



Ordinary Council

MAYORAL MINUTES

Business Paper

date of meeting: Wednesday 17 March 2021

location: Council Chambers
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

time: 5:30pm

Community Vision

A sustainable high quality of life for all

Community Mission

Building the future together
People Place Health Education Technology

Council's Corporate Values

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

Community Themes

- ★ Leadership and Governance
- ★ Your Community Life
- ★ Your Business and Industry
- ★ Your Natural and Built Environment

Ordinary Council Meeting
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MAYORAL MINUTES

Items of Business

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Item: 06.01

**Subject: MAYORAL MINUTE - CHIEF EXECUTIVE OFFICER'S
PERFORMANCE REVIEW PANEL**

Mayor, Peta Pinson

RECOMMENDATION

That Council:

- 1. Determine the composition of the Chief Executive Officer's Performance Review Panel for the period until the September 2021 Local Government Elections to consist of the Mayor, Deputy Mayor, one (1) Councillor nominated by Council and one (1) Councillor nominated by the Chief Executive Officer.**
- 2. Note that Councillor Geoff Hawkins is the Chief Executive Officer's nominated Councillor on the Chief Executive Officer's Performance Review Panel for the subject period.**
- 3. Delegate to the Chief Executive Officer's Performance Review Panel the entire process of performance management, including discussions about performance, reporting and performance reviews for the period until the September 2021 local government elections.**
- 4. Determine that there will be an informal performance review undertaken prior to the 2021 Local Government Elections.**

Discussion

The Director General of the Division of Local Government issued Guidelines in July 2011 for the Appointment and Oversight of General Managers. It is noted that this applies to Council's Chief Executive Officer.

The Guidelines recommend that the Chief Executive Officer's Performance Review Panel comprise the Mayor, the Deputy Mayor, a Councillor nominated by Council and a Councillor nominated by the Chief Executive Officer.

The Guidelines further provide that the whole process of performance management be delegated to the Chief Executive Officer's Performance Review Panel including the conduct of performance reviews, reporting the findings and recommendations of those reviews to Council and the development of the performance agreement.

The Standard Contract for General Managers requires that the performance of the General Manager (Chief Executive Officer) must be formally reviewed at least annually. As the timing of this first review falls after the upcoming elections, it is recommended that an informal review be undertaken prior to the elections and the composition of the panel be reviewed following the elections for a formal performance review to be conducted in January 2022.

The conditions of the contract also require that within 3 months after the commencement of the Chief Executive Officer, a performance agreement must be agreed to between the Council and the Chief Executive Officer setting out the agreed

performance criteria. The Chief Executive Officer is then required to prepare and present an action plan to Council on how these performance targets will be achieved within 2 months of this criteria being set.

At all times those Councillors not on the Chief Executive Officer's Performance Review Panel can contribute to the process by providing feedback to the Mayor or other panel members on the Chief Executive Officer's performance.

Attachments

Nil

Item: 06.02

Subject: MAYORAL MINUTE - SUPPORT FOR THE SAFETY OF WOMEN IN THE WORKPLACE

Mayor, Peta Pinson

RECOMMENDATION

That the Mayor and Chief Executive Officer co-jointly sign a letter to the Federal Minister for Women, the Hon Marise Payne MP and the State Minister Mental Health, Regional Youth & Women, the Hon Bronnie Taylor MP, in support of the recent rallies that have been held Australia-wide to highlight the importance of women being able to be safe in the workplace, free from sexual abuse, sexism, verbal abuse and intimidation.

Discussion

In recent days, thousands of people have gathered on the lawns of Parliament House and many others have attended rallies around Australia to protest against the treatment of women within Parliament House and in the broader community.

It is important that our Council shows its support for the safety of women in the workplace and write to the Federal and State Ministers under the signature of the Mayor and Chief Executive Officer.

Attachments

Nil