



Meeting: Council

Title: CEO Performance Review 1 July 2015 – 30 June 2016

Responsible Manager: Mayor Ray Grigg

Author: Consultant, Richard Altman

Key Focus Area: All

Type of Report: Decision Required

Item No: 3.1.1

File No: 2.14.1.3

Date: 27 September, 2016

Attachment: A

Recommendation (Public)

Pursuant to s90(3)(a)

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except Council's Protocol, Compliance & Governance Officer, Deb Bria and Council's Consultant, Richard Altman be excluded from attendance at the meeting for Agenda Item 3.1.1 CEO Performance Review 1 July 2015 - 30 June 2016.

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 3.1.1 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 Council 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.

Recommendation (Confidential)

1. That CEO Performance Review Report and recommendations contained in the report (Attachment A) for 2016 be adopted and endorsed by Council.
2. That the CEO's remuneration be increased by 2% to be effective from 1 July 2016.

Recommendation (Confidential)

Pursuant to s.91(7)

That having considered Agenda Item 3.1.1 CEO Performance Review 1 July 2015 – 30 June 2016 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 2 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 on 28 July 2016 resolved that the CEO performance review be conducted for the period from 1 July 2015 to 30 June 2016, and that the process used in earlier reviews be continued, seeking feedback from all Elected Members, staff, and external stakeholders. The Committee received and reviewed the report at its meeting on 20 September 2016, and made recommendations to Council.

The CEO Performance Review report for 2016 also includes a review of current remuneration as required by the CEO's Employment Agreement. The Committee reviewed the information contained in the report and have formulated a recommendation for Council for remuneration to be increased from 1 July 2016.

Background/Description

The Employment Agreement for the CEO sets out the requirement to undertake an annual performance review. The Committee resolved the process to be used at a meeting held on 28 July 2016. The Committee had established a set of Key Performance Indicators (KPI's) in August 2015. The review was undertaken in August 2016 as required by the CEO's Employment Agreement. The review provides feedback against the KPI's set and agreed by the Committee for the period from 1 July 2015 to 30 June 2016. 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.

The Committee reviewed and considered the report at its 20 September 2016 meeting and resolved the following:

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1. *The CEO Performance Review Committee recommend that the CEO Performance Review Report and recommendations contained in the report (Attachment A) for 2016 be adopted and endorsed by Council.*
2. *The CEO Performance Review Committee recommend to Council that the CEO's remuneration increase be 2% to be effective from 1 July 2016.*

Key Issues for Consideration

The Employment Agreement requires Council to undertake a performance review, and then a remuneration review for the CEO within one month of the completion of the performance review. The performance review report completed in August 2016 contains data and information the Council can consider in relation to the Committee's recommendation to Council.