

17.1 CEO PERFORMANCE ASSESSMENT 2023/24

Contact Person: Paula Paterson

Why is this matter confidential?

Subject to an order pursuant to Section 90(3)(a) of the *Local Government Act 1999*, this matter is confidential because it pertains to the personal affairs of the CEO.

A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER**17.1 CEO PERFORMANCE ASSESSMENT 2023/24**

Responsible Executive Manager : Paula Paterson

Report Author : Paula Paterson

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :

- 1. 2023/2024 CEO Performance Review Report
- 2. 2023/24 CEO KPI Performance Year-end wrap-up

PURPOSE

The AM Consulting Chief Executive Officer (CEO) Performance Review Report for the period July 2023 to June 2024 is presented for Council's consideration and to enable Council to make a determination regarding the CEO's performance assessment for 2023/2024.

STAFF RECOMMENDATION

- 1) Council receive and note the 2023/2024 CEO Performance Review Report (Attachment 1), compiled from the CEO Review Survey results for the period July 2023 to June 2024.
- 2) Council receive and note the 2023/24 CEO KPI Performance Year-end wrap-up (Attachment 2).
- 3) <<<Committee/Council to insert recommendation/resolution regarding outcome of CEO performance assessment 2023/2024>>>>>>>.

COMMITTEE RECOMMENDATION**5927**

- 1) Council receive and note the 2023/2024 CEO Performance Review Report (Attachment 1), compiled from the CEO Review Survey results for the period July 2023 to June 2024.
- 2) Council receive and note the 2023/24 CEO KPI Performance Year-end wrap-up (Attachment 2).
- 3) The committee has received and accepts the report and notes the CEO has received a very high score and should be congratulated on his excellent performance.

EXECUTIVE SUMMARY

At its meeting on 6 May 2024 the CEO Review Committee endorsed the following (resolution 5847):

1. *That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2024 to 30 June 2025 (Attachment 1); and*
2. *That the Chief Executive Officer Review Committee note the CEO Review Survey will be undertaken with the following personnel and made available at the Chief Executive Officer Review Committee on 12 August 2024, following onto Ordinary Council on 27 August 2024:*
 - **CEO**
 - **Elected Members**
 - **Direct Reports to the CEO**
 - **Senior Managers**

The CEO review survey sought to capture and document the CEO's performance during the period of 1 July 2023 to 30 June 2024. Participants were asked by AM Consulting to participate in the review survey between 10 June 2024 and 12 July 2024. The results of this survey have been compiled by AM Consulting into the 2023/2024 CEO Performance Review Report (Attachment 1).

Attachment 2 contains the CEO Performance Review KPI Wrap up for 2023/2024. This contains how the CEO performed against the set KPIs for 2023/2024. The results of the KPI wrap up has been prepared by the CEO for the council to receive and note.

1. BACKGROUND

At the CEO Review Committee meeting on 6 May 2024, the Committee endorsed that the CEO performance assessment for 2023/2024 comprise of a report of CEO Review Survey results, in addition to the CEO's quarter four report against the KPIs. The Committee resolved that Council Members, Executive, Senior Managers and direct reports would be requested to complete the Survey. The Survey also provided an opportunity for respondents to make suggestions as to the area(s) of focus for the forthcoming year.

The CEO performance assessment is for the period 1 July 2023 to 30 June 2024.

The *CEO Performance Review Committee Charter* outlines in the "Delegations" section 4.1.3 that the CEO Performance Review Committee are delegated to *determine activities*

associated with reviewing the Chief Executive Officers performance review process, performance measures and targets, and the development plan and position description.

2. RELEVANCE TO STRATEGIC PLAN

Decision making filter: We will ensure that we meet our legislative requirements and obligations

Council follows a set of decision-making filters to ensure we plan strategically for the future. These filters are front of mind when making decisions about our services or any new projects.

The efficient and effective process of ensuring a performance review process is in place for the CEO ensures that the Strategic Plan can continue to be delivered.

3. PUBLIC CONSULTATION

There is no legal or policy requirement to consult the community on this issue.

4. DISCUSSION

- 4.1 The CEO Review Survey results have been collated into a report (Attachment 1) by AM Consulting. The survey sought feedback from Council Members, Executive, Senior Managers and direct reports to the CEO, on the CEO's performance for the period 10 June 2024 and 12 July 2024.
- 4.2 AM Consulting assisted the Committee with establishing Key Performance Indicators (KPI's) that provided a baseline for performance of the CEO over the term of the contract.

5. OPTIONS

Recommendation

- 1) Council receive and note the 2023/2024 CEO Performance Review Report (Attachment 1), compiled from the CEO Review Survey results for the period July 2023 to June 2024.
- 2) Council receive and note the 2023/24 CEO KPI Performance Year-end wrap-up (Attachment 2).
- 3) <<<Committee/Council to insert recommendation/resolution regarding outcome of CEO performance assessment 2023/2024>>>>>>>.

Option 2

- 1) Council receive and note the 2023/2024 CEO Performance Review Report (Attachment 1), compiled from the CEO Review Survey results for the period July 2023 to June 2024, and note the following:

- _____
- _____
- _____

- 2) Council receive and note the 2023/24 CEO KPI Performance Year-end wrap-up (Attachment 2), and note the following:
- _____
 - _____
 - _____
- 3) <<<Committee/Council to insert recommendation/resolution regarding outcome of CEO performance assessment 2023/2024>>>>>>>>.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Review of the CEO performance assessment results ensures monitoring and review of the performance of the CEO demonstrating due diligence and good human resource management.

This option allows Council to receive and note the CEO Performance Review Report (Attachment 1), compiled by AM Consulting from the CEO Review Survey results for the period July 2023 to June 2024.

This option also enables the Committee/Council to determine any recommendation/resolution regarding the outcome of the CEO's performance assessment review 2023/2024.

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision will ensure council are meeting requirements under section 102A the *Local Government Act 1999* ensuring a Chief Executive Officer—performance review is undertaken at least once in each year.

6.1.2 Financial Implications

There are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Review of the CEO's performance assessment ensures monitoring and review of the performance of the CEO demonstrating due diligence and good human resource management.

This option allows Council to receive and note the CEO Performance Review Report (Attachment 1), compiled by AM Consulting from the CEO Review Survey results for the period July 2023 to June 2024 and allows the Committee/Council to make any amendments or note something specifically from the Report.

This option also enables the Committee/Council to determine any recommendation/resolution regarding the outcome of the CEO's performance assessment review 2023/2024.

6.2.2 Financial Implications

There are no financial or resource implications.

Not retained in confidence

C. COMMITTEE TO DECIDE HOW LONG ITEM 17.1 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 17.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 91(7) of the *Local Government Act 1999*, the Council's orders that the following aspects of Item 17.1 be kept confidential in accordance with Council's reasons to deal with this item in confidence pursuant to Section 90(3)(a) of the *Local Government Act 1999*:

- Attachment(s) for Item 17.1
- Minutes for Item 17.1

This order shall operate until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the *Local Government Act 1999*.

COMMITTEE RESOLUTION**5928**

Pursuant to Section 91(7) of the *Local Government Act 1999*, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90(3)(a) of the *Local Government Act 1999*:

- Attachment(s) for Item 8.1
- Minutes for Item 8.1

This order shall operate until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the *Local Government Act 1999*.