

CEO Recruitment, Appointment and Performance Policy



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1. Purpose

1.1 Overview

The purpose of this policy is to establish an equitable and transparent approach to the recruitment, contract management and performance management of Logan City Council's Chief Executive Officer (CEO). It provides a framework for fulfilling Council's obligations under the *Local Government Act 2009* (Act) and ensures that leadership at the executive level is managed consistently and effectively. This policy applies to all Councillors, employees and contractors working for Council.

1.2 Legislative context

This policy is grounded in Chapter 6, Part 5, Division 1 of the Act, which outlines the responsibilities of Councillors in appointing the CEO and setting employment conditions. The Act also requires Councillors to establish performance standards for the CEO. This policy is supported by a suite of guidelines and templates that operationalise these legislative requirements.

2. Principles

To support effective leadership and governance, Council applies the following principles in managing the CEO's recruitment and performance:

2.1 Transparency and equity

Council ensures that the recruitment and appointment of the CEO is conducted through fair, open and merit-based processes. This includes the use of structured guidelines, formal panels, and documented criteria to support impartial decision-making.

2.2 Accountability and consistency

Council maintains a consistent approach to performance management through the use of a formal Performance Management System (PMS). This system sets clear expectations, monitors progress and enables structured annual reviews using standardised templates and processes.

2.3 Legislative compliance

All recruitment and performance activities are conducted in accordance with the Act, particularly section 194, which outlines the legal responsibilities of Councillors in appointing and managing the CEO.

3. Our Approach to CEO Recruitment and Performance

Council's approach is guided by 2 key documents:

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

These guidelines detail the processes, principles and templates required to recruit, appoint and manage the CEO's performance. They include:

- A structured PMS that sets, monitors and reviews performance expectations annually.
- Templates for the CEO's Performance Agreement and periodic performance reviews.
- Terms of Reference for both the Recruitment Panel and the Performance Review Panel.

Councillors are expected to apply Council's Decision-Making Framework when making decisions related to the CEO's employment and performance.

4. Reporting

Following the completion of the annual performance review and the establishment of a new Performance Agreement, a report must be presented to Council in a closed committee by the Mayor. This ensures confidentiality and formal endorsement of performance outcomes.

5. Definitions

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 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.

6. Document Control

Version Control	File Number	Document Number	Council Min No.	Description of Change	Effective Date
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