

ADMINISTRATOR MINUTE

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 2023 to June 2024 has been completed.

In accordance with the process from the past two (2) years, 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.

The panel comprised of the following representatives:

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

Ms Kath Roach of SINC Solutions Pty Ltd facilitated the review.

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

As part of the review process, on 19 June 2024 the General Manager completed a self-assessment which was provided to members on 21 June 2024.

The Panel met on 1 July 2024 and undertook the review process in accordance with the Guidelines and the General Manager also made a presentation to the Panel. The Panel subsequently discussed a number of community issues and 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' in five of the seven categories and 'effective' in the other two categories.
- was recognised for the significant work undertaken across the organisation, noting the problems that continue to influence community perceptions in relation to planning issues, not only at Council but across the sector.

SINC Solutions sought input from the Chair of Council's Audit Risk & Improvement Committee regarding the General Manager's performance (as it relates to their role). The Chair, Mr Stephen Horne, advised as follows:

"On behalf of the ARIC I am pleased to confirm our unanimous view that in exercising its very broad legislative mandate, the ARIC has found the General-Manager to be cooperative, receptive and supportive and we have developed an effective and respectful working relationship. Our coverage, focus and substantive insights have been set out for the community in our ARIC Annual Reports, which I have presented in person at open Council Meetings."

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I committed as part of the 2022-2023 performance review, to ensure that a review was conducted of the General Manager's remuneration package, given that at this time she had completed three (3) years of the five (5) year contract. This was completed by Local Government New South Wales (LGNSW) in June 2024.

The Panel endorsed a 3.75% increase – given that the Local Government Remuneration Tribunal (LGRT) had determined that amount for Mayors and Councillors across the State. This will ensure parity with Councils in LGRT Regional Centre council category.

The General Manager and I have finalised the Performance Agreement for the 2024/25 and in line with previous reviews is generally based on seven industry adopted indicators and now provides an additional four matters including, inter alia, a monthly report to the local planning panel on DA's outstanding longer than 180 days, delivery of Councillor onboarding and professional development following the September elections and completion of the Organisational Roadmap that to a large degree in my view influenced the recommendations of the Public Inquiry.

To ensure consistency in the 2024-2025 Performance Agreement Review, the Panel considers appropriate to include a member of the 2023-2024 Review Panel as an Independent Observer for the 2024-2025 Review to assist both the incoming Council and the General Manager in the transition. This is provided for under the OLG Local Government Guidelines for the Appointment and Oversight of General Managers (2022). Mr John Elvy has been recommended as the Independent Panel Observer.

RECOMMENDATION

That:

- 1. Council receive and note the General Manager Performance Review Panel's Report prepared by SINC Solutions Pty Ltd.**
- 2. Council notes the General Manager's performance for the review period as determined by the panel was 'highly effective' in Performance Categories One (1) to Three (3), and Five (5) to Six (6) inclusive, and 'effective' in Performance Categories Four (4) and Seven (7).**
- 3. Council notes that in accordance with the NSW OLG Standard Contract for General Managers, and in recognition of an overall rating of 'better than satisfactory' that an increase to the General Manager's Total Remuneration Package of 3.75% be provided.**
- 4. The Administrator be delegated the authority to finalise and sign all relevant documentation as required.**
- 5. Ms Christine Hawkins AM be thanked for her service during the General Manager recruitment process and the three (3) subsequent General Manager performance review processes.**

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- 6. Mr John Elvy be thanked for his service during the performance review process for 2023/2024 and as an Independent Panel Observer in 2022/2023 performance review.**

- 7. Mr John Elvy be appointed to the 2024/2025 General Manager Performance Review Panel as an Independent Panel Observer to ensure continuity between the 2023/2024 review period and the 2024/2025 review period. This appointment is consistent regarding an Independent Panel Observer with the Office of Local Government Guidelines for the Appointment and Oversight of General Managers (2022).**