

## BARCOO SHIRE COUNCIL POLICY CEO PERFORMANCE APPRAISAL

Policy Number: BSC-024	Version:1a
Classification: Statutory	Section: Corporate Services - Executive
Date Adopted by Council: 18 September 2019	Resolution Number: 2019.09.14
Responsible Officer: Mayor	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Local Government Act 2009; Local Government Regulations 2012</i>	

### OBJECTIVE

The objective of this policy is to provide a framework to monitor and review performance of the Chief Executive Officer of the Barcoo Shire Council.

### POLICY STATEMENT

Barcoo Shire Council will implement a performance appraisal process to ensure that the Chief Executive Officer will:

- Manage the operations of Council effectively and efficiently
- Comply with all contractual and legislative requirements
- Monitor and report on the objectives of Corporate and Operational Plans
- Act at all times in an ethical and professional manner
- Abide by Council's Code of Conduct
- Not cause or allow any practice, activity, circumstance or decision that is in any way unlawful, imprudent or violates a Council policy or expressed Council value
- Meet key performance indicators as set by Council

### PROCEDURE

The performance appraisal of the Chief Executive Officer will be formulated on the individual employment contract, Council's strategic plans and objectives, its Code of Conduct and legislative and regulatory requirements.

The performance appraisal will be monitored on a six (6) monthly basis and reviewed annually by Council.

The performance appraisal will be carried out by a committee of three (3) Councillors including the Mayor and will include evaluation of:

- Meeting the objectives of Council's Corporate Plan
- Meeting the objectives of Council's Operational Plan
- Compliance with contractual and legislative requirements
- Meeting the objectives of the key performance indicators set by Council.

Information to assess the performance of the Chief Executive Officer will be collected through:

- Review of reports relating to the Corporate Plan and the Operational Plan, including the Annual Report
- Review of any internal audit reports
- Completion of a self-appraisal by the Chief Executive Officer against key performance indicators set by Council, with accompanying relevant evidence.

The Council committee will discuss the outcome of the review with the Chief Executive Officer to determine a draft result and rating. The draft will be presented to Council in a closed meeting for ratification.

Following ratification by Council, the rating may be used as a basis for salary review and extension of employment contract, consistent with the current Chief Executive Officer employment contract.

#### **ASSOCIATED DOCUMENTS AND POLICIES**

*Chief Executive Officer's employment contract*