



Scope of Works

for

Chief Executive Officer Review Services

1. Scope of Work

The City of Playford is currently seeking an experienced agency and/or consultant to assist with the performance review process for the role of Chief Executive Officer (CEO), working in conjunction with City of Playford's Chief Executive Officer Review Committee (Committee) and the CEO, for an initial appointment term of _____.

The CEO Review Committee's role is to consider all matters relating to the Chief Executive Officer's recruitment, remuneration, employment and performance.

The role of Chief Executive Officer is to lead, manage and implement efficient and effective services to the Community, within established policy, for the operations and activities as agreed by the Council and consistent with the competencies, skills and knowledge of the incumbent.

Council invites you to submit a quote for provision of these services.

2. Specific Requirements

The scope of work requires the agency/consultant to, in conjunction with the CEO Review Committee and the CEO:

- Facilitate initial briefing/workshop meeting with the Committee, CEO and nominated contact from the City of Playford
- Formulate agreed Key Performance Indicators (KPIs), performance measures and targets
- Formulate a CEO development plan
- Determine activities associated with reviewing the CEO's performance
- Assist with the annual performance appraisal and remuneration review process
- Meet with the CEO, Committee and Council as required

3. Value Added Services

Provide details of any value added services you are able to provide Council. This may be based on additional services, innovative service delivery or specific requirements Council has not identified.