



Item No: 16.7  
File No: 12.14.1.4  
Date: 17 September 2018  
Attachment: A

**Meeting:** Council  
**Title:** CEO Performance Review Report  
**Responsible Manager:** Mayor, Raymond Grigg  
**Author:** Council Secretariat, Jayde Hanna  
**Type of Report:** **Decision Required**

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### Recommendation (Public)

#### Pursuant to s90(3)(a)

Pursuant to section 90(2) of the Local Government Act 1999 the CEO Performance Review Committee orders that all members of the public, except the Executive Assistant, Jayde Hanna, be excluded from attendance at the meeting for Agenda Item CEO Performance Review Report.

The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer, in that details of her performance review will be discussed, which are sensitive and are details only known to those who have participated in the review process.

The CEO Performance Review Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because as the matter relates to details of the Chief Executive Officer's performance and remuneration.

**Recommendation (Confidential)**

1. That Council receive and note the CEO Performance Review Report as contained in Attachment A
2. That Council endorse the recommendation from the CEO Performance Review Committee that the remuneration of the CEO be increased by 3% with the increase to be effective from 1 July 2018.

**Recommendation (Public)**Pursuant to s.91(7)

That having considered Agenda Item in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that the report and minutes be retained in confidence until the Performance Review process has been completed and that the report marked as Attachment A be retained in confidence for a period of 3 years and That Council resolves to end its confidential deliberations pursuant to Section 90(2) of the Local Government Act 1999 re admit the public.

**Summary**

The CEO Performance Review Committee resolved that the CEO performance review be conducted for the period from 1 July 2018 to 30 June 2019, and that the process used in earlier reviews be continued seeking feedback from all Elected Members, staff, and external stakeholders. The Committee receive the report and review the content in order to make a recommendation to Council that the report be accepted.

The report also includes a review of current remuneration requirements that the CEO Performance Review Committee endorsed and formulated a recommendation for Council.

**Background/Description**

The Employment Agreement for the CEO sets out the requirement to undertake an annual performance review. The Committee had established a set of Key Performance Indicators (KPI's) in August 2017. The review provides feedback against the KPI's set and agreed by the Committee for the period from 1 July 2017 to 30 June 2018. The performance review process also includes the requirement to seek feedback regarding the CEO's performance against the Key Result Areas included in the CEO's position description, providing a rating as set out in the Employment Agreement.

**Key Issues for Consideration**

The Employment Agreement also requires CEO Performance Review Committee to undertake a remuneration review for the CEO within one month of the completion of the performance review. The performance review report completed in August 2018 contains data and information the CEO Performance Review Committee can consider in developing a recommendation to put to Council.

**Attachment/s**

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| Attachment A | CEO Performance Review |
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