

**M21/5824 – LATE ITEM - CHIEF EXECUTIVE OFFICER PERFORMANCE CRITERIA AND KEY PERFORMANCE INDICATORS (REC) (CONFIDENTIAL ATTACHMENT)**

Ward	: All
Category	: Operational
Subject Index	: Personnel file
Customer Index	: Personnel file
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Item M21/5812 – Chief Executive Officer Performance Report Review – Ordinary Meeting of Council held 16 February 2021. Item M21/5804 – Chief Executive Officer Performance Review – Governance Committee Meeting 8 February 2021 Item M20/5789 – Planning for the CEO Performance Appraisal – Ordinary Meeting of Council held 17 November 2020 Item M20/5789 - Planning for the CEO Performance Appraisal - Governance Committee meeting held 23 November 2020 Item M20/5798 – Planning for CEO Performance Appraisal – Ordinary Meeting of Council held 8 and 9 December 2020
Works Programme	: Not applicable
Funding	: Not applicable
Responsible Officer	: Dean McAuliffe Manager People Services

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	<b>Executive</b>	<b><i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council reviews decisions made by Officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

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- At its meeting held 16 February 2021 the Council approved the Governance Committee recommendation in respect to the CEO performance review.
- The Council also resolved to schedule a meeting with the Performance review Consultant to review and finalise the Performance Criteria for the Chief Executive Officer
- This report presents the recommended performance criteria and key performance indicators that have been developed for the review period 17 March to 30 June 2021.

**BACKGROUND**

On the 17 March 2021 Mayor Gear, Cr Pazolli (Chair, Governance Committee) met with the consultant and the Chief Executive Officer and developed the Performance Criteria and Key Performance Indicators for the next review period being, 17 March to 30 June 2021;

The next review of the CEO's performance to be commenced by 1 August 2021 and completed by the September 2021 Ordinary Meeting of Council.

**DETAIL**

The consultant's report provides detail of the methodology and process inclusive of agreement between the CEO the Mayor and the Chair of the Governance Committee.

The Reviewer Report (Supplementary) for consideration and adoption by the Council was distributed to Elected Members on Friday 12 March 2021 under confidential cover.

**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

There has been no liaison with any other agencies or Consultants beyond JCP Consulting.

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**STATUTORY AND LEGAL IMPLICATIONS**

Section 5.23 (2) of the Local Government Act 1995 states that a meeting by a Council or Committee, or part of a meeting, may be closed to members of the public if a matter affecting an employee is being dealt with.

**FINANCIAL IMPLICATIONS**

The fee for the Performance Review Consultant has been included in the 2019-2020 operational budget.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

<b>Risk Statement &amp; Consequence</b>	<b>Level of Risk</b>	<b>Risk Treatment</b>
That the performance criteria for the next twelve months are not confirmed.	<b>Low</b>	Defined process that includes this stage. If not adopted by the Council the existing criteria remains applicable.

**POLICY IMPLICATIONS**

Not applicable

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

An alternative option for the Council is to not change the CEO performance criteria. Implications resulting from no change may result in a disparity between future deliverables that are not accurately reflected and historic performance expectations and measures.

**CONCLUSION**

The purpose of the Governance Committee Meeting was to provide recommendations to the Council in relation to the Performance and Salary Review for the Chief Executive Officer.

Specifically the meeting was to provide feedback opportunities to the Council and Chief Executive Officer on performance over the past twelve months, and clarify expectations, which are to be reflected in the Chief Executive Officer Contract performance criteria as agreed by the Council and the Chief Executive Officer.

The review of current contract performance criteria is an important opportunity for the Council and the Chief Executive Officer to clarify expectations and desired outcomes to be achieved. The current performance criteria may not be reflecting current priorities and should be an important aspect of this review process.

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KEY PERFORMANCE INDICATORS (REC) (CONFIDENTIAL ATTACHMENT)****OFFICER RECOMMENDATION (5824)****APPROVAL****That the Council**

1. **Receives the Reviewer Report (Supplementary);**
2. **Notes that Performance Indicators have been developed by Mayor Gear, Cr Pazolli (Chair, Governance Committee) and Mr Tieleman (Chief Executive Officer) for the review period 17 March to 30 June 2021;**
3. **Endorses the Performance Indicators for the review period 17 March to 30 June 2021;**
4. **Schedules the next review of the CEO's performance to be commenced by 1 August 2021 and completed by the September 2021 Ordinary Meeting of Council.**
5. **Directs that the CEO contract be varied to include the endorsed performance criteria for the reporting period 17 March – 30 June 2021.**