

Administration

Chief Executive Officer Performance Review Policy

Objective

To ensure compliance with the Local Government (Administration) Amendment Regulations 2021 (**CEO Standard Regulations**) which requires the Shire of Koorda (**“the Shire”**) and the Chief Executive Officer (**CEO**) to agree and set out in a written document the process by which the CEO's performance will be reviewed.

This Policy is to set out the CEO performance review process in a consistent, transparent manner and to provide overall guidance for process.

This Policy is applicable to the review of the CEO's performance in accordance with section 5.38 of the Local Government Act 1995 and the CEO Standards.

Policy

Performance Review Panel

The Council authorises the Shire's CEO Performance Review Committee to have oversight of the Annual CEO Performance Review Process. The CEO Review Committee will consist of the President, Deputy President and an elected Member authorised by Council.

The primary functions of the CEO Performance Review Committee are:

- Review the results of the performance review process and remuneration review and provide a recommendation to Council on these; and,
- Discuss possible KPIs and measurements with the consultant and the CEO for reporting to Council.

Appointment of Consultant

The consultant shall be a suitably qualified and experienced consultant to assist with the conduct of the performance review process in an independent manner.

To ensure the review process is commenced in a timely manner, the decision to appoint a consultant should be no later than May/June to allow the review to be finalised by July/August of the same year.

The appointed consultant shall, as a minimum, undertake the following as part of the performance review process:

- Prepare and distribute an electronic questionnaire to all current Elected Members to provide feedback on the extent to which the CEO is considered to have achieved the KPI's and measurements that applied during the review period;
- Prepare and distribute an electronic questionnaire to the CEO to provide a self-assessment on the extent to which they have achieved the KPI's and measurements that applied during the review period;
- Ensure the CEO's response of their perceptions of performance (an acquittal) shall be provided along with the electronic survey instrument to Elected Members.
- Conduct an interview (preferably in-person) with each elected member to determine, but not limited to, the following:
 - the CEO's responsibilities during the review period;
 - the extent to which the CEO has modelled the Shire's values and Code of Conduct during the review period;
 - the organisation's performance during the review period; and
 - suggested KPI's for the upcoming review period.
- Conduct a review of the CEO's remuneration package in line with the Salaries and Allowance Tribunal (SAT) determinations;

- Convene and attend at least one meeting between the consultant and the CEO to discuss the feedback received;
- Convene and attend at least one meeting between the consultant and the President to discuss the feedback received;
- Provide to the President and the CEO an Annual Performance Review report incorporating the results of the review exercise; and
- Conduct a review of the CEO's KPI's and recommend draft KPI's and measurements for the upcoming review period in discussion with the CEO and the President.

Administrative support

Administrative support for the process will be provided as necessary.

Performance Review Outcomes

Within one month of the conclusion of the performance review process, the performance review findings and recommendations will be presented as a confidential report (in accordance with section 5.23 of the Act) for endorsement by Council.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995, section 5.38

Local Government (Administration) Amendment Regulations 2021 (CEO Standard Regulations)

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Re-branded with major policy review and update.
30/08/2022	RES: 110822	Re-written as per CEO Standard Regulations.
Former Policy No: A21 CEO Performance Review		
19/07/2000		Adoption of policy (C21)
15/06/2011	RES: 110611	Amended