



**COFFS HARBOUR CITY COUNCIL**

**SUPPLEMENTARY REPORT  
ORDINARY MEETING**

**COUNCIL CHAMBERS  
COUNCIL ADMINISTRATION BUILDING  
COFF AND CASTLE STREETS, COFFS HARBOUR**

**10 NOVEMBER 2011**

**Contents**

| <b>ITEM</b> | <b>DESCRIPTION</b>                   | <b>PAGE</b> |
|-------------|--------------------------------------|-------------|
|             | <b>MAYORAL MINUTE</b>                |             |
| MM11/6      | GENERAL MANAGER'S PERFORMANCE REVIEW | 1           |



## COFFS HARBOUR CITY COUNCIL

### SUPPLEMENTARY REPORT ORDINARY MEETING

10 NOVEMBER 2011

Mayor and Councillors

#### MAYORAL MINUTE

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#### MM11/6      GENERAL MANAGER'S PERFORMANCE REVIEW

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##### **Purpose:**

To advise Council of the outcome of the General Manager's Performance Review, which was conducted on 14 October 2011.

##### **Description of Item:**

Council resolved at the meeting of 14 April 2011, that Council formally appoint the General Manager's Performance Review Panel to be the Mayor, Deputy Mayor, one (1) councillor nominated by the General Manager and Cr Hines as nominated by Council;

Council note the Performance Review process will be facilitated by an independent facilitator agreed on by the Mayor and the General Manger, and Council delegate authority under Section 377 of the Local Government Act 1993 to the Performance Review panel to make all determinations arising from the conduct of the General Manager's performance review process.

Council provides training to all interested councillors in Performance Management Governance.

This minute is to inform the Council of the outcomes of the General Manager's Performance Review and the determination made by the Review Panel under delegated authority.

##### **Statutory Requirements:**

Clause 7 of the Standard Contract of Employment for General Managers of Local Councils in New South Wales

Cont'd

**Issues:**

Training in Performance Management Governance was offered to the Review Panel members and to all other interested councillors. This training was provided by Mr Allan Burgess, the independent facilitator on 29 September 2011. The Mayor, Cr Knight and Cr Degens attended the training, with Cr Palmer and Cr Hines submitting an apology.

The General Manager supplied a self assessment for the review which was given to the Review Panel and forwarded to all other Councillors for feedback. No feedback was received from any of the other councillors.

The review was conducted on the 17 October 2011 with the Review Panel, the independent facilitator Mr Allan Burgess and Ms Linda Kirkwood, Executive Manager Human Resources & Organisational Development being present.

The outcome of the review was positive, with the panel unanimously agreeing that for the period under review that expectations had been met.

The panel was also in agreement that a discretionary increase of 1.5% be given to the General Manager, in accordance with Clause 8.3 of the Standard Contract of Employment for General Managers of Local Councils in New South Wales.

**Recommendation:**

**That the outcome of the General Managers Performance Review be noted, including the awarding of a discretionary increase, in accordance with Clause 8.3 of the Standard Contract of employment for General Managers of Local Councils in New South Wales, the increase being 1.5%.**

**Keith Rhoades AFSM  
Mayor**