



**Chief Executive Officer**

**Mr. Ray Hooper**

**Annual Performance Review**

**28 February 2012**

**REPORT to COUNCIL**

The review of Mr. Ray Hooper's performance as the Chief Executive Officer of the Shire of York has been carried out in accordance with Council's statutory and contractual (employment) obligations, in particular with sections 5.38 and 5.39(3)(b) and Regulation 18D of the Local Government Act 1995, which requires that:

- The performance of the CEO be reviewed at least once a year;
  - The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review.
- and,
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

Council appointed Mr. John Phillips, Executive Manager 'Local Government Workplace Solutions', Western Australian Local Government Association to facilitate the Shire's performance review process. This included distributing questionnaires to all Councillors, collating the responses, as well as preparing and presenting this report.

The aggregated responses obtained from the respondents indicate that, overall, Mr Hooper is rated as 'Satisfactory', meeting the performance requirements of the position Chief Executive Officer of the Shire of York.

The appraisal process included the use of a questionnaire based on the agreed performance criteria. All Elected members were provided with the questionnaire as the opportunity to provide feedback on Mr. Hooper's performance and five respondents provided feedback.

Ratings and comments were aggregated and summarised and presented in this 'feedback report' for use in the formal appraisal meeting.

## **Recommendations**

That:

1. Council receive this Performance Review report and endorses the overall rating of 'Satisfactory' – meets the performance requirements of the position of Chief Executive Officer of the Shire of York.
2. The next review of the CEO's performance to be conducted by 31<sup>st</sup> August 2012 by way of an interim review of key performance indicators;
3. The Key Result Areas for the March – August 2012 appraisal period be adopted;
4. That the facilitator be requested to provide Council and the CEO with a remuneration report to assist in the consideration of an increase the CEO's remuneration package.

**DRAFT KEY RESULT AREAS 1<sup>ST</sup> MARCH TO 31<sup>ST</sup> AUGUST 2012**

<b>Subject</b>	<b>Action</b>
1. Structural Reform	<ul style="list-style-type: none"> <li>• Finalisation of the RTG Business Plan, Asset Management Plan, 10 Year Financial Plan and Community Strategic Plan (including community consultation and engagement processes).</li> <li>• Support Council and Elected members with advice in relation to their education and development opportunities.</li> </ul>
2. Works/Infrastructure Program	<ul style="list-style-type: none"> <li>• Develop sustainable and achievable 1, 5 and 10 year works plans for consideration by Council.</li> <li>• Maximise the funding available for roads and streets through Regional Roads, Roads to Recovery and other identified funding sources.</li> <li>• Complete works program in full, to standards and within budget allocations.</li> </ul>
3. Recreation Facilities	<p><u>Forrest Oval:</u></p> <ul style="list-style-type: none"> <li>• Completion of stage 3 including bowls, tennis and lighting;</li> <li>• Undertake ground works for a second hockey field;</li> <li>• Design plans and develop costings for car parking and surface water drainage including potential capture, storage and reuse.</li> </ul> <p><u>Recreation and Convention Centre</u></p> <ul style="list-style-type: none"> <li>• Promote and maximise the use of the facility as a community social and recreation hub;</li> <li>• Develop a strategy to attract conventions, training seminars and other commercial and private hire which complement community use and amenity.</li> </ul>
4. Residential and Industrial land use strategy	<p><u>Residential Housing</u></p> <ul style="list-style-type: none"> <li>• Undertake liaison with development groups for the commencement of or completion of construction for a minimum of 16 new units by 30 June 2012.</li> <li>• Complete negotiations with Landcorp for an agreement for the development of residential land in Thorn/Monger Streets.</li> </ul> <p><u>Industrial Land</u></p> <ul style="list-style-type: none"> <li>• Complete negotiations with Landcorp for an agreement for the development of Springbett Reserve for light industry.</li> </ul>