



3.13 STAFF PERFORMANCE AND SALARY REVIEWS

Distribution:	Elected Members, Executive Management, Council Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	2015 – Version 1 – Resolution 8.1.4 032017.OM
Last Review:	March 2024 – Version 3 – Resolution 032024 767 (Formerly 4.28)

Purpose

To detail the procedure and timing of staff performance reviews.

Scope

All Staff

Standard

The Chief Executive Officer shall ensure that performance and salary package reviews are conducted for all staff and has the power to amend salary packages.

Performance and Salary Reviews are to be conducted annually in June prior to the budget meeting.

Roles and Responsibilities

Elected Members

- Approve annual budget for salaries and wages.

Chief Executive Officer

- Ensure performance and salary reviews are conducted in June prior to budget meeting.

All Staff

- Participation in performance and salary reviews as and when required.

Legislation

Local Government Act 1995 s. 5.38 and Associated Regulations.

Resource Documents

Nil

Local Law

Nil

Delegation

Not Applicable