



TERMS OF REFERENCE QPRC GENERAL MANAGER'S PERFORMANCE REVIEW PANEL

1. Role

The Performance Review Panel's role includes:

- Conducting performance reviews
- Reporting the findings and recommendations of those reviews to Council
- Development of the performance agreement.

2. Membership

Membership of the Panel comprises:

- The Mayor
- Deputy Mayor
- A Councillor nominated by Council, and
- A Councillor nominated by the General Manager.

3. Independent Facilitator

An independent person with relevant local government skills and experience will be invited to act as Facilitator on the Panel as a non-voting member. This person will be selected by the Mayor in consultation with the Panel.

4. Responsibilities

The Panel is responsible for the management of all matters associated with the General Manager's performance including the conduct of performance reviews.

All Councillors on the Panel should receive training on the undertaking of Performance Reviews, establishment of the Performance Agreement, and Oversight of the General Manager prior to the Panel convening.

The purpose of the Panel is to concentrate on constructive dialogue about the General Manager's performance against all sections of the current Performance Agreement.

All Councillors not on the Panel can contribute to the process by providing feedback to the Mayor on the General Manager's performance. All Councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

5. Meetings

Meetings will be held at least twice yearly to be arranged by the Mayor. Meeting outcomes and recommendations will be reported to Council in Closed Session.

6. Reference Resource

The Office of Local Government issued a S23A guideline to assist with the recruitment, oversight and performance management of general managers. Guidelines issued under S23A of the Act must be taken into consideration by Councils. The Guideline may be found at the link below:

<https://www.olg.nsw.gov.au/wp-content/uploads/Guidelines-for-the-Appointment-and-Oversight-of-General-Managers.pdf>

[15 August 2022]