

Item 12**Chief Executive Officer Performance Review Panel****File No: S095194.009****Memorandum by the Chief Executive Officer**

To Council:

Guidelines for the Appointment and Oversight of General Managers

Guidelines for the Appointment and Oversight of General Managers (Guidelines) have been issued by the Office of Local Government under section 23A of the Local Government Act 1993.

Under section 23A of the Act, councils must consider the Guidelines when exercising their functions in relation to the recruitment and oversight of general managers.

These Guidelines have been developed to assist councillors when performing their functions under the Act relating to the appointment of general managers and overseeing their performance. They provide guidance on:

- the role of the general manager and the importance of a good working relationship between councillors and the general manager;
- the recruitment process and the appointment of a general manager;
- day to day oversight of and liaison with the general manager;
- the performance review process;
- separation; and
- renewal of the general manager's contract

Chief Executive Officer Performance Review Panel

In accordance with the Guidelines and following the 14 September 2024 local government elections, a Chief Executive Officer Performance Review Panel (Panel) will be established.

The Panel will comprise of:

- the Lord Mayor;
- the Deputy Lord Mayor;
- a Councillor nominated by Council;
- a Councillor nominated by the Chief Executive Officer (note that the Chief Executive Officer will nominate a Councillor prior to the Panel convening); and

- an independent observer being the Chair of the Audit, Risk and Compliance Committee.

The role of the Panel includes:

- conducting performance reviews
- reporting the findings and recommendations of reviews to Council, and
- development of the performance agreement.

Members of the Panel will be required to undertake training. This training will be arranged and provided by the City and offered to all Councillors.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the Lord Mayor on the Chief Executive Officer's performance relevant to the agreed performance criteria. All Councillors will be notified of relevant dates in the performance review cycle and be kept advised of the Panel's findings and recommendations.

Recommendation

It is resolved that:

- (A) Council note the Guidelines for the Appointment and Oversight of General Managers as shown at Attachment A to the subject memorandum;
- (B) Council establish a Chief Executive Officer Performance Review Panel comprised of the Lord Mayor, the Deputy Lord Mayor, Councillor _____ (nominated by Council), a Councillor nominated by the Chief Executive Officer (note that that the Chief Executive Officer will nominate a Councillor prior to the convening of the Panel), and an independent observer being the Chair of the Audit, Risk and Compliance Committee;
- (C) authority be delegated to the Chief Executive Officer Performance Review Panel to undertake the Chief Executive Officer's performance review in accordance with the Guidelines; and
- (D) Council note that the Panel will report back to Council in a confidential session on the findings and recommendations of performance reviews as soon as practicable following any performance review.

MONICA BARONE PSM

Chief Executive Officer

Attachments

Attachment A. Guidelines for the Appointment and Oversight of General Managers