

**MINUTE EXTRACT FROM THE NON-PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON
WEDNESDAY, 30 JUNE 2021**

C7 CEO KEY PERFORMANCE INDICATORS

A report from the Office of the Mayor advised that Council needed to set performance for the Chief Executive Officer in order to assess her performance and that of the organisation to take effect from 1 July 2021.

Cr Rachel Elder returned to the meeting at 3.05 pm.

All staff left the meeting at 3.11 pm with the exception of Clare Sullivan (Manager Governance).

Moved (Mayor Aaron Hawkins/Cr Christine Garey):

That the Council:

Approves the CEO Key Performance Indicators 1 July 2021 – 30 June 2022

Motion carried (CNL/2021/154)

CEO KEY PERFORMANCE INDICATORS

Department: Executive Leadership Team and Office of the Mayor

REASONS FOR CONFIDENTIALITY

Grounds:	S48(1)(a) - The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Reason:	S7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.

EXECUTIVE SUMMARY

- 1 The Council needs to set performance for the Chief Executive Officer (CEO) in order to assess her performance and that of the organisation.
- 2 Council has followed a process involving an external facilitator and the CEO to develop indicators and this report presents the proposed performance measures for the CEO to take effect from 1 July 2021.

RECOMMENDATIONS

That the Council:

- a) **Approves** the CEO Key Performance Indicators 1 July 2021 – 30 June 2022

BACKGROUND

- 3 Council has worked through a process agreed at the Council meeting on 13 April 2021 to develop indicators and measures for the CEO.
- 4 At that meeting it was resolved:
Moved (Mayor Aaron Hawkins/Cr Christine Garey):
That the Council:
Approves using the “Mindset” matrix approach with measures agreed and in place by 1 July 2021 subject to clarification of any proprietary issues.
Motion carried (CNL/2021/001)
- 5 The next steps were for Council in consultation with the CEO to progress the development of indicators in time for them to be in place by 1 July 2021.

DISCUSSION

- 6 Following that meeting, Councillors and the CEO attended a workshop facilitated by Ms Kate Petersen. At that workshop Councillors discussed priority areas for the organisation and the CEO and timeframes.
- 7 Ms Petersen and the CEO had a further session where the feedback from the workshop was incorporated into a CEO Key Performance Indicator document (Attachment A).
- 8 The document organises indicators into five areas and identifies which of the mindset practices are incorporated in each of the five areas.
- 9 Under each of the five headings, a series of key indicators have been developed reflecting the discussions with Councillors and some operational requirements that also need to be measured.
- 10 These measures are generally high level but will be broken down in a more granular way as they are cascaded down through the organisation.
- 11 It is the CEO's intention to apply the 13 week/4 quarter approach to the performance plans for all her senior managers and have that approach cascaded (as appropriate) through the organisation, recognising this will take some time.
- 12 The quarterly approach also provides for measures that span multiple years and recognises the medium to long term nature of a number of the indicators including around the delivery and development of the next 10 year plan.
- 13 There would be a quarterly meeting with the Mayor and the CEO to discuss progress against the indicators and a report back to the full Council on an annual basis.

OPTIONS

- 14 The Council needs to set performance for the CEO in order to assess her performance and that of the organisation. Attachment A provides a set of indicators for Council to consider.

NEXT STEPS

- 15 Once the indicators are agreed, they will be provided to the CEO who will implement them in her work practice and cascade them through the organisation as appropriate.

Signatories

Authoriser:	Aaron Hawkins - Mayor
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Attachments

	Title	Page
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