

---

# **APPENDIX ITEM 9.12**

---



**WESTERN AUSTRALIAN  
LOCAL GOVERNMENT ASSOCIATION**

**26<sup>th</sup> September 2012**

Ms Kylie Jeffs  
Executive Assistant to the CEO  
Tamala Park Regional Council  
Room 3 Scarborough Civic Centre  
173 Gildercliffe Street  
SCARBOROUGH WA 6019

**CONFIDENTIAL**

Dear Kylie,

**TAMALA PARK REGIONAL COUNCIL CHIEF EXECUTIVE OFFICER  
PERFORMANCE REVIEW (2012)**

Thank you for the opportunity to again quote for the task of assisting Council with the Chief Executive Officer annual appraisal process, which we can undertake for a fee of \$3,300 (including GST).

I can advise that I would personally undertake this project with Council and yourself. Please note that I am availing of annual and long service leave from 12<sup>th</sup> November 2012 to 11<sup>th</sup> January 2013 however, following discussions with Mr Arias, an indicative timeline which might suit Council could be:

- 26 September – 10 October 2012 - CEO prepares self assessment report;
- 11 October 2012 - Council appoints facilitator;
- 12 October 2012 - Facilitator distributes CEP report and questionnaire to all Councillors;
- 19 October 2012 - Deadline for feedback from all Councillors;
- 23-26 October 2012 - facilitator completes feedback report;
- Week commencing 29 October 2012 - Committee/CEO appraisal meeting;
- 9 November 2012 - facilitator completes report to Council.



As advised previously, I have undertaken extensive work of this nature in the last twelve years, including member Councils as diverse as:

**Regional Councils:**

East Metropolitan Regional Council  
Mindarie Regional Council  
Tamala Park Regional Council  
Rivers Regional Council

**Towns of:**

Alice Springs  
Cambridge  
Claremont  
Cottesloe  
Kwinana  
Mosman Park  
Narrogin  
Port Hedland

**Cities of:**

Armadale  
Joondalup  
Nedlands  
Perth  
Rockingham  
Subiaco  
Vincent

**Shires of:**

Brookton  
Broome  
Busselton  
Capel  
Carnarvon  
Cranbrook  
Cuballing  
Cue  
Dandaragan  
Denmark  
Derby - West Kimberley  
Halls Creek  
Jerramungup  
Kalamunda  
Kellerberrin

Lake Grace  
Meekatharra  
Manjimup  
Merredin  
Mundaring  
Murchison  
Narembeen  
Northam  
Tammin  
Victoria Plains  
West Arthur  
Wiluna  
Wickepin  
Yalgoo  
Yilgarn/Westonia  
York

**Methodology**

Stage 1 (Appraisal)

Similar to the process used in 2011 for the CEO's appraisal:

- Prepare and distribute a questionnaire based on existing criteria to Mr Arias, for the purpose of preparing a self assessment report;
- Prepare and distribute a questionnaire based on same criteria to Councillors, to enable provision of feedback on CEO's performance;
- Aggregate all feedback and compile a 'Feedback Report', which is a working paper to be used by the GEOPROC and the CEO at the formal appraisal meeting;



- Attend at the Council's offices to facilitate the Appraisal, viz:
  - Meeting with CEO to brief on the process and provide an overview of the Feedback Report;
  - Meeting with the Review Committee to also brief on process for the day, and provide an overview of the Feedback Report;
  - Facilitate Appraisal;

Stage 2 (Develop Performance Objectives for 2012 - 2013)

Immediately following the appraisal, a discussion between the CEOPROC and Mr Arias on the performance objectives for 2012 – 2013 will be facilitated by me.

Stage 3 (Council Report)

Prepare a Final Report and recommendations for Council.

### References

I have no objection to you contacting the following people as referees:

Cr Russell Fishwick	-	Previous Chair, CEO Review Committee (City of Joondalup); and, Chair CEO Review Committee (Mandarie Regional Council)
Mr. Kevin Poynton	-	Former CEO, Mandarie Regional Council (now CEO Town of Mosman Park);
Cr Ron Hoffman	-	Chair, CEO Review Committee (Rivers Regional Council);
Mr. Alex Sheridan	-	CEO, Rivers Regional Council;
Cr Gerry Pule	-	Chair, CEO Review Committee (EMRC);
Mr. Peter Schneider	-	CEO, EMRC.

I look forward to hearing from you regarding a decision on this matter.

Yours sincerely,

**John Phillips**  
**Executive Manager**  
**Workplace Solutions**