

DISTRICT COUNCIL OF GRANT

ORDINARY MEETING OF COUNCIL HELD – 5 AUGUST 2019

REFER ITEM NUMBER 19101.1 FILE 110.62.199

19101 – CONFIDENTIAL ITEMS

1. Performance Bonus - [110.62.199] Item 12.1.1

1. Moved Cr Boston that:

1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except JF Fetherstonhaugh (Acting Chief Executive Officer), LJ McEvoy (Director of Environmental Services), AA Schutz (Works Manager), KM Gilmore (Governance Officer), JA O'Hehir (Executive Assistant), ME Tucker (Manager Organisational Development) and PB Mitchell (Business Manager Saleyards) be excluded from attendance at the meeting for Agenda Item 12.1.1 - Performance Bonus.
2. The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being Mrs Jane Fetherstonhaugh, Acting Chief Executive Officer, because the matter involves conditions of employment.
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter involves conditions of employment

Seconded Cr Dukalskis

CARRIED

2. Moved Cr Little that approval be provided for \$1,000 performance bonus to be made to Mrs Jane Fetherstonhaugh for the 2018-2019 financial year, as per her employment contract as Deputy Chief Executive Officer.

Seconded Cr Boston

CARRIED

12. CONFIDENTIAL ITEMS

12.1 Performance Bonus – [110.62.199]

PURPOSE OF REPORT:

To exclude the public from attendance at so much of a meeting as it is necessary to receive, discuss or consider in confidence any information or matter listed, as per Section 90(3)a of the Local Government Act 1999.

STAFF RECOMMENDATION:

1. ***Moved Cr _____ that:***
 1. ***Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except JF Fetherstonhaugh (Acting Chief Executive Officer), LJ McEvoy (Director of Environmental Services), AA Schutz (Works Manager), KM Gilmore (Governance Officer) and JA O’Hehir (Executive Assistant), be excluded from attendance at the meeting for Agenda Item 12.1.1 - Performance Bonus.***
 2. ***The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being Mrs Jane Fetherstonhaugh, Acting Chief Executive Officer, because the matter involves conditions of employment.***
 3. ***The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the matter involves conditions of employment.***

Seconded Cr _____

12.1.1 Performance Bonus		
MEETING DATE:	5 August 2019	
AUTHOR:	Marianne Tucker, Manager Organisational Development	
RESPONSIBLE OFFICER:	Chief Executive Officer	
PREVIOUS MEETING:	Nil	
REFERENCES:	Nil	
FILE NO:	110.62.199	
ATTACHMENTS:	Nil	
IN CONFIDENCE:	Yes	
POLICY REFERENCE:	There are no known policy requirements related to this item.	
LEGISLATIVE REFERENCE:	There are no known legislative requirements related to this item.	
STRATEGIC MANAGEMENT PLAN REFERENCE:	Goal:	
	Outcome:	
	Strategy:	
FINANCIAL CONSIDERATIONS:	Budget:	\$1000
	Actual (YTD):	\$
	Budget Variation Required:	[Yes / No]
CONSULTATION UNDERTAKEN:	Nil	

PURPOSE OF REPORT:

Council consider approving the payment of Performance Bonus to Mrs Jane Fetherstonhaugh as per her Employment Contract as Deputy Chief Executive Officer.

BACKGROUND:

Mrs Fetherstonhaugh's employment contract provides for an annual performance review, with the ensuing payment of a performance bonus (see extract below). This review would normally consist of a CEO review together with a 360 degree review.

13. PERFORMANCE REVIEW

- 13.1 The Employee agrees to participate in a performance review, at least on an annual basis, in accordance with the Council's performance review system outlined in Schedule 3 of this Agreement.
- 13.2 The Employee's performance will be assessed against performance goals and criteria outlined in Schedule 3 of this Agreement.
- 13.3 The Employer must provide whatever counselling, advice and assistance as are reasonably necessary to enable the Employee to improve her performance, should any deficiencies/issues be identified.

As Mrs Fetherstonhaugh is currently undertaking the Acting Chief Executive Officer role the performance review has consisted of a 360 degree review by the management team and those reporting to her.

Areas of competency measured are pre-set and are:

- Communicate effectively in the workplace
- Continuous learning and personal development
- Financial management
- Leadership qualities
- Organisation and time management
- Personnel management
- Quality customer service
- Relationship skills
- Resourcefulness and initiative
- Work health safety
- Work quality

Mrs Fetherstonhaugh's average rating is 7.09. This equates to a bonus of \$1,000 for the 2018-2019 financial year, refer sliding scale extracted from employment agreement below.

SCHEDULE THREE – PERFORMANCE CRITERIA																									
1.	It is not Council's intention to automatically pay an Annual Performance Bonus. Payments will only occur where the scale below is achieved by the employee in their PDR. This will indicate that an individual has achieved a measurable increase in performance.																								
2.	A sliding scale using the final average PDR rating of the employee and employer following the PDR interview annually, will be used to calculate the performance bonus payable as follows: <table><tbody><tr><td>Up to 5.5</td><td>\$0</td></tr><tr><td>5.6 to 5.75</td><td>\$200</td></tr><tr><td>5.76 to 6.0</td><td>\$300</td></tr><tr><td>6.01 to 6.25</td><td>\$400</td></tr><tr><td>6.26 to 6.50</td><td>\$500</td></tr><tr><td>6.51 to 6.75</td><td>\$600</td></tr><tr><td>6.76 to 7.0</td><td>\$700</td></tr><tr><td>7.01 to 7.5</td><td>\$1,000</td></tr><tr><td>7.51 to 8.0</td><td>\$1,250</td></tr><tr><td>8.01 to 8.5</td><td>\$1,500</td></tr><tr><td>8.51 to 9.0</td><td>\$1,750</td></tr><tr><td>>9.01</td><td>\$2,000</td></tr></tbody></table>	Up to 5.5	\$0	5.6 to 5.75	\$200	5.76 to 6.0	\$300	6.01 to 6.25	\$400	6.26 to 6.50	\$500	6.51 to 6.75	\$600	6.76 to 7.0	\$700	7.01 to 7.5	\$1,000	7.51 to 8.0	\$1,250	8.01 to 8.5	\$1,500	8.51 to 9.0	\$1,750	>9.01	\$2,000
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3.	Scale Ratings Are As Follows <table><tbody><tr><td>1</td><td>Unsatisfactory - low</td></tr><tr><td>2</td><td>Unsatisfactory - high</td></tr><tr><td>3</td><td>Needs Improvement - low</td></tr><tr><td>4</td><td>Needs Improvement - high</td></tr><tr><td>5</td><td>Meets Expectations – low</td></tr><tr><td>6</td><td>Meets Expectations – high</td></tr><tr><td>7</td><td>Exceeds Expectations – low</td></tr><tr><td>8</td><td>Exceeds Expectations – high</td></tr><tr><td>9</td><td>Outstanding – low</td></tr><tr><td>10</td><td>Outstanding – high</td></tr></tbody></table>	1	Unsatisfactory - low	2	Unsatisfactory - high	3	Needs Improvement - low	4	Needs Improvement - high	5	Meets Expectations – low	6	Meets Expectations – high	7	Exceeds Expectations – low	8	Exceeds Expectations – high	9	Outstanding – low	10	Outstanding – high				
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4.	The Chief Executive Officer has the discretion to award a higher performance bonus than those stated. Any payment made in relation to this clause will remain at the absolute sole discretion of the Chief Executive Officer.																								
5.	Performance bonuses achieved will be paid as a lump sum on the first pay period following the final PDR interview and will not form part of any normal salary component.																								

COMMENT:

The performance bonus is ordinarily approved by the CEO, however as Mrs Fetherstonhaugh is acting in this capacity currently, the approval for payment is sought from the Council.

STAFF RECOMMENDATION:

That approval be provided for \$1,000 performance bonus to be made to Mrs Jane Fetherstonhaugh for the 2018-2019 financial year, as per her employment contract as Deputy Chief Executive Officer.