

Attachment 1: Timeline for conducting the 2021-22 CEO Performance and Remuneration Review

Timeline: CEO Performance and Remuneration Review				
Date	Activity	Meeting	Dependency	Employment Agreement
May 22	<ul style="list-style-type: none"> CEO and Organisational KPIs for 2022-23 year established and make recommendation to Council. Consideration if there are any CEO KPIs required in addition to the organisational KPIs. If not, no recommendation to Council required. 	May Elected Member Forum	RSC in May to have initial input for May forum.	
May 22	<ul style="list-style-type: none"> Appointment of external consultant to conduct the CEO 360-degree feedback process 	24 May General Council Meeting	RSC 4 May RSC	
June 22	<ul style="list-style-type: none"> Finalisation of CEO and organisational KPIs for 2022-23 financial year 	General Council Meeting	Budget process timeline	
June 22	<ul style="list-style-type: none"> Conduct 360-degree feedback using external consultant (note: potential engagement of Kathryn McEwen) 	NA	May RSC and General Council meetings	
July 22	<ul style="list-style-type: none"> Assess performance against KPIs (note: preliminary financial statements to be used for financial KPIs due to Caretaker provisions) 	NA	May General Council meeting	
July 22	<ul style="list-style-type: none"> Opportunity for Mayor to review the KPI results and 360 feedback 	NA		
July 22	<ul style="list-style-type: none"> People & Culture to conduct a remuneration review (market testing, using available data) to inform Recruitment and Selection committee 	NA	If required/ dependent on the performance outcome.	Section 10 of the Employment Agreement

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2 Aug 22	<ul style="list-style-type: none"> Results of the performance review presented: <ul style="list-style-type: none"> Feedback KPIs Remuneration review recommendation CEO to provide an overview of the year in review/assess own performance (KPI results and 360 discussion) and provide to Review and Selection Committee Contract review recommendation to Council 	RSC	Remuneration review recommendation dependent on the performance outcome.	Sections 10 and 11 of the Employment Agreement
23 Aug 22	<ul style="list-style-type: none"> Recommendation CEO performance review, remuneration and contract review, seeking resolution. CEO to attend at the end of the confidential item to be informed of the decision. 	General Council Meeting	RSC 2 Aug 22	
Early September	<ul style="list-style-type: none"> The Mayor provide feedback to the CEO on outcomes of the performance review and in conjunction with the CEO, determine appropriate courses of action. 	NA	23 August 22 General Council resolution	Written report shall be compiled with respect to the annual performance review and a copy provided to the CEO.
Early September	<ul style="list-style-type: none"> Letter from Mayor to CEO outlining outcomes of the performance review and any required contract amendments. 	NA		