



Process for Performance Evaluations

26/02/2024



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1. Board

The Chair has the overall responsibility for evaluating the Board and, when deemed appropriate, Board committees and individual directors. The process employed by the Chair for evaluating the performance of the Board, individual directors and committees may involve:

- a) meeting with and interviewing each director;
- b) facilitating a roundtable discussion by the Board;
- c) ongoing observation and discussion;
- d) circulation of questionnaires; and
- e) outsourcing to independent specialist consultants.

An individual director is nominated by the Board to obtain feedback on the performance of the Chair from other directors and will discuss that feedback with the nominated director.

Measures against which the performance of the Board, its committees and individual directors are measured include:

- a) assessment of the skills, performance and contribution of individual members of the Board;
- b) the performance of the Board as a whole and of its various committees;
- c) awareness of directors of their responsibilities and duties as directors of the Company and of corporate governance and compliance requirements;
- d) awareness of directors of the Company's strategic direction;
- e) understanding by the directors of the Company's business and the industry and environment in which it operates; and
- f) avenues for continuing improvement of Board functions and further development of director skill base.

The method by which performance evaluations are carried out each year will be reported by the Company in its Corporate Governance Statement.

2. Managing Director

The Chair meets regularly with the Managing Director to discuss a number of objectives including individual performance, strategy, leadership, management and financial performance. The Chair also obtains feedback from other directors on the performance of the Managing Director two times per year and discusses that feedback with them. The Managing Director's formal performance evaluation is reviewed by the Board. The Board conducts a performance evaluation of the Managing Director at least annually against the stated objectives. The evaluation may be completed by a questionnaire and/or roundtable discussion with the Managing Director to review performance against KPIs set in the previous year, and to establish KPIs for the forthcoming year. Such review will include the following:

- a) Leadership and management
- b) Strategy

- c) Working with the Board
- d) Financial Performance
- e) People management
- f) Culture
- g) Personal qualities
- h) Communication

3. Executives

The Managing Director reviews the performance of the Executives by meeting each Executive individually on a regular basis.

The review process will be a verbal and subjective assessment against the Executive's responsibilities and will be undertaken by considering the following:

- Fulfilment of vision/strategy
- Achievement of specific annual priorities
- Leadership
- Operational effectiveness
- People management etc.
- Personal qualities (integrity, flexibility, commitment)
- Interpersonal skills (communications, influence)
- Leadership skills (trust, vision, team development)

The review will include the setting of goals and expectations for the coming period with progress of these goals being reviewed on a regular basis. The goals and expectations will guide the priorities set for professional development activities.

Performance reviews are held independent to salary reviews with salary reviews not to contradict the message of the performance review.

4. Process for Performance Evaluations History

25 February 2014 Process for Performance Evaluations adopted.

February 2024 Last reviewed

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