

Council Policy

Chief Executive Officer Recruitment, Appointment and Performance

Policy Reference Number	HR01.18CP	Adoption Date	16/08/2022
Portfolio	People and Strategy	Next Review Date	16/08/2024
Business Unit	Human Resources	Document ID	11692497

Purpose / Objective

The purpose of this Policy is to establish an equitable and transparent approach to the recruitment and appointment of, and ongoing performance review process for, the Chief Executive Officer (CEO).

This Policy has been developed to facilitate requirements under the *Local Government Act 2009* as they relate to CEO performance and employment matters.

The objectives of this Policy are to:

1. Outline an appropriate framework for recruitment, appointment and onboarding of a high-performing CEO with the skills, knowledge and competency to guide the organisation's delivery of the strategic vision set out by Council; and
2. Outline principles for performance review, and contract management of, the CEO.

Scope

This Policy applies to the Mayor, Councillors and Council officers who undertake actions relating to CEO recruitment, performance and employment matters.

Policy Statement

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

Under section 194 of the *Local Government Act 2009* (the Act), Appointing a Chief Executive Officer, 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 the Local Government considers 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 keeping with both legislation and good human resource practice, recruitment and performance management content will remain confidential within Council. Councillors will have visibility, involvement and input as outlined in the relevant procedures.

Council is committed to:

1. Conducting a comprehensive equitable, and merit-based recruitment and onboarding process to appoint its CEO;
2. Establishing and following a robust and fair CEO performance review process which aligns to requirements of the *Local Government Act 2009* and the values of Council.

CEO RECRUITMENT AND APPOINTMENT

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

- Procedure - Chief Executive Officer Recruitment and Onboarding.

The CEO Recruitment and Onboarding Procedure details an appropriate framework to facilitate the recruitment, appointment and onboarding of a new CEO. It provides a comprehensive process to ensure the selection of a CEO with the skills, experience and attributes required of the role, and outlines a benchmarking process to establish a total remuneration package that will attract and retain the best candidate for the position.

CEO PERFORMANCE AND CONTRACT MANAGEMENT

Performance expectations and outcomes of the CEO are set, monitored and reviewed annually.

The Mayor will lead, manage, and provide strategic direction to the CEO in line with Council's approved policies, strategies and decisions.

With performance expectations of the CEO anchored by an annual Performance Agreement, the CEO's performance will be monitored and reviewed annually, in accordance with legislative requirements. To this end, Councillors should have regard to the Procedure outlined below when considering the performance and contract management of Council's CEO:

- Procedure - Chief Executive Officer Performance and Contract Management.

Processes relating to the CEO's performance and contract management will be conducted on the basis of the following principles:

- Transparency, accountability and integrity: the formal performance review process, including outcomes of the process and matters relating to the CEO's Performance Agreement, will be transparent to the Council. The participation of all parties will be in line with responsibilities as outlined in the *Local Government Act 2009*.
- Confidentiality: all parties will respect the confidentiality of the performance review process and all matters relating to the CEO's Employment Agreement.
- Procedural and Substantive Fairness: matters relating to performance and contract management of the CEO will include legitimate expectation, full disclosure, and fair and impartial decision making.
- Adherence to Corporate Values: all parties will adhere to the Council's Corporate Values and be bound by the respective Codes of Conduct.

Consideration of Human Rights under Human Rights Act 2019

In acknowledgement of the fundamental human rights recognised in International covenants this Council Policy has been developed and acknowledges a commitment to recognise the importance and protection of human rights in creating policies that serve to develop overarching frameworks, standards, behaviours or actions that affect the way in which Council serves the community of the Scenic Rim region.

An assessment of this Policy against the human rights determined that no human rights are limited or affected by this Policy, because the Policy has been developed in line with the principles of Local Government, as outlined in section 4 of the *Local Government Act 2009*, and the *Public Sector Ethics Act 1994* (section 6), and Scenic Rim Regional Council's Values.

Compliance, Monitoring and Review

This Policy will be reviewed periodically to ensure it:

- Reflects currency and relevance within the context of local government;
- Facilitates ongoing compliance with the applicable legislative and regulatory framework; and
- Continues to achieve its purpose.

Reporting

Reporting activities relevant to this Policy will be actioned via the People and Strategy Portfolio.

Non-compliance of this Policy is to be reported in writing to the General Manager, People and Strategy via Human Resources.

Definitions

CEO means the Chief Executive Officer of Scenic Rim Regional Council.

Council means the elected representatives of Scenic Rim Regional Council.

Councillor means each elected representative, including the Mayor.

Performance Agreement means the document that sets performance expectations between the parties at the commencement of employment and each subsequent financial year.

Performance Review means a process designed to establish, monitor and review the CEO's performance against expectations of the Council.

Total Remuneration Package means the gross base salary plus all other benefits received by an officer of Council, inclusive of performance based remuneration, superannuation and any Fringe Benefits Tax paid by Scenic Rim Regional Council on the officer's behalf.

Related Legislation and Documents

1. Code of Conduct for Councillors in Queensland (Department of Local Government, Racing and Multicultural Affairs);
2. Code of Conduct for Employees;
3. *Local Government Act 2009*;
4. *Public Sector Ethics Act 1994*;
5. *Human Rights Act 2019*;
6. Chief Executive Officer Recruitment and Onboarding - Procedure; and
7. Chief Executive Officer Performance and Contract Management - Procedure.

This Policy supports the Scenic Rim Regional Council Corporate Plan 2026, in particular theme - Open and Responsive Government

Approval and Review Details

Approval and Review	Details
Original Adoption Authority and Date	Council 10 May 2022
Amendment Authority and Date	Council 16 August 2022
Notes	Updated to include new Council Procedure

Approved By:

SCENIC RIM REGIONAL COUNCIL

Adopted: 16 August 2022

Version Information

Version No	Date	Key Changes
1	10/05/2022	Ordinary Meeting Item No. 10.2; New Policy
2	16/08/2022	Ordinary Meeting Item No. 11.2; Amendment