

HEAD OF POWER

- *Local Government Act 2009*, section 12(4)(d) and 194(4)(a)

INTENT

The purpose of this policy is to outline the method of conducting a performance appraisal of the Chief Executive Officer (CEO) which is to occur at least annually.

SCOPE

This policy applies to Councillors and the Chief Executive Officer.

DEFINITIONS

Performance Standards means the CEO's performance objective and key performance indicators for that financial year.

POLICY STATEMENT

1. Section 12(4)(d) of the *Local Government Act 2009* (Qld) provides that the Mayor has the additional responsibility of 'conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example)'.
 2. Section 194(4)(a) of the *Local Government Act 2009* (Qld) provides that the contract of employment for the CEO must provide for the CEO 'to meet performance standards set by the local government'.
3. **Establishment of CEO Performance Appraisal Panel**
 - 3.1 Council will, by resolution, establish the CEO Performance Appraisal Panel ('the Panel') comprised of the Mayor as chair of the panel and up to two (2) additional Councillors who will assist the Mayor in conducting the Performance Appraisal. Council may also engage one (1) appropriately qualified external person to provide independence and expertise who will also be a member of the Panel.
 - 3.2 The Panel will assist the Mayor to conduct the CEO's performance appraisal each financial year.
4. **Setting Performance Standards**
 - 4.1 Within three (3) months of the commencement of the CEO and during the first three (3) months of each financial year, the Panel and CEO will agree to the Performance Standards for the current financial year. The Mayor and CEO will sign a performance agreement outlining the agreed Performance Standards and an action plan which sets out how the Performance Standards are to be met.

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- 4.2** When creating the Performance Standards, reference will be had to:
- (a) Council's Corporate Plan and Operational Plan;
 - (b) CEO Position Description;
 - (c) Council's annual organisational priorities as set by the CEO and Executive Leadership Team;
 - (d) Employee Code of Conduct;
 - (e) Council's Corporate Values; and
 - (f) Relevant agreed key performance indicators.

5. Performance Appraisal Process

- 5.1** Within three (3) months of the end of the financial year, the Panel will meet with the CEO to conduct the Performance Appraisal of the CEO during the preceding financial year.
- 5.2** The Mayor will provide the CEO with at least seven (7) business days' notice in writing that a Performance Appraisal is to be conducted.
- 5.3** The CEO will complete a written self-assessment prior to the Performance Appraisal and will distribute this to the Panel members prior to the meeting.
- 5.4** During the Performance Appraisal, the Panel will consider the CEO's self-assessment in addition to the required outcomes of the Performance Agreement.
- 5.5** The Panel will provide feedback on the CEO's performance and will inform the CEO of its expectations. If required, the Panel will address performance issues to seek to remedy those issues. The CEO may provide relevant responses throughout the discussion.
- 5.6** Upon completion of the Performance Appraisal, the Panel must agree on the appraisal of the CEO's performance and document this agreement, including any exceptions.
- 5.7** With support of the Panel, the Mayor will prepare and submit a confidential report on the appraisal at the next Consultation Meeting of Council following completion of the appraisal. Should any matters associated with possible contract variations and/or remuneration reviews arise in the report, the report will then be discussed and the result resolved as a confidential item at the next Ordinary Meeting of Council.
- 5.8** Within one (1) month of the conclusion of each performance review, the Panel will prepare and send to the CEO a statement which sets out:
- (a) The Panel's conclusions about the CEO during the period the subject of the performance review;
 - (b) Any proposal by Council to vary the Performance Agreement; and
 - (c) Any directions or recommendations in relation to the CEO's future performance of the position.

ASSOCIATED DOCUMENTS

- *Public Sector Ethics Act 1994*
- Employee Code of Conduct

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

Director People and Performance.