



CEO PERFORMANCE REVIEW PROCESS 2022

Process Activities	Date(s)
Council to approve review process and appoint an Independent Reviewer.	28 June 2022
Reviewer to meet with CEO and Mayor to discuss processes.	20 – 25 July
First meeting of the CEOPRC Agenda items <ol style="list-style-type: none"> 1. CEO Performance Report 2021/22 – for noting and review 2. Draft KPIs 2022/23 presented for noting and review. 	19 July 2022
Reviewer to conder relevant documentation, including the CEO’s employment contract, relevant policy, the 2021/22 key performance indicators, and the CEO Performance Review report.	25 to 29 July 2022
Reviewer to Interview each Elected Member on the CEO Performance Review Committee (CEOPRC) to seek their feedback on the CEO’s Performance Review Report, for 2021/22 referencing the interview to the approved Key Performance Indicators. Interviews may be over the phone, via online platform e.g. Zoom, or in person at the City of Kalamunda’s administration offices or any location agreed with the elected member.	1 to 19 August 2022
Reviewer to prepare a summary report of Elected Member’s feedback to be presented to the CEO.	22 August to 5 th September 2022
Reviewer to meet with the CEO, discuss Elected Member’s feedback and seek the CEO’s response to feedback	6 th August 2022
Second meeting of CEOPRC CEO Performance Review 2022 to include: <ul style="list-style-type: none"> • Consultant’s confidential report for the Committee that summarises the Committee’s feedback and the CEO’s response. • Adoption of CEO KPIS 2022/23 • Salary Review Report 	20 th September
Finalise the confidential report incorporating any changes made by the CEOPRC and submit to September Ordinary Meeting of Council for resolution.	27 September 2022