

1. Policy Statement

The Chief Executive Officer (CEO) shall manage the operations of the organisation effectively, so that the organisation meets the objectives set out in its Corporate and Operational Plans, and complies with all contractual and legislative requirements. The CEO shall not cause or allow any practice, activity, organisational circumstance, or decision that is in any way unethical, unlawful, and imprudent or that violates a Council policy or expressed Council value, or any commonly held business or professional ethic.

2. Scope

To ensure the CEO's performance is monitored and assessed on a regular basis (at least annually).

3. Responsibility

Chief Executive Officer

Participate in annual CEO performance appraisal as outlined above, including completing a self-assessment questionnaire, and participating in an interview with the Council CEO Performance Appraisal Committee.

Mayor

Ensure that CEO performance appraisal is carried out annually as outlined above.

Council

Provide nominees to a Committee to undertake annual CEO performance review, and consider the report of the Committee.

4. Policy

- The performance of the CEO will be monitored on at least a six month basis and reviewed annually by the Council, in the context of overall organisational performance against Corporate and Operational Plans, and compliance with contractual and legislative requirements, and in line with Clause 8 of his employment contract dated 6 March 2015.
- CEO performance appraisal will be carried out by a Council Committee, including the Mayor and at least one other Council member.
- The Council Committee's assessment of the CEO's performance appraisal will be against performance indicators set by the Council.
- Information to assess the CEO's performance will be collected through the following means:
  - Review of the organisation's performance against its Corporate and Operational Plans over the past 12 months, as evidenced in relevant six-monthly and annual reports and other reports to the Council
  - Completion of a self-appraisal by the CEO against the key performance indicators set by the Council

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## Chief Executive Officer Performance Appraisal

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- Information provided by other Council members, stakeholders, and staff members interviewed confidentially by the Council Committee (ie 360 degree performance appraisal).
- After compiling this information, the Council Committee will develop a draft rating of the CEO's performance against the relevant performance indicators.
- The Council Committee will meet with the CEO to discuss the draft rating.
- Following this discussion, the Council Committee will finalise the rating of the CEO's performance and provide it to the CEO. The Council Committee and CEO will sign this rating document.
- The Council Committee will then present the signed CEO performance review rating to a closed meeting of voting Council members. The Council will be asked to ratify the rating.
- Following ratification, the rating may be used as the basis for salary review, consistent with the current CEO employment contract.
- Any disputes that arise with respect to CEO performance review will be managed in accordance with the dispute resolution clauses in the CEO's employment contract.

### 5. Legal Parameters

*Local Government Act 2009 – Section 12(4)(e)*

### 6. Associated Documents

Appraisal to be conducted taking into consideration the CEO's Contract of Employment