

### Purpose

The purpose of this Policy is to guide Council's recruitment, annual performance appraisal, and remuneration review process for the Chief Executive Officer.

Section 5.38 of the Local Government Act 1995 requires Council to review the performance of their Chief Executive Officer (CEO) at least once each year. Conducting this review is an important function of Council as the CEO is Council's only employee, and it is through this review process that Council can also review the performance of the organisation. At the same time, it is appropriate for Council to also conduct an annual review of the CEO's remuneration package.

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### Scope

This Policy applies to Shire of Boddington (Shire) Council Members and Chief Executive Officer.

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### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Chief Executive Officer Employment and Performance Appraisal".
KPI	Key Performance Indicator is a quantifiable measure of performance over time for a specific objective.

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### Policy Statement

Council is to establish a CEO Employment and Performance Appraisal Committee to have carriage and oversight of the CEO employment process and subsequent annual performance appraisals.

The Committee is to be appointed by resolution of Council for a two year term ending the date of the next ordinary local government election.

The Committee is to comprise of up to seven members, including the Shire President as Chairperson and least two other Council Members.

The primary functions of the Committee are to:

- Subject to clause 2.3 & 2.4, determine the scope of work to engage a consultant to assist with the conduct of the recruitment or review process;
- Review quotations received from consultants;
- Provide a recommendation to Council on the appointment of a suitable consultant;
- Manage the consultant appointed by Council;
- Review the results of the recruitment or performance review process and remuneration review and provide a recommendation to Council on the same;
- Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the performance review process; and
- Be responsible for overseeing the performance review process and ensuring that a final review report is present to Council to conclude the process within three months of the completion of the former KPI review period, unless otherwise determined in consultation with the CEO.

Unless otherwise determined by Council, the selected consultant is to be appointed for a two year term to coincide with the membership term of the Committee.

To ensure the review process is commenced in a timely manner, Council is to make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

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

- Prepare and distribute a questionnaire to all current Council Members on the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period;
- Provide all current Council Members with the opportunity to provide verbal feedback on the extent to which the CEO is considered to have achieved KPIs and measurements that applied during the review period, the CEO's responsibilities during the review period, and the organisation's performance during the review period.
- Conduct a review of the CEO's remuneration package;
- Convene and attend at least one meeting between the consultant and the Committee to discuss the feedback received;
- Convene and attend at least one meeting between the consultant, the Committee, and the CEO to discuss the feedback received;
- Provide the Committee and the CEO an Annual Performance Review report incorporating the results of the review exercise;
- Conduct a review of the CEO's KPIs and recommend draft KPIs and measurements for the upcoming review period in discussion with the CEO and the Committee;
- In conjunction with the Committee, establish appropriate selection criteria, important qualities, knowledge, and skills the CEO is to possess in order to attain the most suitable candidate for the position; and
- In conjunction with the Committee establish clear terms and conditions for the CEO's employment contract.

The Shire President is to be responsible for coordinating the activities of the Committee throughout the review process and initiating the process of appointing a consultant two months prior to the completion of the KPI review period falling due.

The CEO is to, no later than six weeks following the completion of the KPI review period, provide to the consultant a written self-assessment of their own performance against the KPIs and measurements that applied during the review period.

Where the Committee proposes to amend KPIs, draft KPIs and measurements agreed to are to be submitted to Council for determination within three months of the completion of the former KPI review period.

It is incumbent upon Council Members and CEO to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this Policy.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 28 May 2019 (Resolution 44/19) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995 Local Government (Administration) Regulations 2021
<b>Related Documentation</b>	