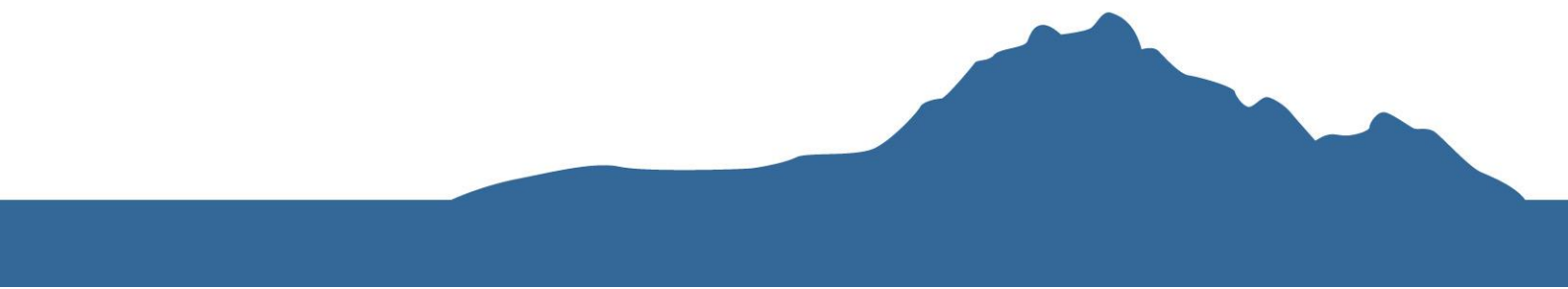




Unconfirmed Minutes
General Manager's Performance
Review Committee
12th April 2017

DRAFT



GENERAL MANAGER'S PERFORMANCE REVIEW COMMITTEE

UNCONFIRMED MINUTES

DATE: Wednesday, 12th April, 2017
VENUE: Council Offices, Whitemark
COMMENCED: 1.30 pm

Note the change of venue with agreement of attendees from the Furneaux Arts and Entertainment Centre to the General Manager's Office (vacant for the day).

PRESENT

Mayor Carol Cox
Cr Ken Stockton
Cr Gerald Willis
Jason Vuddamalay, Searchlight Group (via phone) 1.54 pm – 2.19 pm

APOLOGIES

Nil

STAFF IN ATTENDANCE

Nil

CONFIRMATION OF MINUTES

Moved: Cr G Willis **Seconded:** Cr K Stockton
That the Minutes from the General Manager's Performance Review Committee held on the 8th June 2016 be confirmed.

Carried Unanimously
For: Mayor C Cox, Cr G Willis and Cr K Stockton

DECLARATION OF PECUNIARY INTEREST

Nil

Moved: Cr G Willis **Seconded:** Cr K Stockton

That the Committee suspends the provisions of Section 22 in accordance with Section 22 (9) of the Local Government (Meeting Procedures) Regulations 2015, for this meeting.

Carried Unanimously
For: Mayor C Cox, Cr G Willis and Cr K Stockton

Item A1: Probationary Performance Review

ACTION	Decision
PROPONENT	Committee Chair, Cr Carol Cox
OFFICER	
FILE REFERENCE	PER/1500
ASSOCIATED PAPERS	<i>Sample Manager Performance Evaluation (provided by the chair prior to meeting)</i>

Information from the Chair

Council at the 16th March Ordinary Meeting of Council passed the following motion and conveyed that action in the open minutes of the meeting:

*"58.03.2017 Moved: Mayor C Cox Seconded: Cr K Stockton
That Council:*

- 1. Note the information provided to Councillors;*
- 2. Empowers the General Manager's Performance Review Committee to consider and recommend to Council a process(s) to undertake the performance review required prior to the end of the 6 month probation period;*
- 3. Requests the General Manager's Performance Review Committee to develop performance indicators as referred to in Schedule 3 of the employment contract.*

CARRIED UNANIMOUSLY (6-0)

For: Mayor Carol Cox, Deputy Mayor Marc Cobham, Cr Chris Rhodes, Cr Peter Rhodes, Cr Ken Stockton and Cr Gerald Willis."

The General Manager, Mr Bill Boehm has been in the position since the 3rd of January 2017 and, as per his employment contract, has a 6 month probationary period, with Council able to undertake a review at any time during that period.

Motion 58.03.17 requires this Committee to recommend to Council a process for undertaking this review. In putting forward the recommendation this committee will need to offer reasons for its choice of preferred action.

The recent release of a report into Roxby Downs Council by the South Australian Ombudsman, that was previously unavailable to Council due to confidentiality requirement of the South Australian legal system, makes it important for a full and fair review to occur during the probationary period.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That this Committee develops a recommendation to be taken to the April meeting of Council for consideration.

DECISION:

Moved: Cr K Stockton

Seconded: Cr G Willis

That the Committee recommends that subject to review by Searchlight as to its suitability to this situation, the Manager's Performance Evaluation, as attached, forms the basis for the performance review of Bill Boehm during the six month probation period ending the 3rd of July 2017.

Carried Unanimously

For: Mayor C Cox, Cr G Willis and Cr K Stockton

Note: Jason will respond to the chair, Mayor C Cox on the 18th April 2017 with regard to any suggested changes to the proposed survey document.

Moved: Cr. G Willis

Seconded: Cr K Stockton

That the Committee recommends that Councillors and staff be involved in the survey process for the performance review.

Carried Unanimously

For: Mayor C Cox, Cr G Willis and Cr K Stockton

Moved: Cr K Stockton

Seconded: Cr G Willis

That the committee recommends the following process for the probationary review:

1. That a confidential survey process is undertaken, using a survey document based on the Manager's Performance Evaluation document;
2. That Councillors, management level staff and staff who work in the council office be invited to complete the confidential survey;
3. That the completed surveys be sent directly to Sanjib Roy of the Searchlight Group for correlation and summary back to the General Manager's Performance Review Committee;
4. That the process is completed for consideration in Closed Council at the June 15th 2017 Ordinary Meeting; and
5. That the General Manager's Performance Review Committee manage the process.

Carried Unanimously

For: Mayor C Cox, Cr G Willis and Cr K Stockton

Item A2: Key Performance Indicators

ACTION	Decision
PROPONENT	Committee Chair, Cr. Carol Cox
OFFICER	
FILE REFERENCE	PER/1500
ASSOCIATED PAPERS	<i>Nil</i>

Information from the Chair

Part 3 of motion 28.03.2017 refers to the development of Key Performance Indicators (KPIs) by the GMPRC:

*" 58.03.2017
That Council*

.....

3. Requests the General Manager's Performance Review Committee to develop performance indicators as referred to in Schedule 3 of the employment contract.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That this Committee begins the development of KPIs to be included in Schedule 3 of the contract with the agreement of the General Manager, Mr Bill Boehm.

DECISION:

Moved: Cr G Willis

Seconded: Cr K Stockton

That the Committee seeks more information on Key Performance Indicators (KPIs), and holds discussion with Bill Boehm prior to making a recommendation to Council on the KPIs to be applied to Schedule 3 of the General Manager's contract.

Carried Unanimously

For: Mayor C Cox, Cr G Willis and Cr K Stockton

Meeting Closed: 2.25 pm

Sample Manager Performance Evaluation¹

Organization: _____

Evaluation period: _____ to _____

Elected Body Member's Name

Each member of the elected body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature _____

Date _____

Elected Body Member's Signature _____

Date Submitted _____

INSTRUCTIONS

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

Please write legibly. Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the elected body to the manager as part of the agenda for the meeting indicated on the cover page.

¹ Adapted from City Manager Performance Evaluation, University of Tennessee Institute for Public Service

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

___ Diligent and thorough in the discharge of duties, "self-starter"

___ Exercises good judgment

___ Displays enthusiasm, cooperation, and willingness to adapt

___ Exhibits mental and physical stamina appropriate for the position

___ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

Initials ___

2. PROFESSIONAL SKILLS AND STATUS

___ Maintains knowledge of current developments affecting the practice of local government management

___ Demonstrates a capacity for innovation and creativity

___ Anticipates and analyzes problems to develop effective approaches for solving them

___ Willing to try new ideas proposed by elected body members and/or staff

___ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

3. RELATIONS WITH MEMBERS OF THE ELECTED BODY

___ Carries out directives of the body as a whole as opposed to those of any one member or minority group

___ Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions

___ Disseminates complete and accurate information equally to all members in a timely manner

___ Assists by facilitating decision making without usurping authority

___ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

4. POLICY EXECUTION

___ Implements elected body actions in accordance with the intent of council

- Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached
- Understands, supports, and enforces local government's laws, policies, and ordinances
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category
Initials ____

5. REPORTING

- Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as guide
- Responds in a timely manner to requests from the elected body for special reports
- Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are nonroutine and not administrative in nature
- Produces reports that are accurate, comprehensive, concise, and written to their intended audience
- Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

6. CITIZEN RELATIONS

- Is responsive to requests from citizens
- Demonstrates a dedication to service to the community and its citizens
- Maintains a nonpartisan approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests
- Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from above and enter the subtotal ____ ÷ 5 = ____ score for this category

7. STAFFING

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance

- ___ Stays accurately informed and appropriately concerned about employee relations
 - ___ Manages the compensation and benefits plan professionally
 - ___ Promotes training and development opportunities for employees at all levels of the organization
- Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category **Initials**

8. SUPERVISION

- ___ Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
 - ___ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
 - ___ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office
 - ___ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
 - ___ Encourages teamwork, innovation, and effective problem solving among the staff members
- Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

9. FISCAL MANAGEMENT

- ___ Prepares a balanced budget to provide services at a level directed by council
- ___ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ___ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- ___ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- ___ Monitors and manages fiscal activities of the organization appropriately

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category **Initials**

10. COMMUNITY

- ___ Shares responsibility for addressing the difficult issues facing the community
- ___ Avoids unnecessary controversy
- ___ Cooperates with neighboring communities and the county

___ Helps the council address future needs and develop adequate plans to address long-term trends

___ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal ___ ÷ 5 = ___ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

Initials ___

What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Initials ___