

CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT AND REVIEW COMMITTEE

Minutes of the Meeting held on Friday 26th June 2015 at 1.19 p.m.
in the Mayor's Office, Civic Centre, 10 Watson Terrace, Mount Gambier

PRESENT: His Worship the Mayor, Mr Andrew Lee (Presiding Member)
Crs P Richardson, I Von Stanke (arrived 1.19 p.m.)

APOLOGIES: Cr Richardson moved the apologies received from Cr Perryman be received.

Cr Von Stanke seconded Carried

COUNCIL MEMBERS/
OTHERS AS
OBSERVERS:

Nil

COUNCIL OFFICERS
IN ATTENDANCE:

Mr Mark McShane, Chief Executive Officer
Mrs Lynne Dowling, Team Leader Executive Support

MINUTES: Mayor Lee moved the Minutes of the Meeting held on Tuesday 5th August, 2014 be taken as read and confirmed.

Cr Von Stanke seconded Carried

QUESTIONS:

- (a) With Notice – Nil received
- (b) Without Notice – Nil submitted

1. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Cr Von Stanke moved that the following item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.90(3)(a) – information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details person to the Chief Executive Officer will be disclosed.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances as the matter is personal to the Chief Executive Officer.

ITEM NO.	SUBJECT MATTER	S90 (3) GROUNDS
2.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Appointment of Consultant to conduct CEO Performance Review – Ref. PERS	(a)
3.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Chief Executive Officer KPI's - Ref. PERS	(a)
4.	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – Discussion regarding Chief Executive Officer KPI Report - Ref. PERS	(a)

Cr Richardson seconded

Carried

SUSPENSION OF MEETING PROCEDURES

Cr Richardson moved that pursuant to the powers contained at Paragraph 21 of the Local Government (Proceedings at Meetings) Regulations that the provisions of the said Regulations be suspended.

Cr Von Stanke seconded

Carried

The Meeting Procedures were suspended at 1.20 p.m.

RESUMPTION OF MEETING PROCEDURES

Mayor Lee moved that the provisions of the Meeting Procedures be now resumed at 1.35 p.m.

Cr Von Stanke seconded

Carried

2. PERSONNEL – Chief Executive Officer Performance Review – Discussion regarding Appointment of Consultant to conduct CEO Performance Review – Ref. PERS

Goal: Governance

Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.

The Presiding Member reported:

As recommended by the CEO Performance Development and Review Committee on 5th August, 2014 and as resolved by Council on 19th August, 2014;

“(a) the Report be received and endorsed;

“(b) the Committee recommend to Council that the CEO Performance Review Report of July 2014 be noted;

Council commends the CEO on the excellent outcomes of the Review;

- (a) *Council formally thank Adam Kennedy of AME Recruitment for facilitating the Review for Council and for assisting in simplifying the process;*
- (b) *Council thanks all Staff and Councillors for participating in the review process;*
- (c) *Council recommends that Adam Kennedy of AME Recruitment be invited to submit a proposal for the next CEO Performance Review process for 2015, for consideration by Council."*

A proposal was requested from AME Recruitment and is attached. The methodology as detailed is similar to that used in the previous reviews of 2013 and 2014, including an opportunity for Councillors and the CEO's direct reports to meet and discuss with Adam, matters relating to the review and a Draft Report provided to the Committee and CEO for consideration prior to a Final Report presented to Council.

The quoted cost (maximum) is \$6,900 and is comparable to the 2013 review of \$6,700. The cost of the 2014 review was rolled into the comprehensive review of the CEO's KPI's and a direct comparison is not valid.

Noting the work previously carried out by Adam Kennedy for AME Recruitment and positive feedback from Councillors and the CEO relating to his professionalism and methodology and his understanding of the Council and CEO's KPI's, AME Recruitment should be retained for the 2015 review process.

RECOMMENDATION

Cr Richardson moved;

- (a) the Report on the Appointment of a Consultant to assist Council with the CEO's Performance Review be received;**
- (b) that Council appoint AME Recruitment to assist Council in the conduct of the 2015 CEO Performance Review, with a maximum cost of \$6,900.**

Mayor Lee seconded

Carried

3. **PERSONNEL** – Chief Executive Officer Performance Review – Discussion regarding Chief Executive Officer's Key Performance Indicators – Ref. PERS

Goal: Governance
Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.

The Presiding Member reported:

The CEO's KPI's were extensively reviewed by AME Recruitment, the Committee and the CEO early 2014 and presented to the Committee on 27th March, 2014 where it was recommended:

- "(a) The Committee recommends that the attached KPI's and measures now be the agreed measures for future CEO Performance Reviews.*

- (b) *As an extension of the KPI review, Adam Kennedy of AME Consulting be engaged to undertake an interim performance review process in July 2014 and provide to the Committee recommendations on any further refinement of the KPI measures, questions and any other matters”.*

The CEO Performance Review Appraisal July 2014 is attached and includes;

- Endorsed KPI's
- Summary of the 2014 Review comments
- CEO Quarterly Summary KPI Report

The CEO's KPI's are recorded in Council's "Performance Manager" Corporate reporting program and updated on a quarterly basis (as are corporate KPI's).

The KPI's should continue to be the focus of the CEO Performance Development Review process, subject to any minor changes and form the basis for the review period to November 2015, also noting that several KPI's have been successfully concluded.

RECOMMENDATION

Cr Von Stanke moved;

- (a) **the Report on the Chief Executive Officer's KPI's be received;**
- (b) **that the CEO's KPI's endorsed by Council in April 2014 continue for the 2015 Review period.**

Cr Richardson seconded

Carried

4. **PERSONNEL** – Chief Executive Officer Performance Review – Discussion regarding Chief Executive Officer's Key Performance Indicators Report – Ref. PERS

Goal: Governance
Strategic Objective: Develop and maintain a valued, adaptable, skilled and motivated work force.

The Presiding Member reported:

Attached is a copy of the CEO's KPI Report to 31st March, 2015 extracted from the Performance Manager Program.

RECOMMENDATION

Mayor Lee moved;

- (a) **the CEO'S KPI Report to 31st March, 2015 be received and noted.**

Cr Von Stanke seconded

Carried

Minutes, Chief Executive Officer Performance Development and Review Committee, cont'd...

CONFIRMED THIS DAY OF 2015.

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PRESIDING MEMBER