

Closed Meeting Of Council



Wollondilly Shire Council

Confidential Report Monday 11 December 2017

EC11 – General Manager's Performance Objectives
EC12 – Mayoral Minute - Renewal of General Manager's Contract

EC11

General Manager's Performance Objectives

270678

TRIM 5236

EXECUTIVE SUMMARY

- As part of the General Manager's Performance Agreement for 2017/18, the Performance Objectives have been prepared and set for the performance review period.
- It is recommended the General Manager's Performance Agreement be signed by the Mayor on behalf of Council.

REPORT

The Guidelines for the Appointment and Oversight of General Managers published by the Office of Local Government, Department of Premier and Cabinet outlines the process to assist Councillors in the recruitment, appointment, reappointment and overseeing the performance of General Managers.

This document provides a summary of the essential matters that must be addressed when engaging in these processes. Appendix 1 of the Guidelines suggests that a Performance Agreement setting out agreed performance objectives and standards should be signed between the General Manager and the Council.

CONSULTATION

Stephen Blackadder from Blackadder Associates facilitated the development of the performance objectives and key performance indicators with Councillors during workshops held on 3 August and 24 October 2017.

The performance objectives and KPIs developed are based on the strategic and operational objectives specific to Council's Delivery Program and Operational Plan. They also outline major projects and priorities to be progressed during the review period. The Agreement has six (6) components:

1. Achievement of role and responsibilities as contained in the role statement/position description for the position
2. Performance against generic responsibilities and core competencies for the CEO
3. Behavioural expectations, consistent with Council's Values and the Code of Conduct for Staff
4. Achievement of agreed major projects and major priorities
5. Personal development, and
6. Corporate Key Performance Indicators

FINANCIAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

That the General Managers Performance Agreement be signed by the Mayor on behalf of Council.

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EC12

Mayoral Minute – Renewal of General Manager’s Contract

3062

TRIM 5236

SUMMARY

- The purpose of this report is to consider the General Manager’s request to renew his contract of employment.
- The General Manager’s current employment contract expires on 21 July 2018.
- The General Manager seeks to renew his contract with Council for a further 5 years from 21 July 2018 to 21 July 2023.

MINUTE

Clause 5 of the Office of Local Government “*Guidelines for the Appointment and Oversight of General Managers*” provide as follows with respect to the renewal of a General Managers Contract:

“5.1 At least 9 months before the termination date (or 6 months if the term of employment is for less than 3 years) the employee will apply to Council in writing if seeking re-appointment to the position.

5.2 At least 6 months before the termination date (or 3 months if the term of employment is for less than 3 years) Council will respond to the employee’s application referred to in subclause 5.1 by notifying the employee in writing of its decision to either offer the employee a new contract of employment (and on what terms) or decline the employee’s application for re-appointment.

5.3 At least 3 months before the termination date (or 1 month if the term of employment is for less than 3 years) the employee will notify Council in writing of the employee’s decision to either accept or decline any offer made by Council under subclause 5.2.”

The General Manager’s current employment contract expires on 21 July 2018 and Mr Johnson has sought to renew his contract with Council for a further 5 years from 21 July 2018 to 21 July 2023.

Successive reviews of the General Manager’s performance suggest Mr Johnson is operating at a high level and the organisation is performing well. At the same time the most recent review sought action by the General Manager in a number of areas, in particular to strengthen our ability to respond to the growth pressures within the Shire. If the Council has confidence that Mr Johnson has the capacity and the capability to advance the leadership of the organisation in the next 5 years it should favourably consider the request.

If the General Manager’s contract is to be reviewed, I propose that the following action be taken:

- A contract of employment be drafted
- The General Manager Performance Review Committee be delegated authority to undertake the negotiation process
- A review of the Total Remuneration Package be undertaken to ensure the package aligns with Councils of a similar size and complexity to Wollondilly
- A report be presented to the Council to finalise the matter.

CONSULTATION

Consultation has occurred with all Councillors.

FINANCIAL IMPLICATIONS

The financial projections adopted in Council's Long Term Financial Plan include estimates for the General Manager's annual salary. There is not expected to be any additional budgetary implications should Council resolve to adopt this report's recommendations.

RECOMMENDATION

1. It is recommended that in accordance with Clause 5.2 of the General Manager's contract of employment the Council offer to Mr Johnson a new four (4) year contract from 1 July 2018 and a report be brought forward to the next Council meeting on the conditions of employment which will apply to the renewal.
2. That the General Manager Performance Review Committee be authorised on behalf of the Council to conduct negotiations with Mr Johnson on the contract conditions which shall apply to the contract renewal and report to the Council meeting in February 2018 so the Council can finalise the offer.
3. That the General Manager be advised of Council's decision in confidence by the Mayor.