

## ADMINISTRATOR MINUTE 1

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In accordance with the General Managers 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 2022 to June 2023 has been completed.

In accordance with the process last year, the panel consisted of two independent persons and myself. The General Manager did not nominate any other person and was satisfied with the makeup of the panel.

Panel member Ms Kelli Hayes has advised that she left the area in July and would be standing down from the role and I undertook a process to source a further independent panel member from the initial list of persons who submitted to be associated with the recruitment of the General Manager in April 2021.

It was considered important that this person sit in on the panels deliberations this year as an observer, accordingly the panel comprised of the following representatives:

- Administrator - Mr Viv May
- Independent - Ms Kelli Hayes
- Independent - Ms Christine Hawkins AM
- Observer - Mr John Elvy

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 21 August 2023 the General Manager completed a self-assessment. The facilitator provided the General Manager's completed self-assessment to the Performance Review Panel Members and three Directors. The facilitator obtained information/feedback relative to the performance review from the three (3) Directors.

The Panel met on 4 September 2023 and undertook the review process in accordance with the Guidelines and the General Manager also made a short presentation to the Panel. The Panel subsequently provided scores and comment against the General Manager's self-assessment.

In brief, the General Manager:

- had an overall performance which was determined by the Performance Review Panel to be 'highly effective'.
- 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 team which stabilised the workforce but was operating in a tight labour market which impacted ongoing recruitment.

Together with the Panel and the General Manager, I am working to finalise the Performance Agreement for the 2023/24 year and will report same to Council at the November meeting in line with my transparency commitments whilst acknowledging my obligations under relevant Acts.

Initially, it was my understanding that the Statutory and Other Officers' Remuneration Regulation did not provide for any increase in remuneration. However, on 13 September

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2023, the Office of Local Government issued a circular indicating that this was not intended to apply to Local Government and the panel subsequently agreed that a 3% increase to the General Managers total performance package was appropriate.

I also intend to accept a recommendation from the facilitator that it would be appropriate that the 2023/24 performance review also undertake an independent benchmarking assessment of the General Managers total remuneration to ensure that it is in line with market expectations.

### **RECOMMENDATION**

**That:**

- 1. Council receive and note the General Manager Performance Review Panel's Report**
- 2. Council notes the General Manager's performance for the review period as determined by the panel was overall 'highly effective'.**
- 3. Council note that under the Standard Contract for General That in accordance with the NSW OLG Standard Contract for General Managers, and in recognition of an overall rating of highly effective an increase to the General Manager's total Remuneration Package of 3% be provided.**
- 4. The Administrator be delegated the authority to finalise and sign all relevant documentation as required.**
- 5. Ms Kelli Hayes be thanked for her service during the recruitment process and the two General Manager performance review processes.**
- 6. Mr John Elvy be appointed as an independent for the 2023/24 General Manager performance review process.**
- 7. Ms Christine Hawkins AM be re-appointed as an Independent for the 2023/24 General Manager performance review process.**