



City of Rockingham

Report Attachments

July 2025 - Ordinary Council

- Planning and Asset Services
- Corporate and Community Development
- Council



Planning and Asset Services Report Attachments

Nil

Corporate and Community Development Report Attachments

GM-012/25 Global Relationship Advisory Group Appointments

Confidential Attachment 1 Global Relationship Advisory Group Community Representation Nominations 2025

GM-013/25 Proposed Local Government Reform – Communications Agreement

Attachment 1 City of Rockingham Submission on Local Government Reform – Communications Agreement

Council Report Attachments

HR-001/25 Appointment of independent consultant to facilitate the Chief Executive Officer Performance Review for the 2024-2025 period

Confidential Attachment 1 Price Consulting

Confidential Attachment 2 Minutes of the Chief Executive Officer Performance Review Panel meeting held 21 July 2025

City of Rockingham- Executive Summary

The City of Rockingham (**City**) welcomes the opportunity to provide feedback on the Department of Local Government, Industry Regulation and Safety (**DLGIRS**) consultation process on communication agreements regulations and order. The City supports the principles of the communications agreement but makes the following observations:

- Draft provisions are overly prescriptive and increases red tape unnecessarily. A cost benefit assessment should be undertaken before implementation to ensure an appropriate use of rate payer resources.
- Section 74 of the Public Sector Management Act 1974 states that a Minister shall “make arrangements in writing in relation to each department or organisation for which the Minister is responsible setting out the manner in which, and the circumstances in which, dealings are to be had, and communications are to be made, between ministerial officers assisting the Minister and the employees in that department or organisation.” It does not, nor do regulations stipulate how this is achieved or what it is to contain.
- Previous reform submissions from the City have supported alignment with Public Sector Commission Standards and what is proposed goes beyond what is in place at a State level.
- It is not clear why correspondence of the Mayor is to be provided to all Council Members as the Agreement is between the Council and the CEO. The City seeks clarity regarding the purpose of requiring this function, particularly as specific items can already be requested.
- A Commissioner should direct all requests to the CEO or an employee nominated by the CEO and not any employee determined by the Commissioner.

Please find attached the City’s response to each proposal.

Communications Agreement Consultation Paper- City of Rockingham Response

Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
		<p>The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct.</p> <p>However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.</p>	<p>1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?</p>		<p>It is suggested that the level of prescription be simplified to be more aligned with the process for Ministers and State government agencies in accordance with section 74 of the <i>Public Sector Management Act 1994</i>.</p> <p>Section 74 details that: A Minister shall: <i>make arrangements in writing in relation to each department or organisation for which the Minister is responsible setting out the manner in which, and the circumstances in which, dealings are to be had, and communications are to be made, between ministerial officers assisting the Minister and the employees in that department or organisation.</i></p> <p>It does not, nor do regulations stipulate how this is achieved or what it is to contain.</p> <p>The proposed changes are over prescriptive and increase bureaucracy. Previous reform submissions from the City have supported alignment with Public Sector Commission Standards and what is proposed goes beyond what is in place at a State level.</p> <p>Most of these matters are adequately dealt with in the City's existing policies, procedures and standards.</p> <p>The City's current practices provide clear direction as to how Council Members can communicate with employees and submit requests to the City.</p> <p>The City's <i>Council Policy Communications and Social Media</i> also establishes protocols for official communications.</p>
<p>Draft Regulations 2. Commencement These regulations come into operation as follows — (a) Part 1 — on the day on which these regulations are published on the WA legislation website (publication day); (b) Part 2 (but only regulations 3 and 8) — on the day after publication day; (c) the rest of the regulations — on 19 October 2025.</p>	<p>Draft Regulations The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.</p>	<p>The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to implement the default communications agreement. To complete these preparations, Local Governments will</p>	<p>2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?</p>		<p>Recommend a commencement date of 1/1/2026 to allow for on boarding of possible new Council Members and preparing relevant administrative processes and procedures.</p>

		need to know the final content of the regulations and order.			
<p><u>Draft Regulations</u> 28C. Additional matters regulated by communications agreement (Act s. 5.92A(2)(d)) For the purposes of section 5.92A (2) (d), the circumstances in which correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO is a prescribed matter.</p> <p><u>Draft Order</u> 5. Correspondence sent by mayor or president on behalf of local government (1) Correspondence sent by the mayor or president on behalf of the local government must be provided to all council members by the CEO. (2) Subclause (1) does not apply to correspondence if the mayor or president is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.</p>	<p><u>Draft Regulations</u> Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the <i>Local Government (Administration) Regulations 1996</i> prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.</p> <p><u>Draft Order</u> To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in “exceptional circumstances” and could otherwise constitute a breach of the communications agreement by the Mayor or President.</p>	<p>Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes. To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.</p>	<p>3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?</p> <p>4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?</p> <p>5. Would it be useful for the Draft Order to:</p> <ul style="list-style-type: none"> a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions. b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations. c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal. 	<p>The CEO must provide a copy of all correspondence sent by the Mayor/President on behalf of the Local Government to all Council members unless the Mayor/President decides it is inappropriate to do so. This potentially disempowers the CEO and could place them in a position of compromise with the rest of the Council members. Any decision not to distribute correspondence from the Mayor/President to Council members on the basis of confidentiality or “particular circumstances” should be contingent on the support of the CEO, as it is for circumstances covered under clause 22(2)(c) of the Order.</p>	<p>This would result in significant increase in red tape. A cost benefit assessment should be undertaken before implementation to ensure an appropriate use of rate payer resources.</p> <p>It is not clear why correspondence of the Mayor is to be provided to all Council Members as the Agreement is between the Council and the CEO. The City seeks clarity regarding the purpose of requiring this function, particularly as specific items can already be requested. The City would like further information as to why this is required and what it is trying to achieve?</p> <p>A list of correspondence that Council Members may have access to is a more practical solution.</p>
<p><u>Draft Regulations</u> (2) In Schedule 1 clause 20(1) insert in alphabetical order: administrative matter, in relation to a council member or committee member, means the following — (a) the scheduling of council meetings or committee meetings; (b) the council member’s or committee member’s compliance obligations under the Act, including in relation to disclosure of financial interests and gifts; (c) information technology support for the council member or committee member; (d) arrangements for the council member or committee member to attend training or a conference; (e) event invitations received by the council member or committee member; (f) the council member’s or committee member’s entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act; (g) any other matter of an</p>	<p><u>Draft Regulations</u> Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the <i>Local Government (Administration) Regulations 1996</i> which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and “any other matter of an administrative nature”.</p> <p>Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates</p>	<p>Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.</p> <p>The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:</p> <p><i>administrative matter</i> in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:</p> <p>council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.</p>	<p>11. Do Local Governments support a separate process for administrative matters?</p> <p>12. Is the Draft Regulation definition of administrative matter suitable for your Local Government?</p> <p>13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?</p> <p>14. Should the regulations avoid a prescribed definition and allow administrative matter to be defined entirely in the communications agreement?</p> <p>15. Are there any other comments on administrative matters?</p>	<p>The term could be better defined. We would suggest the following:</p> <p>“Administrative matter, in relation to a council member or committee member, means the following —</p> <p>Procedural issue(s) Compliance obligations Telecommunications and I.T. support Training & Professional Development Recompense, Expenses, Reimbursements and Superannuation Travel and Accommodation arrangements Similar and/or associated issues.”</p>	<p>The City supports the definition of administrative matter as drafted by DLGIRS and do not support the comments from WALGA or LG Pro.</p>

<p>administrative nature;</p> <p><u>Draft Order</u> 26. Council member or committee member may request assistance regarding administrative matter A council member or committee member may make a request (a <i>request for administrative assistance</i>) for assistance regarding an administrative matter. 27. Making an administrative request (1) An administrative request must be made to the CEO or an appropriate nominated employee. (2) Subject to subclause (3), an administrative request may be made verbally or in writing. (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing. (4) An administrative request that is in writing must be made by — (a) email; or (b) other electronic means approved by the CEO.</p>	<p>(Sch 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>).</p> <p><u>Draft Order</u> Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.</p> <p>Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing</p>	<p>attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements, entitlements to a fee, allowance, reimbursement or superannuation, personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping, information and communication technology software or hardware provided by the local government, any other matters specified as administrative matters in a local government's communications agreement.</p> <p>Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.</p> <p>Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.</p>			
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p><u>Draft Regulations</u> (3) A local government's communications agreement must include content providing for the agreement not to apply to anything that a council member, committee member or employee of the local government does as part of — (a) the deliberations at a council or committee meeting; or (b) recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.</p> <p><u>Draft Order</u> 3 (2) Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of — (a) the deliberations at a council or committee meeting; or recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.</p>	<p><u>Draft Regulations</u> The new Regulation 28D(3), to be inserted in the <i>Local Government (Administration) Regulations 1996</i> by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.</p> <p><u>Draft Order</u> Clause 3(2) of the Draft Order gives effect to these requirements.</p>	<p>These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.</p>	<p>16. Are these exclusions appropriate?</p>		<p>Support as drafted by DLGIRS.</p>
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p><u>Draft Regulations</u></p>	<p><u>Draft Regulations</u></p>	<p>Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor</p>	<p>17. Should the rights and responsibilities of commissioners under a communications</p>		<p>A commissioner should direct all requests to the CEO and not any</p>

<p>(5) A local government's communications agreement must include content providing for the following —</p> <p>(a) a request for information or a request for assistance regarding an administrative matter by a commissioner of the local government may be made to the CEO or another employee of the local government in the manner determined by the commissioner;</p> <p>(b) the CEO must ensure that the commissioner is given a response to the request for information or request for assistance regarding an administrative matter —</p> <p>(i) as soon as practicable; and</p> <p>(ii) in the manner requested by the commissioner (which may include in writing or in a briefing);</p> <p>(c) disputes regarding the request for information or request for assistance regarding an administrative matter must be resolved by —</p> <p>(i) if there are joint commissioners and 1 of them is appointed to be the chairperson — the chairperson; or</p> <p>(ii) otherwise — the commissioner who made the request.</p> <p><u>Draft Order</u></p> <p>29. Application of agreement to commissioner</p> <p>This agreement applies to a commissioner of the local government as</p> <p>if the commissioner were the council and the mayor or president.</p> <p>30. Requests for information by commissioner</p> <p>(1) Despite clause 29, a commissioner of the local government may make a request for information or a request for administrative assistance to the CEO or another employee in the manner determined by the commissioner.</p> <p>(2) The CEO must ensure that the commissioner is given a final response to the request made under subclause (1) —</p> <p>(a) as soon as practicable; and</p> <p>(b) in the manner requested by the commissioner (which may include in writing or in a briefing).</p> <p>(3) A dispute regarding a request made under subclause (1) must be determined by —</p> <p>(a) if there are joint commissioners and 1 of them is appointed to</p>	<p>New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.</p> <p><u>Draft Order</u></p> <p>Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which as response is to be provided. It also provides for a commissioner to resolve disputes.</p>	<p>or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.</p>	<p>agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?</p> <p>18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?</p>		<p>employee, unless approved by the CEO.</p>
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be the chairperson — the chairperson; or otherwise — the commissioner who made the request. (4) The chairperson's or commissioner's determination of the dispute — (a) may override a decision made by the CEO under clause 14(d); and (b) is final.					
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<u>Draft Regulations</u> (4) Delete Schedule 1 clause 20(3) and insert: (3) Subclause (2)(a) does not apply to anything that a council member does as part of — (a) the deliberations at a council or committee meeting; or (b) making a request for information or a request for assistance regarding an administrative matter in accordance with the local government's communications agreement.	<u>Draft Regulations</u> Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.	Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee. This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee. The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to direct a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.	19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?	Local Government Employee The Default Communications Agreement specifies that an employee means an employee of the local government. Under the Local Government (Administration) Regulations 1996, regulation 19AA defines a local government employee as a person — (a) employed by a local government under section 5.36(1); or (b) engaged by a local government under a contract for services; Regulation 5 of the Local Government Regulations Amendment Regulations 2025 deletes sub-clause (b) from the definition of a local government employee. In local governments where senior professional positions like Town Planner, Building Surveyor, Environmental Health Officer, Accountant, etc, are filled by contractors due to an inability to attract a suitable employee, the operation of the Communications Agreement might be compromised by the possible inability of the CEO to nominate someone impacted by this circumstance to assist in administering the Agreement, because they are not deemed to be an employee.	The principle that contact between Council Members must be directed through the CEO or a nominated employee needs to be maintained. There is a real risk that doing otherwise will circumvent the administrative processes of the organisation and compromise the employee.
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<u>Draft Order</u> 4. General principles The council and the CEO agree to the following general principles — (a) the CEO will support council members and committee members to perform their functions under the Act and any other written law;	<u>Draft Order</u> Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and		20. Are there any additional principles that should be referenced in this clause? 21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?	The clause should commence with a foundational commitment from the parties to exercise the Communications Agreement with mutual respect for each other's roles and responsibilities, and to do so in a way that doesn't adversely	General principles are agreed with.

<p>(b) without limiting paragraph (a), the CEO will ensure that—</p> <p>(i) requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and</p> <p>(ii) employees deal and communicate with council members and committee members in accordance with this agreement;</p> <p>(c) council members and committee members will ensure that —</p> <p>(i) their dealings and communications with employees are in accordance with this agreement; and</p> <p>(ii) their requests for information and requests for administrative assistance are made in accordance with this agreement; and</p> <p>(iii) they only request information that is relevant to their functions under the Act or any other written law.</p>	<p>Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.</p>			<p>impact the performance of the organisation.</p>	
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p><u>Draft Order</u></p> <p>8. Nominated employees</p> <p>(1) The CEO may nominate employees for the purposes of this agreement.</p> <p>(2) The CEO must nominate at least the following number of employees under subclause (1) —</p> <p>(a) if the local government is a class 1 local government —</p> <p>4 employees;</p> <p>(b) if the local government is a class 2 local government —</p> <p>3 employees;</p> <p>(c) if the local government is a class 3 local government —</p> <p>2 employees;</p> <p>(d) if the local government is a class 4 local government —</p> <p>1 employee.</p> <p>(3) An employee nominated under subclause (1) must be nominated in relation to —</p> <p>(a) all requests for information; or</p> <p>(b) a type of request for information.</p> <p>(4) An employee nominated under subclause (1) may be nominated in relation to either or both of the following —</p> <p>(a) all media enquiries or a type of media enquiry;</p> <p>(b) all requests for administrative assistance or a type of request for administrative assistance.</p> <p>(5) The CEO must ensure that —</p> <p>(a) an up-to-date register of employees nominated under subclause (1) is available to council members and committee members; and</p>	<p><u>Draft Order</u></p> <p>Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.</p> <p>Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.</p> <p>Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.</p> <p>Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.</p> <p>Clause 9 allows the CEO to direct which employee responds to a request.</p>	<p>The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.</p> <p>It is unlikely that all Local Governments of a particular class will have the same requirements or capacity. CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.</p> <p>The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.</p> <p>Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.</p>	<p>22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?</p> <p>23. Should the minimum number of nominated employees be deleted or are they suitable?</p> <p>24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?</p>	<p>The Order prescribes the minimum number of staff that the CEO must nominate for the purposes of the Communications Agreement based on the class of the local government. This appears overly prescriptive and instead the CEO should simply be empowered to nominate the staff they consider necessary to administer the requirements they need dealt with based on the circumstances of their organisational situation.</p> <p><u>Delete sub-clause 2</u> and thereby allow the CEO to make the nominations they feel are necessary.</p>	<p>The CEO should be able to nominate employees generally or for the purposes of specified requests. The City supports LG Pro comments that there should not be any requirements for a minimum number of nominated employees.</p>

(b) the register specifies, for each employee nominated under subclause (1), the matters in relation to which the employee is nominated under subclauses (3) and (4).					
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p><u>Draft Regulations</u> <i>request for information</i>, in relation to a local government, means a request for — (a) access to information held by the local government under section 5.92 of the Act or otherwise; or (b) other information.</p> <p><u>Draft Order</u> 12. Information that may be requested (1) A request for information may be for advice or other information regarding any of the following — (a) a service, project or initiative being delivered by the local government; (b) how the local government usually manages a particular matter, issue, service or query; (c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government; (d) an issue or situation of broad public concern or interest within the district; (e) preparing a motion to council or a committee; (f) correspondence received by the council member or committee member; (g) an administrative matter. (2) The mayor or president may make a request for information for advice or other information regarding any of the following — (a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes); (b) correspondence to be sent by the mayor or president; (c) arranging a formal meeting or an official event. (3) This clause does not limit what information may be the subject of a request for information.</p>	<p><u>Draft Order</u> Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.</p>	<p>The definition of <i>request for information</i> expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless. As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.</p> <p>Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.</p> <p>The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.</p> <p>The result may be that a Council Member or Committee Member may <i>request</i> information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.</p> <p>It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed</p>	<p>6. Should the words "or otherwise" and "other information" be deleted from the definition of <i>request for information</i>?</p> <p>7. Do Local Governments identify any risks arising from the definition of <i>request for information</i> in its current form?</p> <p>8. Does the definition of <i>request for information</i> create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?</p> <p>9. Should the definition of <i>request for information</i> be revised to refer only to requests made under s.5.92?</p> <p>10. Are there any other comments on the scope or definition of <i>request for information</i>?</p> <p>25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?</p> <p>26. Do Local Governments have any comments on the matters listed in clause 12?</p> <p>27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?</p>	<p>The inclusion in the Order of the terms “or otherwise” after referencing section 5.92 of the Local Government Act, and “other information” in sub-clause (b) appears to substantially broaden the scope of an information enquiry envisioned under clause 5.92, without justification. <u>These references should be deleted.</u></p>	<p>Provision of information should align with the role of a Councillor Member or committee member. Definitions need to be clear and not encourage ‘unintended’ consequences as a result of ambiguity, which should be avoided. If there is a problem with section 5.92 then fix it at the source and not further complicate the issue which is what seems to be happening. The City supports WALGA and LG Pro comments to delete reference to “other information”.</p> <p><i>‘A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law.’</i></p>

		above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.			
<p>Draft Order 13. Requirements applicable to requests for information (1) The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law. (2) A request for information must be — (a) limited in scope to the specific information that the council member or committee member requires; and (b) accompanied by any supporting information that may assist the local government to respond to the request. (3) A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.</p>	<p>Draft Order Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.</p>	<p>In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with 5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.</p>	<p>28. Do Local Governments have any comments on these requirements?</p> <p>29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?</p>		<p>A request for information must comply with the requirements of section 5.92</p>
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p>Draft Order 14. Certain information not required to be provided Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if — (a) the request for information is not made in accordance with this agreement; or (b) the information is information mentioned in section 5.92(4) of the Act; or (c) the information — (i) is not held by the local government; and (ii) is held by a person or body other than the local government; and (iii) cannot reasonably be obtained by the local government; or (d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.</p>	<p>Draft Order Clause 14 provides that information is not required to be provided in response to a request for information if:</p> <ul style="list-style-type: none"> the request is not made in accordance with the agreement, the information is mentioned in section 5.92(4) of the Act, the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government, the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources. 	<p>The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above. Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.</p>	<p>30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?</p>		<p>Support as drafted by DLGIRS.</p>

Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<u>Draft Order</u> 15. Disputes regarding final response to request for information (1) If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response. (2) A dispute regarding the final response to a request for information must be discussed at a meeting between the mayor or president, the CEO and the requesting member. (3) If the dispute is not resolved at the meeting — (a) the requesting member may refer the dispute to the council; and (b) the council may determine the dispute. (4) The council's determination of the dispute — (a) may override a decision made by the CEO under clause 14(d); and (b) is final.	<u>Draft Order</u> Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.	The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member. The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget. As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).	31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute? 32. Would it be beneficial to have disputes determined by the Inspector rather than Council? 33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)? 34. Are there any other comments on disputes?	The Order requires enforcement of the Communications Agreement via the Code of Conduct and this clause reinforces resolution of disputes via negotiation between the requesting member, the Mayor/President and the CEO (<i>in the first instance</i>) and ultimately by a Council decision if necessary. Historically, LG Professionals WA has preferred the position that disputes be settled independently by referral to the Inspectorate. The Communications Agreement is made between the Council and the CEO. On that basis it is considered inappropriate for the Council to be the final arbiter of a dispute between the parties. If such disputes can't be arbitrated by the Inspectorate, <u>this should be done by an independent third party. Sub-clauses (3) and (4) should be deleted and replaced with a new sub-clause (3).</u> <u>(3) If the dispute is not resolved at the meeting the dispute must be referred to a mutually acceptable independent arbiter for final determination.</u> Clause 15(4) (a) also introduces the capacity for the Council to overturn a CEOs decision not to progress a request on the basis that it would divert substantial and unreasonable resources. Whilst it is ultimately the Council's responsibility to direct the application of its resources, in this circumstance it is arguable that the <u>Council should be required to identify the resources necessary to overcome the CEO's concerns as a prerequisite to supporting the request.</u>	Support WALGA's comments that provisions need to be considered to contemplate where the Mayor or President is the requesting member.
<u>Draft Order</u> 16. Mayor or president may discuss media enquiry without making request for information (1) The mayor or president may discuss a media enquiry with the CEO	<u>Draft Order</u> Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.	In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President,	35. Does this clause meet the needs of Local Governments in managing media enquiries?		The City's Council Policy Communications and Social Media also establishes protocols for official communications.

or an appropriate nominated employee, either verbally or in writing, without making a request for information. (2) Subclause (1) does not prevent the mayor or president from making a request for information in relation to a media enquiry.		but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.			
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<u>Draft Order</u> 20. Request may be discussed and amended For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following — (a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request; (b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended. 21. Responding to a request for information (1) The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable. (2) If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting. (3) Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given — (a) a final response to the request; or (b) notice that a final response cannot be given within that period and an estimate as to when a final response will be given. (4) The final response to a request for information must — (a) be in writing; and (b) include any advice or other information provided in response to the request for information.	<u>Draft Order</u> Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests. Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made. Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions. Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested. Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the	WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.	36. Are there any comments on the processes and requirements in Division 4, including: (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO? (ii) Is 2 working days an appropriate period for acknowledgement of a request? (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information? (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments? (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members? (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members? (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response? (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?	<u>Working Day</u> The definition fails to recognise some days where service is not generally available, such as a Christmas Closure Period between Christmas and New Year public holidays, or emergency situations like that experienced with the onset of the COVID19 Pandemic or the Cyclone Seroja weather event. It is suggested that for the purposes of the Communications Agreement exclusions to the term “Working Day” be redefined as “ <i>any weekend, public holiday or period during which the local government’s services are closed or unavailable to the public.</i> ” Sub-clause (2) requires the CEO to use their “best endeavours” to respond to requests relating to items on a Council or Committee meeting agenda before the meeting takes place. The term “best endeavours” is not defined under the Order and is considered highly subjective depending on who is making the judgement. Further, sub-clause (1) already requires the CEO to respond to a request “as soon as practicable”. Arguably, “best endeavours” cannot overcome a situation that is not practicable, rendering sub-clause (2) unnecessary. If the objective is to place more emphasis on achieving responses prior to relevant meetings <u>sub-clause (1) could be amended to read:</u> <u>“The CEO must ensure that the requesting member is given a final response to their request</u>	Support as drafted by DLGIRS.

<p>(5) If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.</p> <p>22. When final response must be provided to other members</p> <p>(1) A copy of the final response to a request for information given to the requesting member must be provided to —</p> <p>(a) all council members; and</p> <p>(b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.</p> <p>(2) Subclause (1) does not apply if —</p> <p>(a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or</p> <p>(b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or</p> <p>(c) the requesting member and the CEO agree that —</p> <p>(i) the final response is confidential; or</p> <p>(ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).</p> <p>23. Requesting member may discuss final response</p> <p>(1) The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.</p> <p>(2) During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.</p> <p>24. CEO may arrange for briefing, meeting or discussion in relation to final response</p> <p>(1) The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.</p> <p>(2) During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be</p>	<p>request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.</p> <p>Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.</p>			<p><i>for information as soon as is practicable, and prior to any pending relevant Council or Committee meeting if in the CEO's opinion it is possible to do so."</i></p>	
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provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.					
Proposed Provision	Proposed Reform Description	WALGA Comments	WALGA Questions	LGPro WA Comments	CoR comments
<p><u>Draft Order</u> 25. Term used: administrative request In this Division — <i>administrative request</i> means a request that is either or both of the following — (a) an administrative request for information; (b) a request for administrative assistance. 26. Council member or committee member may request assistance regarding administrative matter A council member or committee member may make a request (a <i>request for administrative assistance</i>) for assistance regarding an administrative matter. 27. Making an administrative request (1) An administrative request must be made to the CEO or an appropriate nominated employee. (2) Subject to subclause (3), an administrative request may be made verbally or in writing. (3) If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing. (4) An administrative request that is in writing must be made by — (a) email; or (b) other electronic means approved by the CEO. 28. Responding to an administrative request (1) The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable. (2) Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given — (a) a final response to the request; or (b) notice that a final response cannot be given within that period and an estimate as to when the response will be given. (3) A final response to an administrative request may be given verbally or in writing.</p>	<p><u>Draft Order</u> Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.</p>	<p>The definition of “administrative matter” is discussed above. WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.</p>	<p>37. Is it suitable that administrative requests may be made verbally or in writing? 38. Does clause 28 provide reasonable requirements for a response?</p>		<p>As discussed above, the City support the definition of administrative matter as drafted by DLGIRS.</p>




City of Rockingham

MINUTES

Chief Executive Officer Performance Review Panel Meeting

Held on Monday 21 July 2025 at 4:30pm
City of Rockingham Committee Room

Section 5.23(2)(a) and (c) of the *Local Government Act 1995* specifies that a meeting held by Council may close to members of the public where the meeting deals with a matter affecting an employee or employees, and a contract which may be entered into by the Local Government.

<div style="text-align: center;"> City of Rockingham Chief Executive Officer Performance Review Panel Minutes Monday 21 July 2025 – Committee Room </div> <div style="text-align: right;">  </div>													
1.	Declaration of Opening												
	<p>The Chairperson declared the Chief Executive Officer Performance Review Panel meeting open at 4:30pm and welcomed all present.</p> <p>Acknowledgement of Country</p> <p>The Chairperson noted that the City of Rockingham acknowledges the Traditional Owners and Custodians of this land, the Binjareb and Whadjuk Nyoongar peoples and their continuing connection to the land, waters and community. We pay our respects to all members of Aboriginal communities and their cultures; and to Elders past and present.</p>												
2.	Record of Attendance/Apologies/Approved Leave of Absence												
	<p>2.1 Members</p> <table style="width: 100%;"> <tr> <td>Mayor Deb Hamblin</td><td>Chairperson</td></tr> <tr> <td>Deputy Mayor Lorna Buchan</td><td></td></tr> <tr> <td>Cr Mark Jones</td><td></td></tr> <tr> <td>Cr Leigh Liley</td><td></td></tr> </table> <p>2.2 Executive</p> <table style="width: 100%;"> <tr> <td>Mr Michael Parker</td><td>Chief Executive Officer</td></tr> <tr> <td>Ms Helen Redmond</td><td>Manager Human Resource Development</td></tr> </table> <p>2.3 In Attendance: Nil</p> <p>2.4 Apologies: Nil</p> <p>2.5 Approved Leave of Absence: Nil</p>	Mayor Deb Hamblin	Chairperson	Deputy Mayor Lorna Buchan		Cr Mark Jones		Cr Leigh Liley		Mr Michael Parker	Chief Executive Officer	Ms Helen Redmond	Manager Human Resource Development
Mayor Deb Hamblin	Chairperson												
Deputy Mayor Lorna Buchan													
Cr Mark Jones													
Cr Leigh Liley													
Mr Michael Parker	Chief Executive Officer												
Ms Helen Redmond	Manager Human Resource Development												
3.	Terms of Reference												
	To undertake the performance review of the Chief Executive Officer including summarising the feedback of individual Councillors.												
4.	Confirmation of Minutes of the Previous Meeting												
	<p>Moved Cr Liley, seconded Deputy Mayor Buchan:</p> <p>That Panel CONFIRMS the Minutes of the Chief Executive Officer Performance Review Committee meeting held on 17 October 2024, as a true and accurate record.</p> <p style="text-align: right;">Panel Voting – 4/0</p>												
5.	Matters Arising from the Previous Minutes												
	Nil												

6.	Declarations of Members and Officers Interests	
	Item 7.1	Appointment of independent consultant to facilitate the Chief Executive Officer Performance Review for the 2024-2025 period
	Officer:	Mr Michael Parker, Chief Executive Officer
	Type of Interest:	Financial
	Nature of Interest:	The appointment of a consultant is preparatory to undertaking an annual review of performance as required under the CEO's contract of employment. Noting that Clause 16 of Schedule 2 of the <i>Local Government (Administration) Regulations 1996</i> requires the performance review process to be agreed between the local government and the CEO.
	Extent of Interest:	Not Applicable

7. Agenda Items

Mr Michael Parker, Chief Executive Officer declared a Financial interest in Item 7.1 Appointment of independent consultant to facilitate the Chief Executive Officer Performance Review for the 2024-2025 period. Clause 16 of Schedule 2 of the Local Government (Administration) Regulations 1996 requires the performance review process to be agreed between the local government and the CEO. (refer to Item 6 for specific details).

CONFIDENTIAL ITEM

Section 5.95(3) Local Government Act 1995 (Act)
This item may be discussed behind closed doors as per
Section 5.23(2)(a) and (c) of the Act

Chief Executive Officer Performance Review Panel		
Report number / title:	Item 7.1	Appointment of independent consultant to facilitate the Chief Executive Officer Performance Review for the 2024-2025 period
File number:	PERS/PAR-M/2215	
Proponent/s:		
Author:	Ms Helen Redmond, Manager Human Resource Development	
Other Contributor/s:		
Date of Panel meeting:	21 July 2025	
Previously before Council:		
Disclosure of Interest:		
Nature of Council's role:	Executive	
Attachments:	1. Confidential Attachment – Price Consulting	
Maps/Diagrams:		
Site:		
Lot Area:		

Purpose of Report

To consider the appointment of a suitable consultant to undertake the Chief Executive Officer (**CEO**) performance review for the 2024-2025 period.

Voting Requirements

Simple Majority

Officer Recommendation

That Council **APPOINTS** Price Consulting as the independent reviewer for the Chief Executive Officer Performance Review in 2024-2025 period, as per Confidential Attachment 1.

CEO Performance Review Panel Recommendation**Moved Deputy Mayor Buchan, seconded Cr Liley:**

That Council **APPOINTS** Price Consulting as the independent reviewer for the Chief Executive Officer Performance Review in 2024-2025 period, as per Confidential Attachment 1.

Panel Voting – 4/0

The Panel's Reason for Varying the Officer's Recommendation

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

8.	Other Business
	Nil
9.	Date and Time of Next Meeting
	The next Chief Executive Officer Performance Review Panel meeting will be held on a date to be advised .
10.	Closure
	There being no further business, the Chairperson thanked those persons present for attending the Chief Executive Officer Performance Review Panel meeting, and declared the meeting closed at 4:58pm .