

PR004: CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Report Prepared By : Executive Director Corporate Services (M Cole)
Responsible Officers: : Manager Human Resources (G Brownhill) and Independent Consultant

It is recommended that this report be considered as CONFIDENTIAL in accordance with section 5.23(2)(a) of the Local Government Act 1995, as it relates to a matter affecting an employee

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - a. **Theme 1:** Leadership
 - b. **Objective:**
 - 1.1. To establish and maintain sound business and governance structures.
 - c. **Community Priorities:**
 - 1.1.2. Provide informed and transparent decision making that is consistent with our strategic direction, meets our legal obligations, reflect the level of associated risk and are adequately explained to the community.

In Brief:

- Consider an amendment to the Recommendation of the CEO Performance Review Committee, as endorsed by Council at the Ordinary Council Meeting held on 22 August 2017.

RECOMMENDATION

PR004: DRAFT MOTION
VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT PR004: Chief Executive Officer Performance Review be ACCEPTED as a late item for consideration by Council.

PR004: DRAFT MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT this item be discussed behind closed doors in accordance with section 5.23(2)(a) of the Local Government Act 1995, as it relates to a matter affecting an employee.

PR004: DRAFT MOTION
VOTING REQUIREMENT: SIMPLE MAJORITY

THAT the meeting be re-opened to the public.

PR004: COMMITTEE RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY

That Council ENDORSES the amendment to the Committee Recommendation detailed in the minutes of the CEO Performance Review (Confidential Attachment) held on 22 July 2017.

BACKGROUND

2. The Chief Executive Officer’s contract of employment defines the performance criteria and the review of performance process.
3. It is a contract requirement that the CEO Key Performance Areas (KPAs), also known as Key Performance Indicators (KPIs) are reviewed annually. The annual review was considered and endorsed by Council at its meeting of 22 August 2017.
4. The purpose of this report is to seek Council approval of an amendment to the Total Reward Package of the CEO.

DISCUSSION

5. Council endorsed the recommendations of the CEO Performance Review Panel at its meeting of 22 August 2017.
6. In considering the CEO’s Total Reward Package (TPR), the CEO Performance Review Panel was presented with an incorrect value for the CEO’s vehicle.
7. The correct value for the Chief Executive Officer’s vehicle is now presented for endorsement by Council.

GOVERNMENT & PUBLIC CONSULTATION

8. No consultation is required.

STATUTORY IMPLICATIONS

9. It is a statutory requirement that the CEO’s performance is reviewed annually.

The voting requirement for this item is **Simple Majority**.

POLICY IMPLICATIONS

10. There are no direct policy implications related to this report.

RISK IDENTIFICATION & MITIGATION

11. The risk identification and categorisation relies on the City’s Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Legal & Compliance. Non-compliance with the contract of employment by reference to incorrect vehicle value..	Possible	Minor	Medium	Council endorse the correct value for the CEO’s vehicle
Legal & Compliance. Breach of fidelity.	Possible	Severe	High	Confidential Reports distributed under confidential copy in hardcopy.

FINANCIAL IMPLICATIONS

12. Any increase to the Chief Executive Officer’s remuneration is included in the overall employee cost in the 2017-18 Annual Budget.

LEGAL IMPLICATIONS

13. Refer to risk identification and mitigation section of the report.

ENVIRONMENTAL CONSIDERATIONS

14. Nil.

ALTERNATE OPTIONS

15. Not applicable to this report.

SUMMARY CONCLUSION

16. It is recommended the amendment proposed to the Chief Executive Officer's remuneration package be endorsed.

Consulted References	:	<ul style="list-style-type: none">• Local Government Act 1995• Council Policy: CEO Performance Review Process
File Number (Name of Ward)	:	Personal File
Previous Reference	:	<ul style="list-style-type: none">• OCM 22/08/2017 Report Item PR003