

# Policy

## Performance Management – General Manager

Responsible Manager (Title)	Director Corporate & Governance		
Adopted by Council	19 December 2024	Minute Number: 2024.284	
File Reference Number	2707611	Version 4.0	Review Due December 2028
Document(s) this policy Supersedes	V3.0 26 April 2022 07.22.073		
Community Plan Linkage	Leadership – We will have a strong, accountable and representative government		

### 1 Purpose

The Policy gives guidance to the performance management of the General Manager.

### 2 Background/legislative requirements

Reference material – Office of Local Government’s Guidelines for the Appointment and Oversight of General Managers.

### 3 Policy statement

The performance of the General Manager must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the General Manager’s performance.

Performance review will be by way of an established Performance Review Panel, membership of which will be resolved by the Council.

Wherever possible and in accordance with EEO principles, the Performance Review Panel will have gender balance.

### 4 Procedures

Council is to establish a Performance Review Panel and delegate the task of performance reviews of the General Manager to this panel. It is recommended by the Office of Local Government (guidelines) that the whole process of performance management be delegated to the Performance Review Panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance Review Panels should comprise the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

Opportunities for training of Panel members in the performance management of General Managers will be provided, as required.

The role of the Performance Review Panel includes:

- conducting performance reviews
- reporting the findings and recommendations of those appraisals to council
- development of the performance agreement
- negotiating any performance based increases in the General Manager's total remuneration package.

The Council and the General Manager may agree on the involvement of an external facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the Council on the recommendation of the Performance Review Panel.

All Councillors will be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

Councillors not on the panel, can contribute to the process by providing feedback to the Mayor on the General Manager's performance.