



Council Policy: CEO Performance Review Process

1. Objective

A consistent, transparent and accountable performance review process.

2. Policy Statement

(a) Rationale

This process is documented and adopted by Council to ensure a consistent approach to the City of Albany CEO review.

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 City's agreed Strategic Plan and/or Business Plan.

Councillors must be prepared to take a corporate view of this process. 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 City of Albany.

Councillors participating in the review process must:

- Show an ability to be fair and objective
- Use good communication skills
- Possess preparation and evaluation skills
- Avoid Bias
- Be able to concentrate on outcomes
- Provide negotiation skills

(b) Briefing session

It is essential to gain input from all Councillors into the review and appraisal process. A briefing session will be organised to cover the performance appraisal, the procedures followed, keeping in mind current progress of the Strategic Plan and the skills required of the panel members; an independent person with relevant skills will be brought in to facilitate the session.

(c) Contract

- The CEO contract must contain the City's dispute resolution policy for both parties.
- The City's agreed CEO review procedure shall be contained within the CEO contract.
- The review procedure contained within the CEO contract can be varied by agreement between the Council and the CEO under an amendment clause between reviews.
- The contract should be reviewed by WALGA or a recognized legal practitioner to ensure legislative requirements are satisfied.

(d) Review periods

- It is a statutory requirement that the CEO's performance is reviewed annually.
- For planning purposes the appraisal is to be undertaken in the month of July.
- In the event that Council has concerns about the performance of the CEO, the Mayor will, at the request of Council, undertake an interim performance review.
- The Mayor must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.
- The Mayor must allow the CEO a minimum of one week's notice prior to the commencement of an interim performance review.

(e) Composition of the Review Panel

The CEO performance review panel will consist of:

- The Mayor
- Three Councillors nominated by resolution of Council.

This panel is to be facilitated by an Independent/external person appointed by a resolution of Council.

All Councillors seeking appointment to the CEO review panel must undertake the relevant CEO performance review training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.

(f) Interview process

The Interview process undertaken during the formal performance meeting must be conducted in good faith for all parties.

(g) CEO Key Performance Indicators (KPIs)

- KPI's must contain a balance of both tactical and strategic KPI's
- KPI's must refer to the Corporate Business Plan and or Community Strategic Plan
- The annual review of the Corporate Business Plan must be included as part of the KPI's that defines realistic milestones and reporting requirements.
- KPI's must mirror the expectations of Council and Community
- KPI's must acknowledge leadership
- Key Performance Indicators (KPI's) are reviewed annually and then agreed between the CEO and the City of Albany Council after each review period
- Once agreed upon, the KPI's shall not be changed.

(h) Procedure for the Review of the CEO

- Establish Review panel
- CEO must provide a self assessment to be provided to all Elected members
- Set the review procedure, timeline requirements and notify parties
- Assess performance and agree on key focus areas for interview
- Review Panel conducts appraisal interview
- Review Panel shares findings with full Council in a briefing session
- Manage follow up (Remuneration, KPI's, contract variations, review outcomes, analysis of interview feedback)
- CEO must be provided an opportunity to respond to interview findings
- Full report distributed to all Elected Members and the CEO

(i) Completion of review

- The Mayor, as head of the Review committee, must provide City of Albany Councillors and the CEO with a formal report that summarises the finding of the review. The CEO is to be invited to provide comment.
- The KPI's are reviewed immediately after the report is handed to the CEO and must be completed and signed off within 28 days of the CEO review process having been completed.

(j) Completion of process

The performance review panel must deliver a report to Council that outlines:

- What worked in the process
- The new KPI's for the next 12 months
- Recommended changes to this process over the next 12 months.

(k) Record Keeping

The Mayor is to hold the record of the Performance review. All documents relating to the review process must be registered on the City of Albany's records management system.

3. Scope

This policy position applies to the conduct of CEO performance reviews.

4. Legislative and Strategic Context

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.

5. Associated Documents

- Employment Contract

6. Review Position and Date

To be reviewed annually by the Council.

Document Approval			
Document Development Officer:		Document Owner: (Member of EMT)	
Manager Human Resources		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD. 7 – Council Policy		
Synergy Reference Number:	NP1656501		
Meta Data: Key Search Terms	Human Resources, Contract, Performance Review, Key Performance Indicators		
Current Status:	Council decision: Adopted		
Document file details:	Location of Document: N:\Corporate Services\Governance and Risk\Corporate Documents		
Quality Assurance:	Human Resources & Governance and Risk Teams, Council Committee		
Distribution:	Public Document		
Document Revision History			
Version	Author(s)	Version Description	Date Completed
1.0	Manager Human Resources Manager Governance & Risk	Adoption Ref: OCM 22/04/2014 Resolution CSF077 Synergy Ref: NP1436865	22/04/2014
1.1	Manager Governance & Risk	Review Ref: OCM 24/06/2014 Resolution CSF096	24/06/2014
1.2	Manager Governance & Risk	Review Ref: OCM 23/02/2016 Resolution PR001 Amendment: Document owner updated.	23/02/2016
1.3	Manager Governance & Risk	Review Ref: OCM 23/08/2016 Resolution PR002	02/09/2016