.1.4 Investigate a pedestrian friendly shared place in the Bayswater Town Centre.</td>
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<td>1.8</td>
<td>E1 Support initiatives for local business</td>
<td>E1.1 Implement initiatives which support business growth.</td>
<td>E1.1.1 Create precinct marketing plans that itemise the qualities of the town centres and transmits them to the public.</td>
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<tr>
<td>1.9</td>
<td>E2 Active and engaging town and city centre.</td>
<td>E2.1 Increase public amenity in town/city centres to enhance community interaction and public safety.</td>
<td>E2.1.1 Strengthen the Morley City Centre as a pedestrian friendly environment to meet the requirements of a Strategic Metropolitan Centre. E2.1.2 Implement Town Centre Activation Plans. E2.1.3 Develop and implement a Public Art Strategic Plan.</td>
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<tr>
<td>1.10</td>
<td>L1 Accountable and Good Governance</td>
<td>L1.1 Ensure policies, procedures and practices are effective.</td>
<td>L1.1.1 Investigate opportunities to simplify processes and reduce red tape in all areas of the City's business. L1.2.1 Develop a land asset disposal and acquisition strategy and program, including review of use.</td>
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<td>L1.2 Deliver long term financial planning.</td>
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<td>1.11</td>
<td>L2 Proactively communicates and consults.</td>
<td>L2.1 Communicate and engage with the community.</td>
<td>L2.1.1 Develop a public relations and marketing strategy, including online and social media. L2.1.2 Undertake a community perception survey every two years.</td>
<td>L2.2.1 Develop, review and implement processes and corporate systems to be more responsive to community needs and contemporary customer interaction.</td>
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<td>1.12</td>
<td>L3 Strong stewardship and leadership.</td>
<td>L3.1 Provide Council with information and support to enable informed decision making.</td>
<td>L3.1.1 Co-ordinate ongoing training programs for elected members. L3.1.2 Undertake annual staff satisfaction surveys. L3.1.3 Provide an annual report on the implementation of approved strategies.</td>
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</table>
Key Performance Indicator Two – Key Projects

The specific projects have been identified as key focus areas and will be assessed based on meeting the deliverables as outlined in the following table:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Project Title</th>
<th>Description</th>
<th>Specific Actions/Deliverables for 2019/20</th>
</tr>
</thead>
</table>
| 2.1 | Strategic Planning Workshop               | In order to refocus the direction of the Council following the 2019 elections, a strategic planning workshop will be held with Councillors and Executive staff to review/set the Council priorities for the next two years. | 1. Workshop format and discussion paper to be developed and presented to Council for consideration by 30 November 2019.  
2. Subject to Council approval, workshop to be conducted by 28 February 2020  
3. Workshop outcomes to be documented and provide direction for the major review of the Strategic Community Plan |
| 2.2 | Council Advocacy Strategy                 | Council advocacy strategy to be updated in line with the outcomes of the Strategic Planning Workshop | 1. Advocacy strategy and major projects/initiatives papers to be developed prior to 30 April 2020 in lines with the outcomes of the Strategic Planning workshop  
2. In conjunction with the Mayor, arrange and attend meetings with State and Federal Ministers and where appropriate government agencies and private sector on relevant projects and reports on meetings provided to all elected members |
| 2.3 | SEED Project Progress Reports             | Reports to be provided on actions identified in the SEED Project Reports. | Close out reports to be provided for:  
Parks and Gardens  
Community Development  
Community Events  
ELT  
OSH  
Training, Development and Staff Wellbeing. |
| 2.4 | Financial Management                      | To ensure effective and prudent financial management, reporting to Council will require an increased focus on carry forward projects. | 1. A reduction in the level of carry forward expenditure with a focus on operating projects and activities.  
2. A strategy to be presented to Council prior to the adoption of the 20/21 budget to help reduce the amount of operating carry forwards. |
| 2.5 | Service Reviews                           | To ensure effective delivery and improvements in customer service, further service reviews are to be undertaken with reports provided to Council at the end of each review. | 1. Reports on service reviews initiated by the CEO to be provided upon completion of each review  
2. Service Reviews of areas identified and approved by Council to be reported upon completion. |

Key Performance Indicator Three – Individual Performance

The following specific focus areas were identified either by the Chief Executive Officer Review Committee or the CEO as areas for professional development.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Focus area</th>
<th>Specific Actions/Deliverables for 2019/20</th>
</tr>
</thead>
</table>
| 3.1 | Professional Development      | 1. Attendance at relevant state and national forums related to local government with report on outcomes provided to Council  
2. Ongoing involvement and participation in the Local Government Chief Officers Group  
3. Represent the Council at the Annual ALGA and WALGA events |
| 3.2 | Engagement and Communication  | 1. Facilitation of Councillor workshops and briefings  
2. Effective consultation with portfolio councillors on relevant subject matter through either distribution of information or attendance at relevant conferences, seminars and events  
3. Attendance at significant Council events and activities. |

Key Performance Indicator Four – 360° Survey

Whilst not forming part of the assessment outcome, a 360° survey will be undertaken on an annual basis to help inform any future areas to be focused on in future year.
9.3 KPI Report - 1 July 2019 to 30 November 2019

| Applicant/Proponent: | City of Bayswater |
| Owner: | City of Bayswater |
| Responsible Directorate: | Office of the Chief Executive Officer |
| Authority/Discretion: | ☐ Advocacy | ☐ Review |
| | ☐ Executive/Strategic | ☐ Quasi-Judicial |
| | ☐ Legislative | ☒ Information Purposes |
| Voting Requirement: | Simply Majority Required |
| Attachments: | 1. CEO KPI Summary 1 July 2019 – 30 November 2019 |
| Refer: | Nil. |

SUMMARY

For Council to receive and note that quarterly progress report in relation to the CEO performance against the proposed Key Performance Indicators.

COMMITTEE RECOMMENDATION TO COUNCIL

That Council receives and notes the CEO Quarterly Key Performance Indicator Summary for the period ending 30 November 2019.

CR DAN BULL, MAYOR MOVED, CR FILOMENA PIFFARETTI, DEPUTY MAYOR SECONDED

CARRIED UNANIMOUSLY: 4/0

BACKGROUND

At the Chief Executive Officer Annual Review held on 24 July 2018, the Committee recommended that meeting frequency be changed from monthly to quarterly. A summary report is provided to each meeting of the Committee as the basis of reporting progress. In addition, the Committee will continue to seek updates on other relevant strategic issues as they arise and these will be included in subsequent reports to the Committee.

EXTERNAL CONSULTATION

Nil.

OFFICER’S COMMENTS

At the Chief Executive Officer Performance Review Committee Meeting held on 28 August 2019, the Committee recommended that the key performance indictors be developed and presented to the Council following the 2019 local government elections.

The development of the draft key performance indicators was undertaken by the Chief Executive Officer. There are three key focus areas contained within the KPI’s, being:

- Organisational Performance – this indicator being assessed based on the performance of the entire organisation using the outcomes of the Corporate Business Plan for 2019/20
- Key Projects - this indicator being assessed against specific projects that have been identified as key focus areas and deliverables assigned against them
- Individual Performance – this indicator being assessed against specific focus areas identified by either the Chief Executive Officer Review Committee or the CEO as areas for professional development
- 360 survey – whilst not forming part of the assessment outcome, a 360 survey will be undertaken on an annual basis to help inform any future areas to be focused on in future years
A summary report of performance against the Key Performance Indicators for the period 1 July 2019 to 30 November 2019 is included at Attachment 1.

FINANCIAL IMPLICATIONS
Nil.

STRATEGIC IMPLICATIONS
In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L3: Strong stewardship and leadership

The CEO KPI Report identifies initiatives being undertaken to deliver continuous improvement in all areas of the City’s business, highlighting strong stewardship and leadership within the City.

CONCLUSION
The CEO KPI report is presented to keep Council informed of the initiatives being undertaken to deliver continuous improvement in all areas of the City’s business and it is therefore recommended that Council receive and note the report.
### Key Performance Indicator One – Organisational Performance

This indicator will be assessed based on the performance of the entire organisation using the outcomes of the Corporate Business Plan for 19/20 identified activities as shown in the following table.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.1</td>
<td>C1 A strong sense of community through the provision of quality services and facilities.</td>
<td>C1.1.1 Implement the approved future option for Maylands Waterland site.</td>
<td>At the 3 September OGM Council resolved to not open Maylands Waterland for the 2019/20 season and reallocate any savings towards the redevelopment. The City will continue to work with the Maylands Waterland Working Group to develop a concept design.</td>
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<td>C1.1.2 Implement a library services strategy.</td>
<td>An assessment has been completed and a summary of findings will be presented to ELT in early December.</td>
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<td></td>
<td>C1.1.3 Investigate possible locations for permanent event stage structures within the City’s Regional reserves.</td>
<td>An internal assessment has been completed. Options, possible costs and recommendations were presented to a Council in November 2019.</td>
</tr>
<tr>
<td></td>
<td>C1.2 Deliver community programs that encourage community interaction and participation.</td>
<td>C1.2.1 Develop and implement a Community Recreation Plan.</td>
<td>A project plan and scope of works is currently being developed and will be presented to ELT late October, then a Councillor workshop in early 2020.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C1.2.2 Deliver and implement a youth plan.</td>
<td>The City’s Youth Action Plan - The Platform has been completed and was approved by Council on 3 September 2019. The finalised document is now on the City’s website and will be launched externally to key stakeholders on 4 December 2019 with the City’s Youth Advisory Council playing a key role in assisting to deliver this event. To date, some of the key highlights of The Platform’s implementation include: delivery of 8 How to Adult Workshops - Winter and Spring 2019 editions (Barista workshop, DJ Workshop, Edible Art, First Aid Essentials, Interview Skills, Archery, Growing an edible garden and Good with money), and building relationships and working partnerships with several organisations including; Therapy Focus, Foodbank, YouthCARE, Mentoring 2 Work, Multicultural Services WA, Blue Sky, Morley Noranda Recreation Centre and local high schools. To support the YAC in their leadership role, planning is underway to deliver a training program over the next quarter.</td>
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<td>C1.2.3 Develop and implement a Public Health Plan.</td>
<td>The Public Health and Wellbeing Plan was adopted by Council in June 2019. Actions will be implemented as part of ongoing business as usual operations. Grant funding was obtained from Injury Matters, for a “Stay on your Feet Campaign”. The grant funds were used for a 6 week program at the RISE which aimed at increasing physical activity in over 55s. A series of food safety workshops have been held at the Civic Centre, the Galleria and some of the larger local food businesses, to help improve the skills and knowledge of their food handlers.</td>
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<td></td>
<td>C1.2.4 Develop and implement a Culture Plan</td>
<td>The Cultural Plan 2019-2024 was adopted by Council on 23 July 2019 and has since been published on the City’s website and distributed to stakeholders. An implementation plan has been developed to record progress against the Plan’s listed deliverables and opportunities, across the five year timeframe of the Plan.</td>
</tr>
</tbody>
</table>
To date, the City has accomplished or is working toward accomplishing the following:

- Art Awards and Exhibition was delivered by the City in November 2019
- Partnership with Cine Vivo has been confirmed to bring a Latino film Festival (2 day event) to the City of Bayswater in March 2020.
- The City has financially supported Town Centre teams to deliver events that incorporate cultural activities i.e. Maylands Festival in November.
- From July - November 2019, City staff have actively established (or strengthened) connections with WA Ballet, WAYJO, Multicultural Services Centre, Perth Cabaret Collective, Chisholm College and the Historical Societies to open opportunities for future partnerships.

Over the next quarter the City will be delivering various events, which will incorporate cultural activities, predominantly through performing arts.

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<tr>
<td>C1.3</td>
<td>Deliver a safety service which builds a strong sense of community safety.</td>
<td>C1.3.1 Apply Crime Prevention Through Environmental Design principles in Town Centre developments.</td>
<td></td>
<td>The Morley Activity Centre Plan includes a number of provisions to encourage CPTED principles. The scheme now includes provisions to locate large parking areas behind buildings and have visual permeability for ground floor shops to allow eyes on the street. A recent example is the approved conversion of restaurants along Rudloch Road and Russell Street to a mix of land uses which promote activity day and night.</td>
</tr>
<tr>
<td>C2.1</td>
<td>Ensure the City’s services and facilities are accessible and inclusive.</td>
<td>C2.1.1 Review of Aged Care assets.</td>
<td>Meetings have been held with the relevant parties and the dialogue is continuing.</td>
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<td>N1.1</td>
<td>Develop and implement management strategies to strengthen the resilience of the environment.</td>
<td>N1.1.1 Develop and implement a City of Bayswater Environmental liveability framework including biodiversity, climate change, and urban forest.</td>
<td>The project task or methodology has been refined with Curtin University to include a greater focus on engaging with the community through i) a value mapping online survey &amp; ii) a community forum workshop.</td>
<td>The project plan is now complete. The City will open to expressions of interest for community experts by the end of 2019.</td>
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<tr>
<td>N2.1</td>
<td>Provide innovative waste and recycling services to reduce waste and empower the community to do the same.</td>
<td>N2.1.1 Review waste collection practices, investigate and implement alternative waste treatment technologies, including Food Organics and Garden Organics (FOGO).</td>
<td>The City’s waste collection services are being reviewed to help facilitate the implementation of a FOGO bin system which is expected at or by 1 July 2020. An audit of the City’s general waste bins is being undertaken in conjunction with the EMRC and the City has submitted an Expression of Interest for the WALGA bin tagging program which is due to commence in approximately March 2020. Composting workshops have also been rolled-out in collaboration with community groups (e.g. Environment House) to educate the community about home composting and waste reduction. The City is liaising with the EMRC regarding the Container Deposit Scheme and has also implemented several new waste initiatives,</td>
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<td></td>
<td>B1.1 Develop and maintain streetscapes.</td>
<td>B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.</td>
<td>Including green waste bulk bins, online bulk bin ordering, bulk waste recycling, light globe and battery collection sites, and e-waste collection. New waste initiatives, such as dog waste compost bins in reserves, are being investigated. Investigation into alternative waste treatment technologies, such as Pyrolysis and Waste to Energy, particularly for residual waste, is continuing. The City is currently looking into an opportunity to partner with an organisation to help facilitate a community led waste and sustainability initiative.</td>
</tr>
<tr>
<td>1.5</td>
<td>B1.1 Develop and maintain streetscapes.</td>
<td>B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.</td>
<td>The draft Morley Streetscape plan was adopted by Council for advertising on 23 July 2019. Advertising of the plan has been completed and the outcome of the consultation will be reported to Council by February/March 2020. The Bayswater Streetscape plan will not be prepared by the City now that DevelopmentWA are involved in the Bayswater town centre. The City will work with DevelopmentWA and PTA.</td>
<td>Waste education for the community is continuing via Cleanaway and EMRC, as well as Boomerang Alliance (subject to Waste Authority funding). Composting workshops have been rolled-out in collaboration with Environment House, to educate the community about home composting and waste reduction. This helps remove waste from the municipal waste stream, which is expected to have significant cost and environmental benefits. The City is continuing to work with community groups in regards to improving recycling rates and decreasing contamination in multi-unit developments.</td>
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<tr>
<td>1.5</td>
<td>B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.</td>
<td>B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.</td>
<td>Nevertheless, concept plans have been developed for some resurfacing and road layout changes for a portion of Benara Road and McGilvray Avenue. Community consultation is being undertaken in November and December 2019, with the works scheduled for March/April 2020.</td>
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<td>1.6</td>
<td>B2.1 Advocate for safe and accessible public transport.</td>
<td>B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.</td>
<td>In October/November the City met with DOT to discuss the Long Term Cycling Plan (LTCP) for the City and how it may link with the Metropolitan LTCP and more importantly with neighbouring Councils. The City provided comments and suggested routes in line with the City’s Bike Plan along with Officers riding the City on bicycles to test the proposed plan. DOT will collate the information to be able to be presented to the council in the new year (2020). The City has continued its discussion with the Department of Transport in regards to the Leake Street/Whatley Crescent signalised pedestrian crossing.</td>
<td>The study was completed and endorsed by Council in 2018. An implementation plan was completed and adopted by Council in March 2019. Recommendations from the study will be implemented as part of ongoing business as usual operations.</td>
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<td>1.6</td>
<td>B2.1.2 Complete and implement a City wide Local Area Traffic Management Study.</td>
<td>B2.1.2 Complete and implement a City wide Local Area Traffic Management Study.</td>
<td>The study was completed and endorsed by Council in 2018. An implementation plan was completed and adopted by Council in March 2019. Recommendations from the study will be implemented as part of ongoing business as usual operations.</td>
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<td>1.6</td>
<td>B2.1.3 Develop remaining Parking Management Strategies for town centres.</td>
<td>B2.1.3 Develop remaining Parking Management Strategies for town centres.</td>
<td>Parking Management Strategies for Morley and Maylands have been adopted and implementation is underway. A short-term parking improvement plan for Bayswater town centre was approved by Council in June 2019 and is currently being implemented.</td>
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<tr>
<td>1.7</td>
<td>B3 Quality Built Environment</td>
<td>B3.1 Develop plans, policies and guidelines for quality built form.</td>
<td>B2.1.4 Investigate a pedestrian friendly shared place in the Bayswater Town Centre.</td>
<td>adopted by Council on 3 September 2019. Implementation is currently underway. New time restriction signs have been installed along Olfe Street, with more to follow. Plans are being prepared for line marking of new bays along King William Street, and it is anticipated work will commence by early next year (before train station parking is removed). This will be implemented with DevelopmentWA and Public Transport Authority (PTA) in the redevelopment of the Bayswater Station and the surrounding precinct. The City will seek to influence the detailed road and public realm design of these two agencies.</td>
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<tr>
<td>1.8</td>
<td>E1 Support initiatives for local business</td>
<td>E1.1 Implement initiatives which support business growth.</td>
<td>E1.1.1 Create precinct marketing plans that itemise the qualities of the town centres and transmits them to the public.</td>
<td>The project is currently being scoped to commence in early 2020.</td>
</tr>
<tr>
<td>1.9</td>
<td>E2 Active and engaging town and city centre.</td>
<td>E2.1 Increase public amenity in town/city centres to enhance community interaction and public safety.</td>
<td>E2.1.1 Strengthen the Morley City Centre as a pedestrian friendly environment to meet the requirements of a Strategic Metropolitan Centre.</td>
<td>The draft Morley Streetscape plan was adopted by Council for advertising at the 23 July 2019 OCM. Advertising has now been completed and the outcomes of the consultation will be reported to Council by February/March 2020. Additionally, an interagency Morley Commercial Precinct Anti-Social Working Group has been formed with the inaugural meeting held on 24 October 2019. In Morley works have been progressing in the Progress St Pocket Park. The City has been working together to lay the initial foundations for Progress Street Pocket Park. Various elements have been installed, including the limestone planters, trees and the decking (soon to be complete). The decking (manufactured in-house by City staff) can be used for future informal seating and a performance space. The next steps include concrete, festoon lighting installation, turf, and infrastructure installation. The estimated completion date is 22 November. In Noranda new trees were planted in front of the new mural at Morley Noranda Recreation Club.</td>
</tr>
<tr>
<td>Ref</td>
<td>Strategic Community Plan 2017-2020 Outcomes</td>
<td>Strategic Community Plan Action 2019-2023</td>
<td>Update as at 30 November 2019</td>
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<td>E2.1.3 Develop and implement a Public Art Strategic Plan.</td>
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<td>In Bayswater ECU Design and Advertising students presented their laneway activation ideas in the Bayswater town centre. The session was attended by a range of local groups and businesses. An advertising plan designed to draw people to the space and lead them to surrounding businesses was also presented, with the overall intent of the project being to maintain and even increase visitation to the town centre during train station construction. Refinement of the concepts by the City, students and other stakeholders is now occurring, with implementation expected to commence during the next few months.</td>
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<td>1.10</td>
<td>L1 Accountable and Good Governance</td>
<td>L1.1 Ensure policies, procedures and practices are effective.</td>
<td>Following the City’s ‘Spirit of Place’ place values and essence workshop in September, a draft document, created using participants’ own words, has been prepared by Village Well and has been circulated to participants for feedback.</td>
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<td>L1.1.1 Investigate opportunities to simplify processes and reduce red tape in all areas of the City’s business.</td>
<td>L1.2.1 Develop a land asset disposal and acquisition strategy and program, including review of use.</td>
<td>In Maylands, the Laneway Open activation project for Lyric Laneway has commenced with an informal engagement event that invited people to come on site and discuss their ideas and priorities for making the laneway more inviting and well-used. The event was held on the evening of Tuesday 12 November in collaboration with Rossonero Pizzeria, Lyric Lane (cafe/bar/entertainment venue) and Australian Development Capital Pty Ltd (the owners of the building opposite Rossonero, which houses BWS, Henry on Eighth and others). Every building fronting onto the laneway was represented by land and/or business owners, and they are all motivated and committed to making this space great. The second stage of engagement is underway with an online survey for those unable to attend the event. Responses will then be considered and discussed with the key stakeholders on the laneway, with implementation expected to commence in the next few months.</td>
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<td>Community members have been invited to collaborate on a ‘mood board’ to inspire a future sculpture at the corner of Whatley Crescent and Ninth Avenue. A budget of $15,000 is now allocated to the project, which was proposed by traders on Whatley Crescent including Vintage Emporium, Maylands Wellness and Century 21. The City’s website includes feature a Pinterest board for those people wishing to participate ‘live’, while the options to email in or drop off images will also make the project accessible for all.</td>
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<td>This project is on hold pending funding. Funding will be considered in the FY2021 budget process.</td>
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<td>A fixed term officer has commenced to complete the Strategy. The Strategy timeline has been impacted by a few factors:</td>
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<td>The officer has been progressing other priorities associated with Economic Development.</td>
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<td>Determining a suitable methodology for the land and building audit is proving more complex than originally envisaged.</td>
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<td>Individual work areas are continuing to look for opportunities to reduce red tape, and implementing new programs to do so, such as the Open Street Events program and food stall insurance requirements.</td>
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</table>
### Key Performance Indicator Two – Key Projects

The specific projects have been identified as key focus areas and will be assessed based on meeting the deliverables as outlined in the following table:

<table>
<thead>
<tr>
<th>Ref</th>
<th>Project Title</th>
<th>Description</th>
<th>Deliverables 2019/20</th>
<th>December Update</th>
</tr>
</thead>
</table>
| 2.1 | Strategic Planning Workshop    | In order to refocus the direction of the Council following the 2019 elections, a strategic planning workshop will be held with Councillors and Executive staff to review/set the Council priorities for the next two years. | 1. Workshop format and discussion paper to be developed and presented to Council for consideration by 30 November 2019.  
2. Subject to Council approval, workshop to be conducted by 28 February 2020  
3. Workshop outcomes to be documented and provide direction for the major review of the Strategic Community Plan | A report was presented to Council on 29 October 2019 and Council resolved to proceed with a Strategic Workshop during the first quarter of 2020. A request for quote was developed and circulated to industry professionals and the CEO is currently reviewing the responses received. |
| 2.2 | Council Advocacy Strategy      | Council advocacy strategy to be updated in line with the outcomes of the Strategic Planning Workshop | 1. Advocacy strategy and major projects/initiatives papers to be developed prior to 30 April 2020 in lines with the outcomes of the Strategic Planning Workshop  
2. In conjunction with the Mayor, arrange and attend meetings with State and Federal members and where appropriate government agencies and private sector on relevant projects and reports on meetings provided to all elected members | The CEO, Mayor and Deputy Mayor attended a meeting with Minister Saffioti regarding place activation in the Bayswater Town Centre on 27 November 2019.  
The CEO is liaising with a facilitator for the Strategic Planning Workshop to be held in the New Year. |
| 2.3 | SEED Project Progress Reports  | Reports to be provided on actions identified in the SEED Project Reports. | Close out reports to be provided for:  
- Parks and Gardens  
- Community Development | The Parks and Gardens report will be presented at the next CEO Review Committee Meeting. |
Key Performance Indicator Three – Individual Performance
The following specific focus areas were identified either by the Chief Executive Officer Review Committee or the CEO as areas for professional development.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Focus area</th>
<th>Proposed Activities</th>
<th>December Update</th>
</tr>
</thead>
</table>
| 3.1 | Professional Development | 1. Attendance at relevant state and national forums related to local government with report on outcomes provided to Council  
2. Ongoing involvement and participation in the Local Government Chief Officers Group  
3. Represent the Council at the Annual ALGA and WALGA events | The CEO attended the Local Government Chief Officers Group Meeting in Hervey Bay, Queensland from 20-22 November 2019. A report will be presented to the next Chief Executive Officer Review Committee meeting.  
The CEO represented the City at the 2019 LG Professionals Annual Awards where the City won the Connecting Communities Award for the Participatory Budgeting project.  
The CEO attended the Local Government Chief Officers Group Meeting in Hervey Bay, Queensland from 20-22 November 2019. A report will be presented to the next Chief Executive Officer Review Committee meeting.  
The CEO represented the City at the 2019 LG Professionals Annual Awards where the City won the Connecting Communities Award for the Participatory Budgeting project.  
The CEO attended the Local Government Chief Officers Group Meeting in Hervey Bay, Queensland from 20-22 November 2019. A report will be presented to the next Chief Executive Officer Review Committee meeting.  
The CEO represented the City at the 2019 LG Professionals Annual Awards where the City won the Connecting Communities Award for the Participatory Budgeting project. |
| 3.2 | Engagement and Communication | 1. Facilitation of Councillor workshops and briefings  
2. Effective consultation with portfolio councillors on relevant subject matter through either distribution of information or attendance at relevant conferences, seminars and events  
3. Attendance at significant Council events and activities | The City arranged for Jackson McDonald to attend a Councillor Workshop to present on declarations of interest, gifts and emerging issues for Councillors. As not all the content was able to be presented in the timeframe another workshop with Jackson McDonald will be arranged in the new year.  
The development of Councillor Portfolios has been put on hold pending the outcomes of the Strategic Planning Workshop.  
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<thead>
<tr>
<th>Applicant/Proponent:</th>
<th>City of Bayswater</th>
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</thead>
<tbody>
<tr>
<td>Owner:</td>
<td>City of Bayswater</td>
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<tr>
<td>Authority/Discretion:</td>
<td>☒ Executive/Strategic</td>
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<tr>
<td>Voting Requirement:</td>
<td>Simple Majority Required</td>
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<tr>
<td>Attachments:</td>
<td>Confidential Attachment</td>
</tr>
<tr>
<td>1. Confidential Assessment Report Section 4 - Chief Executive Officer Annual Performance Review 2018/19</td>
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<tr>
<td>2. Confidential Summary Report – Chief Executive Officer Annual Performance Review 2018/19</td>
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<tr>
<td>Refer:</td>
<td>Item 6.4 OCM 19.11.19</td>
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Confidential Attachment(s) – in accordance with Section 5.23(2) (b) of the Local Government Act 1995 – personal affairs of any person.

SUMMARY
For Council to consider the release of the 2018/19 Chief Executive Officer Annual Review Assessment Report and Summary Report.

COMMITTEE RECOMMENDATION TO COUNCIL
(Officer’s Recommendation)
That Council notes the request from Mr Walters to release the reports of the 2018/19 CEO Performance Review and authorises the release of the summary of outcomes (section 4 of the Confidential Assessment Report) and the entire Summary Report.

CR DAN BULL, MAYOR MOVED, CR BARRY MCKENNA SECONDED
CARRIED: 3/1

For: Cr Dan Bull, Mayor, Cr Barry McKenna, Cr Filomena Piffaretti, Deputy Mayor
Against: Cr Giorgia Johnson

BACKGROUND
Council engaged Price Consulting as independent facilitator for the completion of the Chief Executive Officer’s 2018/19 Performance Review. This review was completed on 28 August 2019 and presented to Council on 3 September 2019. It was noted that the Assessment and Summary Reports were confidential attachments to the report.

At the Ordinary Council Meeting on 19 November 2019, the following questions were raised by Mr Ian Walters along with the responses provided by the Chief Executive Officer:

Public Question Time

Mr Ian Walters – 124 Lawrence Street, Bedford

Question 1
I note a payment of $5060 was made 17 September 2019 to Price Consulting Group for Chief Executive Officer Performance Review Consulting. Does the City intend to advise details of the review in the interest of accountability and transparency? I am aware that there are other local government authorities that make such a disclosure.

Answer 1

The Chief Executive Officer advised a report came back to Council on the outcome of the performance review. The KPI report can be released if Council so deems. A few parts can't be released, but the majority of it can be released if Council determines to do so.

So that will become public information, or just for Council?

The Chief Executive Officer replied it would be a decision for Council whether to release the information publicly or not.

EXTERNAL CONSULTATION

The CEO has reviewed the information to be released is satisfied it does not release any confidential provisions of the employment contract should Council wish to release the information.

OFFICER’S COMMENTS

It is noted that the assessment report provides a breakdown of scores and responses received against each key result area. The report also provides a number of recommendations to Council including overall outcome, focus areas for 2019/20 and remuneration.

The summary report to Council provided an abridged version with a one page ‘outcome of review’ rather than a breakdown of each question and responses/scores received. It is noted however that the summary report still includes the recommendations to Council including overall outcome, focus areas for 2019/20 and remuneration.

It is recommended that the summary of outcomes (section 4 of the Assessment Report) be released as it provides outcomes against each of the key result areas. This will provide transparency to the community in relation to which areas were reviewed.

It is also recommended that the entire summary report be released as it provides a written summary of the review without releasing any confidential comments.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L3: Strong stewardship leadership

CONCLUSION

It is recommended that the summary of outcomes (section 4 of the Assessment Report) and the entire Summary Report be released as it provides transparency to the community on areas which require further attention and areas of strength without releasing any specific comments.
10. PREVIOUS MATTERS DEALT WITH NOT ON THE MINUTES

Reconciliation of matters arising from past meetings:

Nil.

11. GENERAL BUSINESS

Nil.

12. CONFIDENTIAL ITEMS

Nil.

13. NEXT MEETING

The next meeting of the Chief Executive Officer Review Committee will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on a date to be advised.

14. CLOSURE

There being no further business to discuss, the Chairperson, Cr Barry McKenna declared the meeting closed at 6:47pm.