

**EXECUTIVE SERVICES****10.1.17 REPORT – DEVELOPMENT OF CEO PERFORMANCE CRITERIA 2018-19****File Ref:****Attachments:** Report – Development of CEO Performance Criteria 2018-19**Responsible Officers:** Mat Humfrey, Chief Executive Officer**Author:** Mat Humfrey, Chief Executive Officer**Proposed Meeting Date:** 26 June 2018**Author Disclosure of Interest:**

CEO Mr Mat Humfrey declared a **FINANCIAL** interest in 10.1.17 Report – Development of CEO Performance Criteria 2018-19 by virtue of “As KRA’s affect my contract”.

Mr Humfrey left the meeting prior to the discussion of this item at 8:39pm.

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**SUMMARY**

This report recommends that Council receive the information contained in the attached report – Development of CEO Performance Criteria 2018-19.

**BACKGROUND**

Refer to the attached report.

**STRATEGIC IMPLICATIONS**

Refer to the attached report.

**POLICY IMPLICATIONS**

Refer to the attached report.

**STATUTORY ENVIRONMENT**

Section 5.38 of the *Local Government Act 1995* applies. In summary, this section requires that the performance of the Chief Executive Officer is to be reviewed in relation to every year of employment.

**FINANCIAL IMPLICATIONS**

Refer to the attached report.

**STAFFING IMPLICATIONS**

Refer to the attached report.

**SUSTAINABILITY IMPLICATIONS**

Refer to the attached report.

**CONSULTATION**

Refer to the attached report.

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**COUNCILLOR QUESTIONS****Questions provide by Cr Boulter – Emailed 18 June 2018**

Q1. On what date was the last CEO Performance Review completed?

**A1.** September 2017

Q2. On what date is the next CEO performance review due to commence?

**A2.** Now.

Q3. Is the setting and/or review of CEO KPIs/Performance Criteria a recommended part of the WALGA guidelines for a review of the CEO performance?

**A3.** Recommended but not mandated.

Q4. Was a review of the CEO KPIs/Performance Criteria undertaken as part of the 2016 Performance review of the CEO by the previous Council?

**A4.** Yes.

Q5. How did the previous Council deal with the CEO KPIs/Performance Criteria at the last CEO performance review and on what date/s where they last reviewed and finalised?

**A5.** They resolved to leave the existing KRA's in place as an interim measure.

Q6. Why hasn't the CEO recommended adoption/adoption with amendments of the Price Consulting Report on CEO KPIs or a further Cr workshop to settle the CEO KPIs?

**A6.** There have already been 9 updates to the KRA's. As the CEO has a declared interest, the report of the consultant has been provided for Council to consider.

Q7. What are the current CEO KPIs and where are they recorded?

**A7.** They have been provided and are contained in the CEO's contract.

**Questions provide by Cr Pyvis – Emailed 19 June 2018**

Q1. Why are the CEO KPIs recommended by Council being recommended as "That Council receive" and not "That Council adopt"?

**A1.** The CEO has declared an interest in the matter.

Q2. What are the current CEO KPIs and on what date were these adopted by Council?

**A2.** Please reference above.

Q3. How many performance reviews has CEO Mr Humfrey had since he became CEO and on what dates did they start and finish?

**A2.** Two; August 2016 and September 2017.

**VOTING**

Simple Majority

**OFFICER RECOMMENDATION**

That Council receive the attached report for their information and further consideration in due course.

**COUNCILLOR MOTION****Moved: Cr Boulter****Seconded: Cr Sadler**

1. That Council adopt the CEO Key Performance Indicators (KPIs) (identified in the report as shaded blue boxes 2018-2019 KRAs) prepared by Natalie Lincolne of Price Consulting dated June 2018 (prepared in consultation with Elected Members and the CEO) (the Report) to replace all CEO current KRAs.
2. The CEO completes a final report to Council against all applicable KRAs applicable in the 2017-2018 financial year, by October 2018.
3. The CEO reports to Council on progress against the 2018 Performance Criteria/Standards on a four monthly basis commencing October 2018.
4. The 2018 CEO performance review process will commence by August 2018.
5. The CEO or Deputy CEO, as appropriate, is requested prepare a brief to obtain three quotes from a suitably qualified professional to carry out the performance review.
6. The CEO performance review brief to obtain the three quotes is circulated to Elected Members for comment or call in by 2 or more Elected Members, before the quotes are called for.
7. The CEO performance review brief will include time for at least two workshops with Elected Members.
8. That Price Consulting is invited to quote for the 2018 CEO performance review.

**PROCEDURAL MOTION****Moved: Cr Young****Seconded: Cr Harkins****That Cr Boulter's motion be put to the vote.****Carried 8/0****SUBSTANTIVE MOTION****Carried 8/0**

At the conclusion of the vote Mr Humfrey returned to the Chambers at 8:45pm