

19th<sup>th</sup> September 2016

Subject: Report to South Wairarapa District Council  
Chief Executive Performance Review Financial Year 2015-16

The formal part of the Chief Executive (CE) Performance Review was undertaken on September 13th to evaluate Paul Crimp's performance during the 2015-16 financial year, to provide constructive feedback and identify any development areas.

## Overview

The Council and Review Committee conclude the Chief Executive's (CE) performance has been effective in most areas and fully effective adding real value in others. All elected members were given the opportunity to provide feedback on the performance. The Council is very pleased with Mr Crimp's performance and with improvements he has brought to council reports, information systems and financial stewardship. They also appreciate his helpful attitude and accessibility to Councillors.

Elected members would still like improvement in Council communications with a proactive and positive service provided; it is anticipated such as role would be an integral part of Council operations. As such, it is envisaged this work will bring benefits across Council functions and also with customer and staff relations.

The CE Review process through the year involved the following work:

- Establishment of a new Performance Agreement with KRA and KPI's with Council.
- Contact through the year with Pamela Peters, the Mayor and CE at 3 monthly intervals to check for issues and progress, with one face- to- face meeting and email correspondence on actions.
- Council undertook their own internal half-yearly review with feedback to Mr Crimp
- A self-assessment report from the CE for FY 2015-16 was received, according to the current Performance Agreement.
- The Performance Agreement and CE's response was emailed to all Councillors for an opportunity to provide confidential feedback. Councillor feedback was compiled into one document and reported to the full Council.

- A formal review with the Performance Review Committee and the CE was facilitated by Pamela Peters on the 13<sup>th</sup> September using the documentation and feedback. Verbal feedback using the CE's report and common themes from elected members comments were discussed with the CE, for shared understanding.

Recommendations:

That Council will receive a draft report by the CE with the Key Result Areas and KPI's for the 2016-17 financial year by 1<sup>st</sup> November 2016. This will reflect Council's direction, expected industry standards and key project deliverables. This Performance Agreement will be reviewed again in January 2017 to allow for any changes that may be desired as a result of the local government elections.

That Council continues to provide Mr Crimp the opportunity to attend professional development meetings and participate in appropriate CE forums. This will be finalised with the Review Committee after the elections in October.

That the CE Review Committee recommends a 2% increase in salary for the 2016-17 year effective from 1st July 2016. The Committee used their current assessment of the Chief Executive's performance, together with 2015 remuneration advice for the position, to assess any increase in remuneration. In addition they considered advice on of average market movement for Chief Executives within the sector, current inflation rates and affordability. This takes Mr Crimp's salary from \$215,000pa to \$219,300pa, with the same employee benefit conditions as per his contract.

Pamela Peters  
Director  
WatsonPeters