



Item No: 19.2

File No: 12.14.1.4

Date: 19 August 2019

Attachment: A

Meeting: Council

Title: CEO 2018 / 2019 Performance Review Report

Responsible Manager: Mayor, Elizabeth Fricker

Author: Council Secretariat, Vanessa Davidson

Key Focus Area: Strategic Community Plan Focus area 3- Transparent and accountable local tier of Government

Type of Report: **Decision Required**

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 the Council Secretariat, Vanessa Davidson be excluded from attendance at the meeting for Agenda Item 19.4 CEO 2018 / 2019 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 any person (living or dead), being Kiki Magro, Chief Executive Officer, Corporation of the Town of Walkerville.

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 the matter relates to details of the Chief Executive Officer's performance and remuneration.

Recommendation (Confidential)

1. That the CEO 2018 / 2019 Performance Review Report and recommendations contained in the report (Attachment A) be received and noted by the Council.
2. That Council endorse the recommendation from the CEO Performance Review Committee that the remuneration of the CEO be increased by 2.5 %, with the increase to be effective from 1 July 2019.

Recommendation (Public)

Pursuant to s.91(7)

1. That having considered Agenda Item 19.4 CEO 2018 / 2019 Performance Review Report 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, attachment and minutes relevant to this Agenda Item 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.
 2. Pursuant to Section 91(9)(c) of the *Local Government Act 1999* the Council delegates to the Chief Executive Officer the review and power to revoke this Order
- and
3. That Council resolves to end its confidential deliberations pursuant to Section 90(2) of the *Local Government Act 1999* Council and 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 received the report at its meeting on Monday 29 July 2019 and reviewed the content in order to make a recommendation to Council that the report be accepted.

The report also included a review of current remuneration requirements that the CEO Performance Review Committee reviewed the information provided and formulated a recommendation for Council.

Background

The Employment Agreement for the CEO sets out the requirement to undertake an annual performance review. The Committee established a set of Key Performance Indicators (KPI's) in August 2018. The review provides feedback against the KPI's set and agreed by the Committee for the period from 1 July 2018 to 30 June 2019. 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.

Discussion/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 is to be completed before the end of August each year. The performance review

report completed in July 2019 contains data and information the CEO Performance Review Committee considered in developing a recommendation to put to Council.

Attachment

Attachment A	CEO 2018/2019 Performance Review Report
--------------	---