

13 September 2024

██████████
Sent via email to ██████████

Re: LG24-0219 - Council's CEO Annual Performance Review

Dear ██████,

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

Thank you for your request for information held by the Queenstown Lakes District Council (QLDC). On 5 September 2024 you requested the following information under the Local Government Official Information and Meetings Act 1987 (LGOIMA):

- **I request details of the methodology used to report annually on the performance of the Council's CEO. I do not need any information that could breach the privacy of the CEO, but I wish to be informed about the information that is assembled to evaluate the performance of the CEO, including from whom input is sought including, but not limited to, the Mayor, Councillors, Council staff, the CEO himself, and any external sources of evaluative material. Kindly confirm whether or not any human resource management advice is sought from outside of the Council to assure the robustness of the evaluation undertaken. Bearing in mind the key role played by the CEO, my interest is solely in understanding the process and methodology used to ensure fairness to the CEO and value for ratepayers' money.**

QLDC Response

Decision to release information

To address your request, we consulted the QLDC People and Capability Team who assisted in providing the following response:

The annual performance review of the QLDC Chief Executive (CE) is managed by an external specialist consultant to ensure a fair, consistent, and robust evaluation process.

The CE Performance Review Committee, comprised of Mayor Lewers, Councillor Cocks, and Councillor Guy, is responsible for monitoring and reviewing this process. The CE is invited to meet with the Committee to present their personal assessment of their performance relative to the Key Performance Indicators. Following the review, the Committee Chairperson reports to the Council with the Committee's recommendations. Committee members are required to maintain impartiality and independence throughout the process.

The performance review methodologies employed include management by objectives, SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) objectives, and comprehensive feedback mechanisms.

We trust this response satisfactorily answers your request.

Kind regards,



Democracy Services team

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