
Administrator Minute

Reference: 101; 102; 103/6
Report Author: Administrator

In accordance with the General Manager's Contract of Employment and the Office of Local Government Guidelines for the Appointment and Oversight of the General Manager, the Performance Review process for July 2021 to June 2022, has been completed.

It was previously determined by Council that the General Manager's Review Panel would comprise the Administrator along with the two Independent Persons who were on the initial recruitment and selection panel for the General Manager in April 2021. Further, the General Manager did not nominate any other person and was satisfied with the make-up of the Panel. The Panel was established and comprised the following representatives:

- Administrator
- Independent, Ms Kelli Hayes
- Independent, Ms Christine Hawkins AM
- Ms Kath Roach, of SINC Solutions facilitated the review.

This report is to inform Council on the outcome of the review.

As part of the review process, on 19 August 2022 the General Manager completed a self-assessment. The facilitator provided the General Manager's completed self-assessment to the Performance Review Panel Members and two Directors along with a former Director who ceased work with Council on 30 June 2022. The facilitator obtained information/feedback relative to the performance review from the three (3) Directors.

The Panel met on 2 September 2022 and undertook the review process in accordance with the Guidelines and the General Manager also made an excellent presentation to the Panel. The Panel subsequently provided scores and comment against the General Manager's self-assessment of the three (3) Parts of the Performance Review including the Managerial Objectives and Specific Responsibilities; Project Objectives and Agreed Priority Projects; and Personal and Professional Leadership Behaviours.

In brief, the General Manager:

- had an overall performance which was determined by the Performance Review Panel to be "highly effective" for each of the three (3) Parts of the Performance Assessment.
- was recognised for the significant work undertaken across the organisation including the responsibilities associated with the Public Inquiry and natural disasters which were unknown at the time of the setting of the performance objectives.
- had established an Executive Leadership team which stabilised the workforce but was operating in a tight labour market which impacted ongoing recruitment.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 21 September 2022

ADMINISTRATOR MINUTE



- was recognised for making strong attempts to improve and promote a positive image of the organisation including the Executive Listening tour.
- had achieved over 50% reduction in revotes from the previous year.
- continued to lead in an effective manner during an ongoing state of uncertainty.
- was always working for the best interests of the community and demonstrated ongoing and effective engagement with the Administrator.

Separately, the Directors and the former Director indicated areas where they held some concerns around finalisation of the organisation structure including ongoing recruitment, and prioritisation of tasks. They highlighted that the projects, in the main, were on track and that they have confidence in the General Manager in leading the organisation in the best interests of the community.

Having completed the review, the Panel concluded that the General Manager is highly effective (consistent achievements and often exceeds goals) in all three (3) parts of the performance areas.

Residents should be under no illusion as to the complexity of returning to the Shire to a Council that can be respected, trusted and consistent. Added to that challenge is the demands during the period under review by virtue placed on the General Manager and staff by the Public Inquiry.

The General Manager should be very proud of how she led an organisation under the microscope while ensuring day to day functions were maintained. In my view some sought to destabilise the administration and myself during the Inquiry and Commissioner Glover's Report deals with such matters at length.

As a result of the Notice of the Inquiry and Call for Submissions, more than 120 initial submissions were received resulting in substantial information being sought from the Council, and during the course of the Inquiry more information was summoned as a result of the giving of evidence and cross examination. All contact with Council was by formal summons resulting in over 25,000 pages of certified information being submitted to the Inquiry.

Many legacy issues remain that impact on Councils overall performance, and I am satisfied and can assure residents that all issues have been prioritised and are being addressed.

Together with the Panel and the General Manager, I am working to finalise the Performance Agreement for the 2022/23 year and will report same to Council at the November meeting in line with my transparency commitments whilst acknowledging my obligations under relevant Acts.

The Office of Local Government on 31 August 2022 issued a circular detailing new standard contracts of employment for general managers basically resulting from recommendations arising from the investigation of the former Canterbury City Council.

The guidelines include guidance that a general manager's performance agreement include indicators related to the promotion of an ethical culture and guidance on the importance of good working relationships between councils and general managers.

The new arrangements permit existing contracts to be varied by agreement, and I am taking advice and liaising with the General Manager and SINC Solutions to ensure the best interest of all parties and will further advise in this regard.

It is worth noting that despite my best endeavours, I have been unable to find any reference in Council minutes (even within closed session) to reporting of previous General Managers' Performance Reviews for six years.

RECOMMENDATION

THAT COUNCIL:

- 1. Receive and note the General Manager Performance Review Panel's Report.**
- 2. Note the General Manager's performance for the review period as determined by the Panel was 'highly effective' in all three (3) Performance Categories.**
- 3. Effect an increase to the General Manager's Total Remuneration Package of \$10,000 as agreed during the recruitment process in 2021 upon completion of a satisfactory performance review in 2022.**
- 4. Authorise the Administrator to finalise and sign all relevant documentation as required.**

Viv May PSM
Administrator