

# External Membership and Meetings

ITEM 4.1 30/11/2021  
CEO PERFORMANCE REVIEW  
COMMITTEE

Strategic Alignment - Enabling Priorities

2018/00459  
Public

**Approving Officer:**  
Amanda McIlroy, Chief Operating  
Officer

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## EXECUTIVE SUMMARY

At its meeting on 9 November 2021, Council established the CEO Performance Review Committee (the committee), with responsibility to ensure that clear expectations of the Chief Executive Officer's (CEO) performance are established, that the CEO's performance is assessed in accordance with clear and agreed performance measures, and to provide advice on potential professional development.

In accordance with the Terms of Reference for the committee, two independent, external members are to be appointed, including one with extensive local government experience.

A regular schedule of meetings for the Committee is also to be established. It is recommended that the committee meet at least twice a year to ensure the required performance review can take place in a timely and responsive manner while meeting contractual requirements and high standards of public accountability. This would be supported and informed by regular meetings between the CEO and the Lord Mayor.

This report seeks a decision on appointment of the two external members and agreement on the frequency of meetings.

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## RECOMMENDATION

That the CEO Performance Review Committee:

1. Supports the selection process undertaken by the Chief Operating Officer and appoints Mr William Spurr and Mr Jeff Tate as independent members to the CEO Performance Review Committee until the end of the 2018-2022 Council term.
  2. Adopts a meeting schedule of at least two meetings per year, with dates and times to be arranged dependent on availability of members and made public on the City of Adelaide website by 31 December 2021.
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## IMPLICATIONS AND FINANCIALS

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| CEO Contract            | At least one independent, external member is required as part of the CEO's contract. |
| Consultation            | Not as a result of this report   |
| 21/22 Budget Allocation | Not as a result of this report   |

## DISCUSSION

1. At its meeting on 9 November 2021, Council established the CEO Performance Review Committee (the committee) with the functions being to:
  - 1.1. Establish Key Performance Indicators for the CEO.
  - 1.2. Determine the performance review process for the CEO.
  - 1.3. Undertake the performance review of the CEO.
  - 1.4. Provide advice and support regarding the CEO's performance development.
  - 1.5. Prepare and provide advice to Council to inform the CEO's Total Employment Cost Package review, for decision by Council.
2. At the same meeting, Council approved the Terms of Reference for the committee and appointed the Lord Mayor as the presiding member, the Deputy Lord Mayor elect (Councillor Abrahamzadeh) as the deputy presiding member, and Councillor Couros as the Council Member.
3. The Terms of Reference also require that two independent, external members be appointed, including one with substantial local government experience.
4. The Chief Operating Officer is committed to providing administrative resources as required to support the committee to carry out its functions, including the provision of professional expertise as and when required. As such, in liaison with the presiding member, the Chief Operating Officer recommends the appointment of Mr William Spurr and Mr Jeff Tate as the external members, in recognition and acknowledgement of their substantial professional expertise:
  - 4.1. Mr William (Bill) Spurr is an experienced Chair, Board Member and Director. He is currently a member of the SA Economic Advisory Council and Chairperson of Adelaide Venue Management Corporation and was Chair of Education Adelaide for over ten years. Mr Spurr was also a member of the CEO Selection Panel, giving him valuable insight into the process and priorities for CEO performance.
  - 4.2. Mr Jeff Tate is currently Chair of the Eastern Region Alliance Water Board and the Coast Protection Board of South Australia. He was CEO at City of Onkaparinga for over 14 years and CEO of City of Marion for four years. Mr Tate also worked with the South Australian Productivity Commission as Commissioner for Inquiry into Local Government Costs and Efficiency.
5. Membership of the committee is for the term of the current Council. New members will be appointed as required for the new Council term.
6. The Terms of Reference require that the committee meet at least annually to discuss progress on Key Performance Indicators and to understand the context in which the CEO's performance is being achieved, including organisational issues that are impacting on the CEO's performance and/or how the performance of Council is impacting on organisational performance.

7. It is recommended that meetings be held twice a year to ensure clear, regular monitoring of performance and identification of opportunities for improvement as/if necessary. This is also in accordance with other staff Performance and Development Conversations which occur twice a year.

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## DATA AND SUPPORTING INFORMATION

Nil

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## ATTACHMENTS

Nil

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