

CEO Performance Review Panel Meeting Dates

Wednesday, 24 January 2024
CEO Performance Review Panel

Strategic Alignment – Our Corporation

Program Contact:
Manager Governance

Public

Approving Officer:
Anthony Spartalis - Acting Chief Operating Officer

EXECUTIVE SUMMARY

This report seeks approval for the meeting schedule for the CEO Performance Review Panel (Panel) for the 2024/2025 Financial Year. Under the Panel's adopted Terms of Reference, the Panel is required to meet with the CEO (at least annually) to discuss progress on Key Performance Indicators (KPIs), to understand the context in which the CEO's performance is being achieved, which includes organisational issues or external factors that are impacting the CEO's performance and for how the performance of Council is impacting on organisational performance.

At its meeting on 27 June 2023 Council, on the recommendation of the Panel, approved the 2023/24 CEO Performance KPIs (Attachment A) as the basis for the assessment of the CEO's performance from 1 July 2023 to 30 June 2024. Council also approved that the assessment would be informed by a 360-degree survey to be conducted by Hender Consulting.

It is proposed that the CEO Performance Panel will receive progress reports on the achievement of the approved 2023/24 CEO Performance KPIs on a quarterly basis at its scheduled meetings in March, June and September 2024. This will include the need for the Acting CEO to continue to progress the KPI delivery until a CEO is appointed.

RECOMMENDATION

THAT THE CEO PERFORMANCE REVIEW PANEL

1. Approves the following meeting dates and times for 2024/25 Financial Year:
 - 1.1 Monday 2 September 2024, 3.00pm to 5.00pm
 - 1.2 Monday 2 December 2024, 3.00pm to 5.00pm
 - 1.3 Monday 3 March 2025, 3.00pm to 5.00pm
 - 1.4 Monday 2 June 2025, 3.00pm to 5.00pm

IMPLICATIONS AND FINANCIALS

CEO Contract	The CEO Performance Review Panel must meet at least once a year.
Consultation	Not as a result of this report.
23/24 Budget Allocation	Not as a result of this report.

DISCUSSION

1. The Panel has been established by Council to determine and assess the CEO's performance against identified measures.
2. In accordance with the Panel's adopted Terms of Reference, the Panel is required to meet with the CEO (at least annually) to discuss progress on Key Performance Indicators (KPIs), to understand the context in which the CEO's performance is being achieved, which includes organisational issues or external factors that are impacting the CEO's performance and for how the performance of Council is impacting on organisational performance.
3. At its meeting on 27 June 2023 Council, on the recommendation of the Panel, approved the 2023/24 CEO Performance KPIs (**Attachment A**) as the basis for the assessment of the CEO's performance from 1 July 2023 to 30 June 2024. Council also approved that the assessment would be informed by a 360-degree survey to be conducted by Hender Consulting.
4. It is proposed that the CEO Performance Panel will receive progress reports on the achievement of the approved 2023/24 CEO Performance KPIs on a quarterly basis at its scheduled meetings in March, June and September 2024. This will include the need for the Acting CEO to continue to progress the KPI delivery until a CEO is appointed.
5. The Panel must meet at least once a year. It is proposed that the Panel meet four times a year.
6. At the Panel on 5 June 2023, the Panel resolved in 2024 to meet on Monday 4 March 2024 and Monday 3 June 2024.
7. The dates and times being proposed for the 2024/25 financial year are provided below:
 - 7.1. Monday 2 September 2024, 3.00pm to 5.00pm
 - 7.2. Monday 2 December 2024, 3.00pm to 5.00pm
 - 7.3. Monday 3 March 2025, 3.00pm to 5.00pm
 - 7.4. Monday 2 June 2025, 3.00pm to 5.00pm.
8. Under the Panel's Terms of Reference: the Chief Operating Officer is authorised to vary the meeting schedule (including the commencement time, meeting place, date or cancellation of a meeting) after liaison with the Presiding Member and CEO.

DATA AND SUPPORTING INFORMATION

Nil

ATTACHMENTS

Attachment A – 2023/24 CEO Performance KPIs

- END OF REPORT -