

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-34) BOARD PERFORMANCE REVIEW POLICY

Date of 1st Adoption:	7 th September 2009 – Report No.83/09
Next Review Date:	June 2017
Reviewed:	6 th June 2016 – (Annual Review) – Report No. 20/16 2 nd February 2015 – (Annual Review) – Report No. 04/15 31 st October 2011 – (Annual Review) – Report No. 75/11 11 th October 2010 – (Annual Review) – Report No.97/10

POLICY STATEMENT

1. REASON FOR POLICY

The SRWRA conducts its business in a complex and constantly changing regulatory and business environment. It is important that the Board review its own performance and those of its Committees (if any) from time to time, with a view to achieving and maintaining a high level of performance in such an environment.

2. KEY FUNCTIONS OF THE BOARD

2.1 The Charter outlines the Board's responsibilities and powers and those which are delegated to management.

2.2 The Board reviews its performance and those of its Committees, in carrying out key responsibilities in accordance with this Policy.

2.3 Each Board Member is expected to:

2.3.1 Actively seek a full appreciation of the business of the SRWRA including key business drivers, the risks facing the SRWRA and applicable risk management policies, the regulatory environment in which the SRWRA operates;

2.3.2 Actively participate in open, honest discussion and bring an independent mind to bear on matters before the Board.

2.4 Each of the Board Members will engage in a review of performance in accordance with this Policy.

3. BOARD AND BOARD MEMBER EVALUATION

3.1 The process of evaluating the performance of the Board as a whole is the responsibility of the Board under the direction of the Chairperson. The evaluation of Board performance involves the setting of annual Board objectives and an assessment by the Board at the conclusion of the year as to the extent to which the Board achieved objectives.

3.2 Assessment of individual Board Members performance and the Board as a whole is a process which draws upon a range of techniques, including:

- 3.2.1 Annual completion of a survey of the Board and individual Board Members concerning their perceptions about the Board and Board Member performance;
- 3.2.2 One-on-one Board Member interviews with the Chairperson.

4. REVIEW OF PERFORMANCE

- 4.1 The Board meets periodically for the purpose of reviewing and evaluating the performance of the Board as a whole, in meeting its key responsibilities and achieving its objectives.
- 4.2 The Chairperson meets at least once a year one-on-one with each Board Member for discussion on Board performance, to allow each Board Member to raise all issues considered to be relevant to the review and evaluation.
- 4.3 The Chairperson meets at least once a year with the Executive Officer to discuss management's view of the Board's performance, level of interaction with and support of management. Such matters arise also from time to time during meetings of the Chairperson and the Executive Officer throughout the year.
- 4.4 Board Members may at any time discuss with the Chairperson, any issue concerning Board performance.
- 4.5 Board Members may at any time discuss with the Deputy Chairperson, any issue concerning the performance of the Chairperson.
- 4.6 All one-on-one discussions are confidential, unless otherwise agreed by the Board Member concerned.
- 4.7 Board Members are encouraged to maintain and improve their knowledge, skills and expertise through attendance briefings, seminars and ongoing training programs.

5. COMPOSITION OF BOARD AND COMMITTEES

- 5.1 The Board will seek to ensure that there is an appropriate range of skills and expertise on the Board and each Committee, reflecting the type and scope of work of the Board and each Committee is to undertake.

6. USE OF EXTERNAL CONSULTANTS

- 6.1 The Board may engage external consultants to:
 - 6.1.1 Evaluate its performance in accordance with this Policy; or
 - 6.1.2 Implement recommendations made by the Board as a result of any evaluation.

7. **REVIEW OF POLICY**

The Board reviews the policy at least annually and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.

**SRWRA
BOARD PERFORMANCE EVALUATION**

	(5) = Always	(4) = Almost Always	(3) = Generally	(2) = Needs Improvement	(1) = Never
A good level of attendance at Board Meetings	<input type="checkbox"/>				
Members are well prepared for meetings	<input type="checkbox"/>				
Members devote sufficient time to their responsibilities	<input type="checkbox"/>				
Members are consistently prepared and briefed for the matters to be discussed	<input type="checkbox"/>				
Members use experience to contribute succinctly at all meetings	<input type="checkbox"/>				
Members feel that meetings have been productive	<input type="checkbox"/>				
Good working relations are maintained within the Board	<input type="checkbox"/>				
Members have a good working relationship with Management	<input type="checkbox"/>				
Maintain Confidentiality	<input type="checkbox"/>				
Understand and apply the principles of good governance	<input type="checkbox"/>				
Understand and apply the vision and strategic direction of SRWRA	<input type="checkbox"/>				
Potential conflict of interest are identified and managed in the best interests of the board	<input type="checkbox"/>				

Comments: