

Agenda

CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

2 July 2019

Notice of Meeting

The next **Chief Executive Officer Review Committee** will take place in the Committee Room, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on Tuesday 2 July 2019 commencing at **5:30pm**.

Yours sincerely



ANDREW BRIEN
CHIEF EXECUTIVE OFFICER

25 June 2019

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AGENDA

1. OFFICIAL OPENING

2. ACKNOWLEDGEMENT OF COUNTRY

3. ATTENDANCE

Members

Cr Dan Bull, Mayor
Cr Chris Cornish, Deputy Mayor
Cr Filomena Piffaretti
Cr Lorna Clarke
Cr Catherine Ehrhardt

Officers

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

Observers

Nil.

3.1 Apologies

Nil

3.2 Approved Leave of Absence

| Councillor | Date of Leave | Approved by Council |
|-------------------|-------------------------|---|
| Cr Stephanie Gray | 1 July to 9 August 2019 | Ordinary Council Meeting 14 May 2019 |
| Cr Barry McKenna | 16 July to 19 July 2019 | Ordinary Council Meeting 28 May 2019 |

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.

5. DELEGATED AUTHORITY BY COUNCIL

There are no items appearing in this agenda 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.

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

The Minutes of the Chief Executive Officer Review Committee Meeting held on 26 March 2019 which have been distributed, be confirmed as a true and correct record.

Moved: Seconded:

8. PRESENTATIONS**8.1 Presentations**

Nil.

8.2 Deputations

Nil.

9. REPORTS

9.1 Appointment of Independent Facilitator

| | | |
|---------------------------------|--|---|
| Owner: | City of Bayswater | |
| Responsible Directorate: | Office of the Chief Executive Officer | |
| Authority/Discretion: | <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative | <input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes |
| Voting Requirement: | Simple Majority Required | |
| Attachments: | Nil. | |
| Refer: | Item 9.3 CEORC 26.03.2019 | |

SUMMARY

For the Chief Executive Officer Review Committee to consider quotes sought and appoint an independent facilitator to assist with the annual performance review for 2018/19.

OFFICER'S RECOMMENDATION

That Council appoint Price Consulting as independent facilitator to assist with the undertaking of the Chief Executive Officer annual performance review for 2018/19.

BACKGROUND

At the Chief Executive Officer Review Committee Meeting on 26 March 2019, the following was resolved:

'That Council:

- 1. Authorise the Chief Executive Officer to seek three quotes for the appointment of an independent facilitator to assist with the undertaking of the annual performance review for 2018/19; and***
- 2. Authorise the Chief Executive Officer Review Committee to engage the preferred consultant.***

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

In accordance with the above resolution, three quotes have been obtained for the appointment of the independent facilitator from Board Connexions, Price Consulting and Learning Horizons. The Manager People, Culture and Safety has provided the below summary of the quotes received.

| Consultant | Board Connexions | Price Consulting | Learning Horizons |
|---------------------------|---------------------------|--|---------------------------|
| Total cost | \$15,250 - \$17,500 | \$5,060 | \$9,500 |
| <i>Cost of components</i> | Meetings - \$3,000 | Calculated on 23 hours work – additional work charged at \$200/hr. | Preparation - \$1,500 |
| | Document Review - \$1,000 | Optional scope: • CEO Remuneration | CEO and Council - \$2,000 |

| | | | |
|------------------------------|--|--|--|
| | | Report <ul style="list-style-type: none"> • 360 Behavioural Assessments • Exec Team Workshop | |
| | Questionnaires - \$4,000 (does not include feedback from Managers) | | Staff feedback and behaviours - \$2,000 |
| | Feedback - \$2,250 - \$4,500 | | Process support and facilitation - \$4,000 |
| Proposed methodology | Sound process | Well considered process | As per quote request |
| Industry Experience | Good local government experience | Significant local government experience | Good local government experience |
| Consultant Experience | Well credentialed and experienced | Well credentialed and experienced | Well credentialed and experienced |

Following discussions between the Manager People, Culture and Safety and the Committee members, it has been identified that Price Consulting is the preferred consultant and falls within the costs estimate provided to the Committee (\$5,000 - \$7,500).

LEGISLATIVE COMPLIANCE

Nil.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

| | | | |
|----------------------------------|---|-----------------------|-------------------------|
| Option 1 | That Council appoint Price Consulting as independent facilitator to assist with the undertaking of the Chief Executive Officer annual performance review for 2018/19. | | |
| Risk Category | | Adopted Risk Appetite | Risk Assessment Outcome |
| Strategic Direction | | Moderate | Low |
| Reputation | | Low | Low |
| Governance | | Low | Low |
| Community and Stakeholder | | Moderate | N/A |
| Financial Management | | Low | N/A |
| Environmental Responsibility | | Low | N/A |
| Service Delivery | | Low | N/A |
| Organisational Health and Safety | | Low | N/A |
| Conclusion | The appointment of Price Consulting as independent facilitator is consistent with the preference of the Committee and the resolution of 26 March 2019. It is noted that Price Consulting's quote is within the cost estimate provided to the Committee. | | |

| | | | |
|----------------------|--|--------------------------------|--|
| Option 2 | That Council appoints _____ as independent facilitator to assist with the undertaking of the Chief Executive Officer annual performance review for 2018/19. | | |
| Risk Category | Adopted Risk Appetite | Risk Assessment Outcome | |
| Strategic Direction | Moderate | Low | |
| Reputation | Low | Low | |
| Governance | Low | Low | |

| | | |
|----------------------------------|--|----------|
| Community and Stakeholder | Moderate | N/A |
| Financial Management | Low | Moderate |
| Environmental Responsibility | Low | N/A |
| Service Delivery | Low | N/A |
| Organisational Health and Safety | Low | N/A |
| Conclusion | The Committee may appoint an alternate consultant to the preferred option. It is noted that the alternate quotes received exceed the costs estimate provided to the Committee. | |

| | | |
|----------------------------------|--|--------------------------------|
| Option 3 | That Council does not appoint an independent facilitator to assist with the undertaking of the Chief Executive Officer annual performance review for 2018/19. | |
| Risk Category | Adopted Risk Appetite | Risk Assessment Outcome |
| Strategic Direction | Moderate | Low |
| Reputation | Low | Moderate |
| Governance | Low | Moderate |
| Community and Stakeholder | Moderate | N/A |
| Financial Management | Low | Low |
| Environmental Responsibility | Low | N/A |
| Service Delivery | Low | N/A |
| Organisational Health and Safety | Low | N/A |
| Conclusion | Should Council not appoint an independent facilitator this would be in conflict with the resolution of 23 March 2019, representing a governance risk. | |

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Appointment of Price Consulting as independent facilitator

Asset Category: Other **Source of Funds:** Municipal

LTFP Impacts: Not provided for in the LTFP

Notes: In accordance with the report of 23 March 2019, funding for the appointment will be covered from the salary and wages budget.

| ITEM NO. | CAPITAL / UPFRONT COSTS (\$) | ONGOING COSTS (\$) ANNUAL | | INCOME (\$) | ASSET LIFE (YEARS) | WHOLE OF LIFE COSTS (\$) | CURRENT BUDGET (\$) |
|----------|------------------------------|---------------------------|----------|-------------|--------------------|--------------------------|---------------------|
| | | MATERIALS & CONTRACT | STAFFING | | | | |
| 1 | \$5,060 | Nil | Nil | Nil | Nil | \$5,060 | Nil |

STRATEGIC IMPLICATIONS

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

Theme: Our Built Environment

Aspiration: A quality and connected built environment.

Outcome L3: Strong stewardship and leadership.

Outcome L3.2: Provide Council with information and support to enable informed decision making.

CONCLUSION

The appointment of Price Consulting as the independent facilitator is consistent with the report provided to the Committee on 23 March 2019 and will assist in providing transparency and accountability.

10. PREVIOUS MATTERS DEALT WITH NOT ON THE AGENDA

Reconciliation of matters arising from past meetings:

Nil.

11. GENERAL BUSINESS

Nil.

12. CONFIDENTIAL ITEMS

Nil.

13. NEXT MEETING

The date of the next meeting of the Chief Executive Officer Review Committee will be advised in due course.

14. CLOSURE