

EXECUTIVE PERFORMANCE REVIEW POLICY

Intent The purpose of this policy is to establish an equitable and transparent approach to a performance review process for all Executive (Chief Executive Officer and Directors) which is to occur at least annually.

Scope This policy applies to Councillors, Chief Executive Officer (CEO) and Directors.

PROVISIONS

Cairns Regional Council is committed to promoting efficient and effective leadership within the organisation.

This policy and associated guidelines have been developed to facilitate the requirements under the Local Government Act 2009 (the Act) as they relate to the CEO performance. This policy also extends to the Executive (Directors) who report to the CEO, with the CEO responsible for conducting the performance reviews of Directors.

Section 12(4)(d) of the Local Government Act 2009 (Qld) provides that the Mayor has the additional responsibility of *'conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the, local government'*. This Policy and associated guidelines outline the assessment process decided by the local government.

This policy describes Council's approach to Executive performance review, the overall framework of setting performance expectations, monitoring and measuring performance against those expectations and the regular dialogue and review practices to be followed in formalising the review process by appropriate recording and reporting of the results.

The appointment of an external independent facilitator experienced in executive performance reviews in local government, will be used to support the Councillors (or CEO in the case of Directors) in establishing the Performance Agreements and undertaking the reviews against the performance expectations and criteria within the Agreements. An appropriately qualified independent facilitator will be engaged by Council in consultation with the CEO.

DEFINITIONS

Policy	Outlines Councils commitment to Executive Performance Reviews.
Performance Guideline	Details the system and processes that supports the performance review process – explains the who and how.
Performance Agreement	Outlines the agreed key responsibilities, expectations and assessment criteria.
Performance Review	The formal discussion and evaluation of performance against criteria and expectations in the Performance Agreement.

PRINCIPLES

Performance reviews and performance management are to be a collaborative and constructive process that contributes to enhanced Executive performance and consequently, the organisations' performance, in line with Council's Corporate Plan, Strategic Priorities and Operational Plan.

Executive Performance Review Framework

The key to this framework is in the setting and agreeing of performance expectations between the parties. The Executive Performance Review Framework includes:

- 1. Overarching Policy; and
- 2. Executive Performance Guidelines
 - a) Performance Review Process
 - b) Role of external independent facilitator
 - c) Performance criteria and ratings
 - d) Performance Agreement Template
 - e) Reporting and document management requirements

Upon commencement and at least annually, the Council and CEO will establish a Performance Agreement for the current financial year. Following adoption by Council, the Mayor (on behalf of Council) and the CEO will sign the Performance Agreement outlining the performance criteria and expectations to be met. The CEO will follow the same approach for Directors.

The key documents underpinning this process include:

- (a) Council's Corporate Plan;
- (b) Operational Plan;
- (c) Budget;
- (d) Position Description;
- (e) Employee Code of Conduct; and
- (f) Council's Corporate Values

The Framework philosophy is that the Performance Agreement will be used as the basis of encouraging relevant and rigorous conversations about performance at review time, with final assessments being evidence-based.

For the CEO, the review is conducted by all Councillors. For Directors, the reviews are conducted by the CEO. An appropriately qualified external facilitator, agreed by the Mayor and CEO and approved Council will be engaged to facilitate the Executive Performance process.

Reporting

The independent facilitator is responsible for providing a report and recommendation following the review process and the Mayor is required to table that report in a confidential session of a full council meeting within one (1) month of it being received.



This policy is to remain in force until otherwise determined by Council.

Director responsible for Review:

Director People & Organisational Performance

ORIGINALLY ADOPTED: 26/03/2025
CURRENT ADOPTION: 26/03/2025
DUE FOR REVISION: 26/03/2029
REVOKED/SUPERSEDED:

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Ken Gouldthorp
CHIEF EXECUTIVE OFFICER