

## Policy Details

<b>Directorate:</b>	Organisational Services
<b>Branch:</b>	People and Culture
<b>Responsible Manager:</b>	People and Culture Manager
<b>Date adopted:</b>	19/02/2020 (minute number 14/2020)
<b>Date for review:</b>	2 years from the date of adoption or date of last review
<b>Legislative basis:</b>	<i>Local Government Act 2009</i>
<b>Related Documents - forms and procedures</b>	Chief Executive Officer Performance and Contract Management Guidelines Chief Executive Officer Recruitment and Onboarding Guidelines Chief Executive Officer Performance Agreement Template Chief Executive Officer Periodic Performance Review Template Chief Executive Officer Performance Review Panel Terms of Reference Chief Executive Officer Employment Contract Template Chief Executive Officer Recruitment Panel Terms of Reference

### 1. Policy Purpose

The purpose of this policy is to establish an equitable and transparent approach to the recruitment, contract management and establishment of a Performance Management System (PMS) for the Chief Executive Officer (CEO).

This policy and associated guidelines have been developed to facilitate requirements under the *Local Government Act 2009 (the Act)* as they relate to CEO performance and employment matters.

### 2. Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

### 3. Policy Statement

Logan City Council is committed to promoting efficient and effective leadership within the organisation.

Under section 194 of the *Local Government Act 2009* ('Act'), appointing a chief executive officer ('CEO'), it is the responsibility of Councillors to appoint and to set the conditions of employment for Council's CEO. A person appointed as Council's CEO must be qualified to be the CEO, having regard to the ability, experience, knowledge and skills that Councillors consider appropriate given the role. Councillors are also responsible for setting the standards by which the CEO's performance will be measured pursuant to section 194 of the Act.

In order to assist Council with fulfilling its responsibilities under the Act, Councillors should have regard to the guidelines outlined below when considering the recruitment, appointment and performance management of Council's CEO:

- Chief Executive Officer Performance and Contract Management Guidelines; and
- Chief Executive Officer Recruitment and Onboarding Guidelines.

The Recruitment and Onboarding Guideline and Performance and Contract Management Guideline detail an appropriate system for the recruitment, appointment and contract management of Council’s CEO, it includes the principles, processes and templates required to execute the guidelines.

The Performance and Contract Management Guideline outline a best practice Performance Management System (PMS) for the CEO at Logan City Council. The Guidelines establish the basis on which performance expectations and outcomes of the CEO are set, monitored and reviewed annually. The Guidelines detail the structure, key components and processes of the PMS, as well as providing base templates for a Performance Agreement and periodic reviews.

Councillors should also have regard to Council’s Decision Making Framework when making decisions with regard to the recruitment, appointment and performance management of Council’s CEO.

## 4. Reporting

Following completion of the annual review of the CEO’s performance and the setting of the new Performance Agreement, a report on the performance review, together with the new Performance Agreement, should be reported to Council in a closed committee by the Mayor.

## 5. Definitions

The following definitions apply to this policy.

TERM	DEFINITION
Performance Agreement	An agreement negotiated between Council and the CEO detailing performance criteria and expectations.
Performance Management System	A system designed as the foundation on which performance expectations and outcomes of the CEO are set, monitored and reviewed.
CEO	The Chief Executive Officer of the Logan City Council.
Councillor	All elected representatives including the Mayor.
Performance Review Panel	A panel appointed by Council for the purpose of overseeing the CEO’s Performance Management System in accordance with the CEO Performance Guidelines.

Document Control

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