Functional Area: COUNCIL

POLICY: CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL

Purpose
This policy provides a framework for Council to monitor and review the performance of the Chief Executive Officer of Barcoo Shire Council.

Policy Statement
Council will implement a performance appraisal process to ensure that the Chief Executive Officer will:

- Manage the operations of the Council to ensure the Council directions are met and continuous improvement is achieved in the delivery of Council services.
- Develop and strengthen Council's relationship with the local community, the wider business community, other Local Government authorities and relevant external agencies.
- Manage a workforce that has a mix of skills and experiences; and to ensure that performance is optimised through appropriate staff development programs.
- Ensure that Council financial and physical resources are managed to the long-term benefit of the Council and the community.
- Comply with all contractual and legislative requirements.
- Monitor and report on the objectives of Corporate and Operational Plans.
- Act at all times in an ethical and professional manner.
- Abide by Council's Employee Code of Conduct.
- Does not cause or allow any practice, activity, circumstance or decision that is in any way unlawful, imprudent or violates a Council policy or expressed Council value.
- Meet key performance indicators as set by Council.

Scope
This policy applies to Council and Councillors involved in the performance appraisal of the Chief Executive Officer. While the Chief Executive Officer has overall responsibility for Council operations, this policy does not apply to Council departments, business units, or other employees.

Definitions
Chief Executive Officer (CEO) – The Chief Executive Officer appointed by Council.

Performance Appraisal – The formal process used by Council to assess the CEO's performance.

Performance Appraisal Committee – All Councillors, including the Mayor, appointed to conduct the appraisal.

Key Performance Indicators (KPIs) – Measurable performance objectives set by Council for the CEO.

Corporate Plan – Council's long-term strategic planning document.

Operational Plan – Council's annual plan for delivering the Corporate Plan.

Employment Contract – The current contract of employment between Council and the CEO.

Closed Meeting – A Council meeting closed to the public in accordance with legislation.

Responsibilities

Council

Council is responsible for overseeing and ratifying the Chief Executive Officer's performance appraisal in accordance with this policy and the employment contract.

Mayor and Performance Appraisal Committee

Responsible for conducting the performance appraisal and reporting the outcome to Council.

Chief Executive Officer

Responsible for participating in the performance appraisal process and providing a self-appraisal and relevant supporting information.

Performance Appraisal Framework

The performance appraisal of the Chief Executive Officer will be formulated in accordance with the individual employment contract, Council's strategic plans and objectives, its Employee Code of Conduct, and legislative and regulatory requirements.

The performance appraisal will be monitored on a six (6) monthly basis and reviewed annually by Council.
The Chief Executive Officer will complete a self-assessment of the performance plan agreed with Council.

The performance appraisal will be carried out by a committee of all Councillors, including the Mayor, and will include evaluation of:

- Meeting the objectives of Council's Corporate Plan.
- Meeting the objectives of Council's Operational Plan.
- Delivering the services of the council within the envelope of Council's annual budget and in line with the Long-Term Financial Plan.
- Compliance with contractual and legislative requirements.
- Meeting the objectives of the key performance indicators set by Council.

Information to assess the performance of the Chief Executive Officer will be collected through:

- Review of reports relating to the Corporate Plan and the Operational Plan, including the Annual Report.
- Review of any internal and external audit reports.
- Completion of a self-appraisal by the Chief Executive Officer against key performance indicators set by Council, with accompanying relevant evidence.
- Other assessments as identified as appropriate by the Performance Appraisal Committee.

The Mayor and Performance Appraisal Committee will discuss the outcome of the review with the Chief Executive Officer to determine a draft result and rating. The draft will be presented to Council in a closed meeting for ratification and discussion with the Chief Executive Officer. Following ratification by Council, the rating may be used as a basis for salary review and extension of employment contract, consistent with the current Chief Executive Officer employment contract.

Governing Legislation and Regulation

Local Government Act 2009 (Qld)
Local Government Regulation Act 2012 (Qld)

Policy Owner:	Director Corporate and Community Services
Policy Reference No.:	BSC - 024
Related Policies:	BSC – 012 Employee Code of Conduct
Related Forms:	Chief Executive Officer's employment contract
Version:	2
Council Resolution No:	2026.05.008
Date Approved:	20 May 2026
Review:	This Policy is to be reviewed at intervals of no more than two years.