Ordinary Council Meeting
Notice of Meeting & Agenda
21 December 2017

Meeting to be held at: The Shire of Harvey Council Chambers, Mulgara Street, Australind on Thursday 21 December 2017, commencing at 4:00pm.

Open Council Meetings – Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.

2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.

3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the presiding member announces public question time.

4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Council.

Undersigned

Chief Executive Officer

Bunbury-Harvey Regional Council
Lot 45 Stanley Road, Wellesley
Western Australia 6233

Correspondence to:
Post Office Box 111
Australind WA 6233

Telephone: (08) 9711 1051  www.bhrc.wa.gov.au
Table of Contents

1. Declaration of Opening / Announcement of Visitors ......................................................... 6
2. Attendances ....................................................................................................................... 6
2.1 Apologies ....................................................................................................................... 6
3. Public Question Time ........................................................................................................ 6
4. Summary of Response to previous Questions taken on notice ........................................ 6
5. Applications for Leave of Absence .................................................................................. 6
6. Confirmation of Minutes ................................................................................................... 6
7. Petitions / Memorials / Presentations .............................................................................. 6
8. Declarations of Interests ................................................................................................... 7
9. Announcements (by the presiding member without discussion) ....................................... 7
10. Reports of Committees .................................................................................................. 7
11. Reports of Officers ......................................................................................................... 7
11.1 Financial Statements for the period ending 30 November 2017 ......................... 7
11.2 Summary of Accounts paid for period ending 30 November 2017 ...................... 10
11.3 Investment Policy ....................................................................................................... 12
11.4 Delegated Authority Policy - Update ......................................................................... 13
11.5 Membership of the CEO Performance Review Committee .................................. 15
12. Elected Member motions of which previous notice has been given .................... 17
13. Urgent business approved by the person presiding or by decision of the Council .... 17
14. Confidential Business (Meeting Closed to the Public) ............................................... 17
15. Next Meeting .................................................................................................................. 17
16. Close of Meeting .......................................................................................................... 17
ATTACHMENTS

Attachment 1 - Financial Statements for the Period Ending 30 November 2017
Attachment 2 - Summary of Accounts Paid for Period Ending 30 November 2017
Attachment 3 - Investment Policy
Attachment 4 - Delegated Authority Policy – Update
Attachment 5 - 2017 CEO Performance Review (KPI’s)
Attachment 6 - INFORMATION ONLY - Feral Animal Control Program Report for SRWMF – September 2017
Vision

To be a leader in the development, implementation and maintenance of innovative and sustainable waste reduction, recycling and collection services while managing waste facilities with best practice standards within an engaged community.

Mission

To ensure the delivery of an integrated, cost-effective and environmentally sound waste management system and to promote sustainable community programs and policies. Intergenerational equity – ensuring that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.

Core Values

The Bunbury-Harvey Regional Council aspires to act in accordance with the following values in all its decisions and actions:

**Leadership:** with good leadership, employee wellbeing and performance are enhanced and consequently the organisation thrives and prospers. Leadership is a critical determinant of organisational effectiveness empowering people to help create change. This means that the essence of leadership is building and maintaining a team and guiding that team towards desired results.

**Team Work:** a team environment demands that you make responsible decisions; it requires you to take charge. It requires you to develop excellent interpersonal skills to interact at a much different level with your team members.

**Integrity:** acting with a level of trust, respect, honesty, hard work, communication and shared responsibility that is exhibited by its people.

**Accountability:** ensuring the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Water and Environment Regulation Licence Conditions.

**Respect:** ‘respect yourself’, ‘respect others’ and ‘respect our environment’.

**Innovation:** embracing new and better ways to achieve improved results through creativity, inventiveness, teamwork and the adoption of appropriate new processes and technology.
Bunbury-Harvey Regional Council
Notice of Meeting

The next Ordinary Meeting will be held at the Shire of Harvey Council Chambers, Mulgara Street, Australind on Thursday 21 December 2017 at 4:00pm

Signed:
Tony Battersby
Chief Executive Officer
(Date of Issue: 15 December 2017)

AGENDA

Note: The recommendations contained in this document are not final and are subject to adoption, amendment (or otherwise) at the meeting.

<table>
<thead>
<tr>
<th>Council Members:</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Murray Cook</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Cr Anita Shortland</td>
<td>Shire of Harvey</td>
</tr>
<tr>
<td>Cr Betty McCleary</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Cr James Hayward</td>
<td>City of Bunbury</td>
</tr>
<tr>
<td>Cr Peter Monagle</td>
<td>Shire of Harvey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Leadership Team (Non-Voting)</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Tony Battersby</td>
<td>Chief Executive Officer (BHRC)</td>
</tr>
<tr>
<td>Mr Michael Parker</td>
<td>Chief Executive Officer (Shire of Harvey)</td>
</tr>
<tr>
<td>Mr Mal Osborne</td>
<td>Acting Chief Executive Officer (City of Bunbury)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officers (Non-Voting)</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Gavin Harris</td>
<td>Director Works and Services (City of Bunbury)</td>
</tr>
<tr>
<td>Mr Chris Welham</td>
<td>Accountant</td>
</tr>
<tr>
<td>Miss Martinette Pieterse</td>
<td>Council Meeting Support Officer</td>
</tr>
</tbody>
</table>

Others (Non-Voting) | Representing |
|-------------------|--------------|
1. Declaration of Opening / Announcement of Visitors

The Presiding Member Declares Meeting open ____________

2. Attendances

2.1 Apologies

3. Public Question Time

4. Summary of Response to previous Questions taken on notice

5. Applications for Leave of Absence

6. Confirmation of Minutes

The minutes of the Ordinary meeting of Council held on 23 November 2017, are confirmed as a true accurate record.

COUNCIL DECISION:

MOVED BY: ________________________  SECONDED BY: __ _______________________

RESULT: CARRIED / LOST _________

7. Petitions / Memorials / Presentations
8. Declarations of Interests

9. Announcements (by the presiding member without discussion)

10. Reports of Committees

11. Reports of Officers

11.1 Financial Statements for the period ending 30 November 2017

<table>
<thead>
<tr>
<th>Applicant / Proponent:</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer:</td>
<td>Chris Welham, Accountant</td>
</tr>
<tr>
<td>Responsible Manager:</td>
<td>David Ransom, Manager Finance</td>
</tr>
<tr>
<td>Executive:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
</tbody>
</table>

**Authority / Discretion:**
- Advocacy
- Executive/Strategic
- Legislative

**Attachment(s):**
Attachment 1 – Financial Statements for the Period Ending 30 November 2017 (Appendices 1 – 8)

**Summary**

The following comments are provided on the key elements of Council’s Financial Performance:

1. Statement of Comprehensive Income (attached at Appendix 1)

   a. Year-to-date Financial Performance to 30 November 2017

<table>
<thead>
<tr>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-to-date Income</td>
<td>1,711,479</td>
<td>2,352,116</td>
</tr>
<tr>
<td>Year-to-date Expenditure</td>
<td>1,759,639</td>
<td>2,680,732</td>
</tr>
<tr>
<td>Year-to-date Operating Surplus</td>
<td>(48,160)</td>
<td>(328,616)</td>
</tr>
</tbody>
</table>

2. Statement of Financial Activity (attached at Appendix 3)

   Closing Funding Surplus 30 June 2018 is forecast at $233K, $37K higher than the current budgeted surplus mainly due to insurance reimbursements received.
3. Capital Works (attached at Appendix 4)

<table>
<thead>
<tr>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year-to-date Capital Expenditure</td>
<td>617,292</td>
<td>664,536</td>
</tr>
</tbody>
</table>

4. Statement of Financial Position (attached at Appendix 5)

- **Current Assets of $6,599,697 includes:**
  - Cash and Cash Equivalents 6,230,891 4,340,937
  - Trade and Other Receivables 365,907 300,000
  - Prepayments 1,787 -
  - Inventories 1,112 2,000

- **Current Liabilities of $366,697 includes:**
  - Trade and Other Payables 146,974 209,569
  - Provisions 219,273 179,882

- **Working Capital (Current Assets less Current Liabilities) is:** 6,233,000 4,253,486

- **Equity (Total Assets less Total Liabilities) is** 10,701,992 13,349,914

- **Reserves of $4,764,801 includes:**
  - Plant and Infrastructure Reserve 214,914 833,289
  - Site Post Closure Rehabilitation Reserve 2,697,729 2,249,483
  - Waste Minimisation Reserve 259,037 354,385
  - Stanley Road Lined Cell Construction Reserve 546,696 555,018
  - Organics Processing Reserve 1,046,425 28,747

5. Investments

- **Total of $6,130,585 includes:**
  - Commonwealth Bank 1,106,439
  - National Australia Bank 2,339,699
  - Westpac 2,684,447

**Executive Recommendation**

**That Council:**
Receive and accept the Financial Statements for period ending 30 November 2017 as presented to Council.

**COUNCIL DECISION:**

MOVED BY: ________________________  SECONDED BY: _______________________

RESULT: CARRIED / LOST _________
**Background**

A financial management report is provided to Councillors on a monthly basis which includes the following summaries:

- Statement of Comprehensive Income *(attached at Appendix 1)*
- Banksia Road Operations *(attached at Appendix 2)*
- Statement of Financial Activity *(attached at Appendix 3)*
- Capital Works Expenditure Summary *(attached at Appendix 4)*
- Statement of Financial Position *(attached at Appendix 5)*
- Statement of Net Current Assets *(attached at Appendix 6)*
- Fees and Charges Summary *(attached at Appendix 7)*
- Debtors Report *(attached at Appendix 8)*

**Legislative Compliance**

In accordance with the provisions of Section 6.4 of the Local Government Act 1995 and Regulations 34(1) of the Local Government (Financial Management) Regulations 1996, a Local Government is to prepare each month a Statement of Financial Activity *(Attached at Appendix 3)* reporting on the revenue and expenditure as set out in the annual budget under Regulations 22 (1) (d) for this month.

At the Council Meeting on 27 July 2017, Council adopted that a variance between actual and budget-to-date of greater than or equal to 10% and $15,000 is considered to be a material variance for reporting purposes in the Statement of Financial Activity for 2017/18.

The following is an explanation of significant variances identified in the Statement of Comprehensive Income and the Statement of Financial Activity:

<table>
<thead>
<tr>
<th>Statement of Comprehensive Income</th>
<th>YTD Actual to YTD Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
</tr>
<tr>
<td>Fees and Charges</td>
<td></td>
</tr>
<tr>
<td>Casual Tipping Fees Unfavourable year-to-date budget variance due to: (a) seasonal effect of winter weather (b) deferment of sourcing of waste from the Perth metropolitan area pending DER approvals for site rehabilitation and new lined cells at Stanley Road.</td>
<td>($399,688) (42%)</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>Insurance Reimbursements Favourable year-to-date budget variance due to reimbursement of ongoing workers compensation payments. A forecast adjustment has been made and will be included in the February Budget Review.</td>
<td>$23,958 479%</td>
</tr>
<tr>
<td>Landfill Levy Income Unfavourable year-to-date budget variance due to: (a) seasonal effect of winter weather (b) deferment of sourcing of waste from the Perth metropolitan area pending DER approvals for site rehabilitation and new lined cells at Stanley Road</td>
<td>($233,656) (62%)</td>
</tr>
<tr>
<td><strong>Operating Expenditure</strong></td>
<td></td>
</tr>
<tr>
<td>Materials and Contracts</td>
<td></td>
</tr>
<tr>
<td>Earthworks Operations Favourable year-to-date budget variance due to savings in repairs and maintenance of plant.</td>
<td>$32,386 34%</td>
</tr>
<tr>
<td>Site Rehabilitation Favourable year-to-date budget variance due to deferment of works in anticipation of DER approvals for the Gabion Wall and associated works.</td>
<td>$679,144 84%</td>
</tr>
</tbody>
</table>
Other Expenditure

**Landfill Levy** Favourable year-to-date budget variance mainly due to: (a) seasonal effect of winter weather (b) deferment of sourcing of waste from the Perth metropolitan area pending DER approvals for site rehabilitation and new lined cells at Stanley Road.

$214,964  
62%

---

**Statement of Financial Activity**

<table>
<thead>
<tr>
<th>Operating Revenues by Nature and Type</th>
<th>YTD Actual to YTD Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Reimbursements</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Fees and Charges                     | Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances. | ($424,687)  
(23%) |
| Other Revenue                        | Unfavourable variance. See explanation above included in the Statement of Comprehensive Income variances. | ($209,087)  
(51%) |

**Operating Expenses by Nature and Type**

| Materials and Contracts              | Favourable variance. See explanation above included in the Statement of Comprehensive Income variances. | $725,777  
61% |
| Other Expenditure                    | Favourable variance. See explanation above included in the Statement of Comprehensive Income variances. | $216,710  
48% |

11.2 Summary of Accounts paid for period ending 30 November 2017

<table>
<thead>
<tr>
<th>Applicant / Proponent: Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer: Chris Welham, Accountant</td>
</tr>
<tr>
<td>Responsible Manager: David Ransom, Manager Finance</td>
</tr>
<tr>
<td>Executive: Tony Battersby, Chief Executive Officer</td>
</tr>
</tbody>
</table>

**Authority / Discretion:**

- Advocacy ☒
- Executive/Strategic ☒
- Legislative ☒
- Review ☐
- Quasi-Judicial ☐
- Information Purposes ☐

**Attachment(s):**

Attachment 2 - Summary of Accounts paid for period ending 30 November 2017

**Summary**

Section 13 (2) of Government (Financial Management) Regulations 1996 require that where Local Government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing detail for each account paid since such list was prepared. This item is presented to Council to advice of payments made for 30 November 2017.
**Officer Recommendation**

**That Council:**
Receive and accept the Summary of Accounts paid for period ending 30 November 2017 as presented to Council.

**COUNCIL DECISION:**

**MOVED BY: ________________________  SECONDED BY: ________________________**

**RESULT: CARRIED / LOST _________**

**Background**
As noted in Summary.

**Officer Comment**
The attachment details all payments made for 30 November 2017

**Consultation**
Nil

**Financial Implications**
As per the declaration within the schedule summary, the accounts have been checked and are fully supported by vouchers and invoices and which have been duly certified as to the receipt of goods and the rendition of service and as to prices, computation and costing(s). Sufficient allocations are contained within the 2017/2018 budget to cover payment of the accounts.

**Statutory Environment**

**Strategic Implications**
Nil

**Policy Implications**
Nil

**Voting Requirement**
Simple Majority
11.3 **Investment Policy**

<table>
<thead>
<tr>
<th>Applicant / Proponent:</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Responsible Manager:</td>
<td>-</td>
</tr>
<tr>
<td>Executive:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Authority / Discretion:</td>
<td>Advocacy</td>
</tr>
<tr>
<td></td>
<td>Executive/Strategic</td>
</tr>
<tr>
<td></td>
<td>Legislative</td>
</tr>
<tr>
<td></td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>Quasi-Judicial</td>
</tr>
<tr>
<td></td>
<td>Information Purposes</td>
</tr>
<tr>
<td>Attachment(s):</td>
<td>Attachment 3 – Investment Policy</td>
</tr>
</tbody>
</table>

**Précis**

This policy sets out the guidelines and principles that need to be followed by Bunbury-Harvey Regional Council (BHRC) officers when placing funds on investment with financial institutions.

BHRC needs to take advantage of the interest earning potential of its surplus funds while reducing its exposure to financial risk and ensuring sufficient funds are kept available to meet cash requirements. BHRC funds need to be invested in accordance with its legislative and common law responsibilities. This policy also sets out reporting requirements for BHRC’s investment portfolio.

In these regulations, unless the contrary intention appears:

- AAS means the Australian Accounting Standards made and amended from time to time by the Australian Accounting Standards Board;
- Australian Accounting Standards Board means the body corporate of that name continued by the Australian Securities and Investments Commission Act 2001 (Commonwealth) Effect of AAS:
  - These regulations are in addition to and not in derogation of the requirements of the AAS.
  - If a provision of the AAS is inconsistent with a provision of these regulations; the provision of these regulations prevails to the extent of the inconsistency.
  - All words in the Act or these regulations that import revenue or expenditure are to be interpreted to permit compliance with the requirements of the AAS.

**Officer Recommendation**

That Council:

Adopt the Investment Policy as detailed in attachment.

**COUNCIL DECISION:**

MOVED BY: ________________________  SECONDED BY: ________________________

RESULT: CARRIED / LOST _________

**Background**

The BHRC has not previously adopted an Investment Policy.

**Consultation**

Nil
Financial Implications
Nil

Statutory Environment
- Australian Accounting Standards Board Accounting Standards AASB 124
- Local Government Act 1995 – Section 6.14
- Local Government (Financial Management) Regulations 1996
- Trustee Act 1962 – Part III Investments

Strategic Implications
Nil

Policy Implication
Explained in the body of the Report.

Voting Requirement
Simple Majority

11.4 Delegated Authority Policy - Update

<table>
<thead>
<tr>
<th>Applicant / Proponent:</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Responsible Manager:</td>
<td>-</td>
</tr>
<tr>
<td>Executive:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Authority / Discretion:</td>
<td>Advocacy</td>
</tr>
<tr>
<td></td>
<td>Executive/Strategic</td>
</tr>
<tr>
<td></td>
<td>Legislative</td>
</tr>
<tr>
<td>Attachment(s):</td>
<td>Attachment 4 – Delegated Authority Policy - UPDATE</td>
</tr>
</tbody>
</table>

Précis
In accordance with the Local Government Act 1995 (the Act) Section 5.42, a local government may delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act. All delegations made by the Council must be by absolute majority decision. Limits on delegation to the CEO:
- Any power or duty that requires a decision of an absolute majority decision or 75% majority if local government
- Accepting a tender which exceeds an amount determined by the local government
- Appointing an auditor
- Acquiring or disposing if any property valued at an amount determined by the local government
- Any of the local government’s powers under Section 5.98, 5.98A, 5.99 or 5.99A of the Local Government Act 1995
- Borrowing money on behalf of the local government
- Hearing, determining an objection of a kind referred to in Section 9.5
- The power under Section 9.49A (4) to authorise a person to sign documents on behalf of the local government
- Any power or duty that requires the approval of the Minister or Governor.
The CEO may delegate any of his powers to another employee with or without further conditions in accordance with the Act, subject to any conditions imposed by the local government on its delegation to the CEO. All delegations must be in writing. Subsection 5.44 (3) (b) of the Act does not limit the CEO’s power to impose conditions or further conditions on a delegation under this section. A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the ACT requires them to keep necessary records to the exercise of power or discharge of the duty. The written record is to contain:

• How the person exercised the power or discharged the duty
• When the person exercised the power or discharged the duty
• The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

**Officer Recommendation**

**That Council:**
Adopt the updated Delegated Authority Policy as detailed in attachment.

**COUNCIL DECISION:**

**MOVED BY: ________________________  SECONDED BY: _________________________**

**RESULT: CARRIED / LOST __________**

**Background**

The BHRC adopted the Delegated Authority Policy at its ordinary meeting of Council on 31 March 2016 Resolution # OC 81023-1385. The updated Delegated Authority Policy is presented to Council for adoption due to amendments as follows:

• Ref DAFM02 Release of Bank Guarantees – **Conditions Added.**
• Ref DAFM03 Investment Council Funds - **Addition of Investments Policy**
• Ref DAG01 Power to Accept Tenders - **Add Condition: Price variations are limited to 10% of the contract value.**
• Ref DAG02 Contract Price Variation - **Changed condition for variation from 5% to 10%**
• Ref DAG04 Administer Local Laws - **New Document.**
• Ref DAGO01 Purchase and Trade of Fleet Vehicles – **Conditions Added.**

**Consultation**
Nil

**Financial Implications**
Nil
Statutory Environment

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996
- Trustees Act 1962
- Local Government (Functions and General) Regulations 1996

Strategic Implications
Nil

Policy Implication
As discussed in the body of the Report.

Voting Requirement
Absolute Majority

11.5 Membership of the CEO Performance Review Committee

<table>
<thead>
<tr>
<th>Applicant / Proponent:</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Responsible Manager:</td>
<td>-</td>
</tr>
<tr>
<td>Executive:</td>
<td>Tony Battersby, Chief Executive Officer</td>
</tr>
<tr>
<td>Authority / Discretion:</td>
<td>Advocacy ☐ Review ☒ Quasi-Judicial ☐ Information Purposes ☐</td>
</tr>
<tr>
<td></td>
<td>Executive/Strategic ☒ Review ☒ Quasi-Judicial ☐ Information Purposes ☐</td>
</tr>
<tr>
<td></td>
<td>Legislative ☒ Review ☒ Quasi-Judicial ☐ Information Purposes ☐</td>
</tr>
<tr>
<td>Attachment(s):</td>
<td>Attachment 5 – 2017 CEO Performance Review (KPI’s)</td>
</tr>
</tbody>
</table>

Summary

Local Government elections were held on Saturday 21 October 2017. Section 5.11 of the Local Government Act 1995 stipulates that positions on Council committees become vacant at each ordinary Election Day. The purpose of this report is for Council to consider appointments to the CEO Performance Review Committee.

Executive Recommendation

That Council:

Appoint three (3) Councillors as members of the CEO Performance Review Committee.

(1) ........................................................................................................

(2) ........................................................................................................

(3) ........................................................................................................

The Terms of Reference for this committee are as follows:

- Facilitate the setting of annual Key Performance Indicators (KPI’s) for the Council’s Chief Executive Officer;
- Facilitate the CEO performance reviews, including all activities that are part of that review;
- Provide the CEO with feedback through a written report and facilitating feedback sessions.
COUNCIL DECISION:

MOVED BY: ________________________  SECONDED BY: _________________________

RESULT: CARRIED / LOST _________

Background
Responsibilities of CEO Performance Review Committee are to make recommendations to Council on the Chief Executive Officer’s performance targets and remuneration.

The Terms of Reference for this committee are as follows:
- Facilitate the setting of annual Key Performance Indicators (KPI’s) for the Council’s Chief Executive Officer;
- Facilitate the CEO performance reviews, including all activities that are part of that review;
- Provide the CEO with feedback through a written report and facilitating feedback sessions.

Council Policy Compliance
Not Applicable

Legislative Compliance
Section 5.8 of the Local government Act 1995 relates to Establishment of Committees and states:
- A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 5.38 of the Local government Act 1995 relates to Annual Review of Certain Employee’s Performances and states:
- The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Officer Comments
The CEO performance review is required to be finalised by 31 August of each calendar year with the exception of the 2017 CEO performance review which will be required to be finalised by 28 February 2018. The 2017 CEO Performance Review KPI’s are provided as an attachment to this agenda item.

Analysis of Financial and Budget Implications
Annual Budget

Community Consultation
Not required

Councillor/Officer Consultation
This matter is presented to Council for consideration.

Voting Requirement
Absolute Majority
12. Elected Member motions of which previous notice has been given

13. Urgent business approved by the person presiding or by decision of the Council

14. Confidential Business (Meeting Closed to the Public)

15. Next Meeting

To be held on Thursday, 22 February 2018 at the Shire of Harvey Council Chambers, Administration Building, 7 Mulgara Street, Australind, commencing at 4:00pm.

16. Close of Meeting

The Presiding Member declares meeting closed at ______________