

## 19.2 Chief Executive Officer – Annual Performance Review

Purpose of Report	Chief Executive Officer's Annual Performance Review
Mayor	Mayor Des Noll
Author	Mayor Des Noll
Disclosure of Interest	No Council officers or contractors have declared a conflict of interest regarding the matter under consideration.
File Ref	EF555
Strategic Plan Reference	Theme Five – Organisational Excellence Strategy 5.2 – Govern in a responsible and responsive way
Risk Assessment	Unlikely / Minor – Low
Budget Allocation 2019/20	\$ 0
Request for Budget Variation	\$ 0
Budget Spent to Date	\$ 0
Attachments	Nil
In Confidence	<b>Yes – Section 90(3)(a)</b> – Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead). <b>Minutes and Report related to this item to be released</b>

### Summary

The CEO's Performance Review Committee has recently met and provide the following recommendation in relation to the CEO's performance over the last 12 months.

#### RECOMMENDATION

- Pursuant to Sections 90(2) and 90(3)(a) of the *Local Government Act, 1999*, the Council orders that the public be excluded from attendance at that part of this meeting relating to Item 19.2, excepting the following persons:

- Ms CP Allen – Executive Assistant / Minute Taker

to enable the Council to consider Item 19.2 in confidence on the basis that Council considers it necessary and appropriate to act in a meeting closed to the public (excepting those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 19.2:

Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Specifically, the present matter relates to the personal affairs of Mr Ben Gower, Chief Executive Officer.

- Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

## RECOMMENDATION

That Council:

1. Endorses the findings of the CEO Performance Review Committee,
2. Acknowledges that the CEO has performed his role in a manner that meets the requirements of his contract and approves an increase to the CEO's annual base salary by 3.5% backdated to the CEO's 12-month anniversary of 4 April 2019.
3. In consultation with the CEO develop a range of Key Performance Indicators (KPI)'s that the CEO Performance Review Committee will review for the forthcoming year.

## RECOMMENDATION

That having considered Agenda Item 19.2 Chief Executive Officer – Annual Performance Review in confidence under section 90(2) and 90(3)(a) of the *Local Government Act 1999*, the Council pursuant to Section 91(7) of that Act orders that the **minutes and report related to this item be released to the public.**

Confidential

## **Background & Analysis**

As part of the governance process, Wattle Range Council undertakes an annual review of the Chief Executive Officer's performance in accordance with Clause 12 of the Employment Agreement between the Wattle Range Council and Mr Ben Gower

Membership of the CEO Performance Review Committee consists of the Mayor, Deputy Mayor and three Councillors.

The original members of the CEO's Performance Review Committee adopted at the 9 April 2019 Council Meeting were Mayor Des Noll, Deputy Mayor Glenn Brown, Cr John Drew, Cr Moira Neagle and Cr Peter Dunnicliff.

Due to Cr Brown's resignation from Council as of 18 June 2019 he was not present at the review held on Wednesday, 19 June 2019. Those present were Mayor Des Noll, Deputy Mayor Moira Neagle and Cr John Drew.

The Performance Review Committee sought input from all Elected Council Members and selected Council staff regarding the CEO's performance against a range of agreed Key Performance Indicators (KPI's) and a set of capabilities outlined in the CEO's Position Description.

Assisting the Review Committee was Claire O'Loughlin, Manager Human Resources & Risk, Jade Tiller, Human Resources & Risk Officer and Paul Duka, Director Corporate Services.

The Performance Review was carried out by using a "Survey Monkey" Survey consisting of eighty questions. The questions covered a wide range of management assessment criteria. This survey was distributed to Elected Members, the Executive Leadership Team and four Staff Members (two from the inside workforce and two from the outside workforce). Respondents were given answer choices of Strongly Agree / Agree / Neutral / Disagree / Strongly Disagree / Unable to Answer.

Once completed this information was subsequently analysed and identified into the respective respondent choices and formatted into a bar graph that identified each assessment criteria and gave a rating.

Mr Gower was asked to provide information in regard to his strengths, weaknesses, opportunities and threats (SWOT). This SWOT analysis is utilised to assist in highlighting self-development opportunities and formulation of future improvement strategies.

After analysis of the survey responses, the CEO Performance Review Committee was satisfied that Mr Gower is highly competent and a high achiever. The Committee congratulated Ben on an excellent year of leadership.

Clause 11 of the Employment Agreement stipulates that the annual base salary will be reviewed annually on the anniversary of the CEO's commencement with the Council. Any increase in the CEO's annual base salary would be at the absolute discretion of the Council. The Review Committee recommends an increase of 3.5% backdated to the CEO's 12-month anniversary of 4 April 2019.

## **Risk Management**

Low risks have been identified and will be addressed at an operational level.

## **Policy Considerations**

There are no known policy requirements related to these matters.

**Financial Implications**

The remuneration review as described in this report is within current budgetary allocations.

**Legislative Implications**

There are no known legislative requirements related to these matters.

**Environmental/Sustainability Impacts**

There are no known environmental or sustainability impacts related to these matters.

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