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1. Statement

High quality performance by the Chief Executive Officer is fundamentally important for council to deliver on our purpose of: *Together we proudly enhance the quality of life for our community.*

2. Purpose and Principles

The purpose of this policy is to set out the way in which the performance appraisal is to be conducted, on an at least annual basis.

The performance appraisal is to be a collaborative and constructive process that contributes to enhanced performance of the CEO and as a consequence the organisation in line with the council's Corporate Plan, Strategic Priorities and Operational Plan.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009 (including sections 12 13 (3) and 194 (4) (a))

Section 12 (4) (d) of the Act provides the Mayor with the extra responsibility of: *conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example).*

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This policy applies to the conduct of the appraisal of the CEO's performance on an at least annual basis.

7. Roles and Responsibilities

The Mayor is to:

- conduct the performance appraisal of the CEO on an at least annual basis in line with the policy adopted by council;
- engage a qualified and experienced facilitator to assist the Panel in the conduct of the review as required;
- with support of the Panel, reach agreement with the CEO on the annual performance objectives and key performance indicators;
- with the support of the Panel, sign a performance agreement for the CEO within three (3) months of the commencement date of the initial contract of employment and by 1 July annually in each subsequent year of the employment contract;
- provide ongoing performance feedback to the CEO;
- give the CEO a minimum of ten (10) working days' notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare;
- ensure quality and reliable evidence is gathered to inform the Panel's appraisal of the CEO's performance; and
- with support of the Panel prepare and submit a confidential report to the Governance and Transparency Committee on the appraisal, including any matters associated with possible remuneration review, with the report discussed and the result resolved at a full meeting of the council.

Council is to:

- resolve to adopt a policy on the way in which the performance appraisal is to be conducted; and
- resolve to establish a Panel chaired by the Mayor with a minimum of two (2) councillors as members, as resolved by council, to assist the Mayor in the conduct of the CEO's performance appraisal each financial year
- provide formal performance feedback to the CEO, if required, to address performance issues (including alleged failures to meet require standards or goals) as necessary to seek to remedy those issues. Where required, these issues will be dealt with in accordance with Council procedures developed in accordance with requirements under the Local Government Act 2009 (Qld) or, in the case of Code of Conduct issues, the Public Sector Ethics Act 1994 (Qld).

The Advisory Panel is to:

- participate in the on-boarding and briefing process to ensure the members are equipped to undertake a robust and fair performance appraisal;
- agree on the annual performance objectives and key performance indicators for the CEO's performance;
- conduct the performance appraisal including an end of financial year review in July (with the assistance of a qualified and experienced facilitator if one is engaged);

- consider quality and reliable evidence of the CEO's performance including performance feedback from key stakeholders; and
- agree on the appraisal of the CEO's performance, including any matters associated with possible remuneration review, with any exceptions documented.

The CEO is to:

- contribute to the development of a performance agreement for the financial year using the agreed annual performance objectives and key performance indicators;
- agree and sign the performance agreement, with any exceptions documented within three (3) months of the commencement date of the initial contract of employment and by 1 July annually in each subsequent year of the employment contract;
- meet with the Panel to discuss their performance against the agreement;
- complete a self-assessment of their performance against the agreement using the provided template, for consideration by the Panel for the end of financial year, including quality and reliable evidence of performance; and
- engage in any necessary development or action to attain the expected level of performance.

The Office of the Mayor is to:

- support the Mayor and the Panel in the conduct and documentation of the CEO review and appraisal process as required.

The General Manager, Corporate Services and Manager, People and Culture are to:

- support the Mayor, Panel and CEO in the conduct of the CEO review and appraisal process including but not limited to procuring or sourcing a qualified and experienced facilitator, if one is required.

8. Key Stakeholders

- Mayor and Councillors
- Advisory Panel
- Chief Executive Officer

9. Monitoring and Evaluation

This policy will be reviewed as required to ensure that it is effective and efficient in discharging the Mayor's legislative obligations.

Feedback will be sought from key stakeholders to inform the review.

10. Definitions

Nil

11. Policy Owner

The General Manager (Corporate Services) is the policy owner and the Manager, People and Culture is responsible for authoring and reviewing this policy.