Chief Executive Officer Performance Review Policy

Keywords: CEO, Appraisal, Performance Review

Corporate Plan:	*N/A*
Classification:	*Executive Services – Governance – "Chief Executive Officer Appraisal"*
First Issued/Approved:	*23 January 2001*
Review Frequency:	*Within 12 months of a General Election*
Last Reviewed:	*April 2024*
Next Review Due:	*April 2027*
Responsible Officer(s):	*Chief Executive Officer*
Council File Reference:	*Council Policies (P)*
Applicable Legislation:	*Local Government Act 1999; Sections 96-102*
Relevant Policies:	*All Policies of Council are relevant to the CEO Appraisal*
Related Procedures:	*Performance Review to be conducted taking into consideration the CEO's Contract of Employment*
Delegations:	*Berri Barmera Council Delegations Register*

1. Purpose

The Chief Executive Officer shall manage the operations of the organisation effectively, so that the organisation meets the objectives set out in its Strategic and Business 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. Definitions

CEO	means Chief Executive Officer of Berri Barmera Council
The Panel	pursuant to section 41(1) of the *Local Government Act 1999,* the Berri Barmera Council (Council) resolved on 8 January 2019 to establish a committee to be known as CEO Review Panel (the Panel). Section 102A of the Local Government Act requires an independent member being included in the panel.
Council	means Berri Barmera Council

3. Principles

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

4. Policy Statement

4.1. Framework for Policy

Procedure:

In relation to the performance review of the CEO the Council has formed the CEO Review Panel, which has the following functions:

- Determine the Key Performance Targets for the forthcoming twelve month performance period.
- Arrange for the conduct of the CEO's six month and annual performance review within the parameters of the CEO's Employment Agreement.
- Review the CEO's performance criteria within the parameters of the CEO's Employment Agreement.
- Review the CEO's remuneration package within the parameters of the CEO's Employment Agreement.
- Review any aspect of the CEO's Employment Agreement within the parameters of the CEO's Employment Agreement.
- Recommend to Council the outcomes of the CEO's annual performance review.
- Recommend to Council the CEO's remuneration package and performance criteria to be applied for the ensuing year.
- Provide feedback to the CEO on outcomes of the performance review, and in conjunction with the CEO determine appropriate courses of action as required.
- Recommend to Council any changes to the CEO's Employment Agreement to be further negotiated with the CEO.
- Information to assess the CEO's performance will be collected through an agreed means which could include:
    - Review of the organisation's performance against its Strategic and Business 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 performance indicators set by the Council
    - Information provided by other Council members, stakeholders, and staff members interviewed confidentially by the Council (ie 360 degree performance appraisal).
- After compiling this information, the Panel will develop a draft rating of the CEO's performance against the relevant performance indicators.
- The Panel will meet with the CEO to discuss the draft rating.
- Following this discussion, the Panel will finalise the rating of the CEO's performance and provide it to the CEO. The Committee and CEO will sign this rating document.

- The Council 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. Responsibility

5.1. 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 CEO Review Panel.

5.2. Mayor

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

5.3. CEO Review Panel

Undertake annual CEO performance review and report recommendation to Council about the outcomes of the CEO's annual performance review.

6. Terms of Reference – CEO Review Panel

The CEO Review Panel Terms of Reference can be located on the Berri Barmera Council webpage www.berribarmera.sa.gov.au.

7. Confidentiality

Any information provided will be treated as strictly confidential. Information provided to the Council's Chief Executive Officer (CEO) will be securely retained within Council's records.

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