



CEO Performance Review Policy

Responsible Officer

Deputy Chief Executive Officer

Objective

This Policy establishes the principles and protocols for reviewing the performance of the Chief Executive Officer (CEO) that ensures transparency, fairness and accountability.

Scope

This Policy applies to the conduct of the CEO's performance reviews and setting the CEO's performance Criteria (KPI's).

Policy

Council is cognisant of the legislative requirement (*Local Government Act 1995*(5.36 - 5.39) to review the CEO's performance on an annual basis and has established this policy to ensure there is clarity and consistency for all parties to the process:

The review process must be a collaborative, constructive process that is designed to enhance performance and provide guidance for the ensuing twelve months, using the Shire's Strategic Plan and/or Corporate Business Plan.

The performance review process should be regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the Shire.

In recognition of the importance of a sound evaluation process that is fair, unbiased, transparent and ensures accountability, Council will formally engage an external professional external facilitator to assist in the review process.

The Terms of Reference for the facilitator will be in accordance with this policy and will consist of the following:

- In consultation with the Shire President, set the review procedure, timeline requirements and notify parties;
- Assess progress against KPIs;

- Seek input (confidential and anonymous) from all Councillors, a selection of direct reports to the CEO and a selection of the Shire's key stakeholders as deemed appropriate via interview and / or surveys on the CEO's performance;
- Provide the CEO with an opportunity to respond to interview findings;
- Provide a full report (Confidential) which will be distributed to all Elected Members and the CEO that outlines the findings of the review; and
- Be prepared to share the findings with Council in a confidential briefing (via teleconference or in person); and
- Draft new KPIs for the coming 12 months for Council review.

All Councillors will be required to participate in the review process and must:

- Respond to the assessment survey or interview with the facilitator within the agreed timeframe to assist with the process;
- Show an ability to be fair and objective;
- Use good communication skills;
- Be able to focus on outcomes; and
- Provide clear and unbiased feedback.

The CEO must commit to:

- Provide a self-assessment to the Facilitator within the agreed timeframe to assist with the process;
- Provide feedback to draft reports with the agreed timeframe;
- Regard the process as an opportunity to align performance with Councillors expectations;

KPIs

In recognition that the KPIs are being used to establish the expectations of Council and as a metric to measure performance against expectations, Council agrees to the SMART principles being:

S = Specific: The KPIs should be clear and targeted to a specific outcome.

M = Measurable: It is necessary to be able to measure progress against the target.

A = Attainable: It should be possible to achieve within resourcing and the remit of the position.

R = Relevant: The KPI should focus on the strategic direction of Council.

T = Timebound: This establishes the sense of urgency and priority to the KPIs.

Definitions

CEO (Chief Executive Officer) - A person who holds an appointment under section 194 of the Local Government Act 2009.

Council - Elected members of the Shire of Cocos (Keeling) Islands.

Shire President - person elected by the Council into the position of Shire President.

Deputy Shire President - person elected by the Council into the position of Deputy Shire President.

Elected Member - any member holding the office of Councillor.

Relevant Legislation/Local Law

Local Government Act 1995 s5.38 - The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Office Use Only				
Relevant Delegations	Nil			
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