



## ELM26 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

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| Aim         | Guidelines for the CEO Performance review process   |
| Application | CEO and Elected Members   |
| Principles  | Strategic Community Plan 2017 – 2027 (Desktop Review 2019)<br>Goal 05 Inspiring Governance<br>Objective 4 Exemplary work and team environment |

### POLICY OBJECTIVE

To accord with s5.39c of the *Local Government Act 1995* and s15-19 of the Local Government (Administration) Regulations 1996 in undertaking the performance review of the Chief Executive Officer (CEO).

### PURPOSE

That the performance of the CEO be reviewed by the Shire at least once in relation to each year of employment using the performance criteria contained in the CEO's position description.

### Objectives of The CEO'S Performance Review

The objectives of the Shire of Ashburton Council's performance reviews of CEOs are to seek continuous improvement, review and assess against key performance indicators (KPIs), identify impediments to enhanced performance and professional training and development opportunities.

### Principles Underlying the CEO'S Performance Review

1. The CEO shall be performance reviewed if they have been employed for a term of more than one year.
2. The CEO shall be performance reviewed at least once in relation to each year of service with the Shire.
3. The Council and the CEO must agree in writing on the process by which the CEO's performance will be reviewed.
4. The Council and the CEO must agree in writing on any performance criteria to be met by the CEO that are in addition to the CEO's contractual performance criteria.
5. The Council shall carry out performance reviews of the CEO in an impartial and transparent manner.
6. The Council shall collect evidence regarding the CEO's performance in



respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner.

7. The Council shall review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on evidence.
8. In consultation with the CEO, the Council shall agree to CEO performance objectives for the next review period and any variations to the CEO's conditions of employment.
9. Following a review of the performance of the CEO, the Council must by resolution of an absolute majority of the Council, endorse the review.
10. Immediately after the Council endorsement, Council will provide a written review outcome, including any identified performance issues that need to be addressed.
11. CEO to be notified of results of performance review.  
After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of
  - (a) the results of the review; and
  - (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

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| <b>Reviewer:</b>                  | Manager Human Resources   | <b>Decision Maker:</b>      | Council              |                  |      |                     |  |
| <b>Compliance Requirements:</b>   |   |                             |                      |                  |      |                     |  |
| <b>Legislation:</b>               | Section 5.39A Local Government Act 1995<br>Local Government (Administration) Regulations 1996<br>Division 3 – Standards for review of performance of Chief Executive Officers |                             |                      |                  |      |                     |  |
| <b>Industry:</b>                  |   |                             |                      |                  |      |                     |  |
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