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**CONFIDENTIAL CHIEF EXECUTIVE  
OFFICER REVIEW COMMITTEE MEETING**

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**CONFIDENTIAL MATTERS**

8.1	CEO Interim Performance Assessment Results (Attachment) .....	4
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Released 27 July 2021

## 8.1 CEO INTERIM PERFORMANCE ASSESSMENT RESULTS

Contact Person: Ms Christie Russell

### Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because the report and attachments contain information relating to the personal affairs e.g. employment performance of the CEO in the form of the CEO interim assessment results.

### A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

### B. THE BUSINESS MATTER

## 8.1 CEO INTERIM PERFORMANCE ASSESSMENT RESULTS

**Responsible Executive Manager :** Ms Christie Russell

**Report Author :** Ms Christie Russell

**Delegated Authority :** Matters which cannot be delegated to a Committee or Staff.

**Attachments :** 1 [↓](#). AM Consulting CEO Interim Assessment Report

### PURPOSE

This report presents the results of the CEO interim performance assessment for the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020.

### STAFF RECOMMENDATION

That the Council receives and notes the CEO interim performance assessment results the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020 (Attachment 1).

### EXECUTIVE SUMMARY

On 1 June 2020 the CEO Review Committee endorsed the approach for the CEO interim performance assessment for the period (acting October 2018 – September 2019) as per below:

- “1. The Committee accepts the proposed approach and survey, as outlined in Attachment 1, to undertake the interim performance assessment for the CEO, for the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020.

2. *The Committee note the 360 Degree survey will be undertaken with the following personnel and be made available for the Ordinary Council Meeting on 25th August 2020:*
  - CEO
  - Elected Members
  - Direct Reports to the CEO
  - Senior Managers
3. *Assessment will be undertaken in accordance with page 2 of attachment 1 also taking into account the COVID-19 survey results recently undertaken. The following themes will form the interim review and the associated means of measurement.*

<i>Theme</i>	<i>Measurement Tool</i>
<i>Culture</i>	<ul style="list-style-type: none"> <li>• Culture Amp survey</li> <li>• 360 survey</li> </ul>
<i>Leadership</i>	<ul style="list-style-type: none"> <li>• 360 survey</li> <li>• COVID-19 survey</li> </ul>
<i>Financial</i>	<ul style="list-style-type: none"> <li>• End of Year Audited Financial Statements 18-19</li> <li>• Budget Forecast 19-20</li> <li>• Draft Budget 20-21</li> <li>• Identified Savings</li> <li>• Debt Management</li> <li>• Financial Strategy</li> </ul>

The interim review of the CEO's performance sought to capture and document the CEO's performance during his acting period and from the period of his formal appointment as a means to provide an informal point in time appraisal recognising that the CEO has not been subject to formal KPI's at this point.

For the 360 survey, participants were asked by the Mayor to respond to the survey between 22 June 2020 and 6 July 2020, with AM Consulting facilitating the process.

The results of the CEO interim assessment have been prepared by AM consulting and are contained within Attachment 1.

Council administration provided information to AM Consulting on the Culture Amp COVID Survey results, as well as the financial information for inclusion in the CEO interim assessment report (Attachment 1).

## 1. BACKGROUND

At the CEO Review Committee meeting on 1 June 2020, the Committee endorsed that an interim CEO Performance Assessment take place by way of a 360 degree survey with Council Members, Executive and Senior Managers at City of Playford. The interim assessment will also take into consideration the recent COVID-19 organisational survey results undertaken with staff, which had a 78% participation rate and also involved collation of pulse check survey results from CultureAmp and information relating to Council's finances.

The CEO interim performance assessment is for the period (acting October 2018 – September 2019) and from formal CEO appointment September 2019 to June 2020.

The *CEO Performance Review Committee Charter* outlines in the "Delegations" section 4.1.3 that the CEO Performance Review Committee are delegated to *determine activities associated with reviewing the Chief Executive Officers performance review process, performance measures and targets, and the development plan and position description.*

## 2. RELEVANCE TO STRATEGIC PLAN

### 1: Smart Service Delivery Program

#### Outcome 1.2 Improved service delivery

The efficient and effective process of ensuring a performance review process is in place for the CEO ensures that the Strategic Plan can continue to be delivered.

## 3. PUBLIC CONSULTATION

There is no legal or policy requirement to consult the community on this issue.

## 4. DISCUSSION

- 4.1 The CEO 360 survey results are contained within Attachment 1 and were sought from Council Members, Executive, Senior Management Group and Direct reports of the CEO. The survey sought to seek feedback on the CEO performance for the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020.
- 4.2 As per the Committee resolution the Committee asked that the interim assessment cover the key themes of Culture, Leadership and Financial. Council administration provided documentation for inclusion in the CEO interim assessment report based on the key themes being Culture, Leadership and Financials.
- 4.3 The intention going forward is to have AM Consulting assist the Committee with establishing Key Performance Indicators (KPI's) that will provide a baseline for performance and potential improvement of the CEO over the term of the contract. Subsequent to these reviews based on achievement of KPI's the CEO position description will be reviewed as per the terms of the CEO employment agreement.
- 4.4 Given the interim nature of this review and the absence of KPI's to date, the interim assessment results will not be used for the review of the CEO's Position Description as per the terms of the CEO employment agreement.

## 5. OPTIONS

### Recommendation

That the Council receives and notes the CEO interim performance assessment results for the CEO, for the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020 (Attachment 1).

### Option 2

That the Council receives and notes the CEO interim performance assessment results for the CEO, for the period (acting October 2018 – September 2019) and from formal appointment September 2019 to June 2020 (Attachment 1) and note the following:

- <<Committee to insert as it sees fit>>

## **6. ANALYSIS OF OPTIONS**

### **6.1 Recommendation Analysis**

#### **6.1.1 Analysis & Implications of the Recommendation**

Review of the CEO interim performance assessment results ensures monitoring and review of the performance of the CEO demonstrating due diligence and good human resource management.

This option allows for the Council to receive and note the assessment results.

#### **6.1.2 Financial Implications**

There are no financial or resource implications.

### **6.2 Option 2 Analysis**

#### **6.2.1 Analysis & Implications of Option 2**

Review of the CEO interim performance assessment results ensures monitoring and review of the performance of the CEO demonstrating due diligence and good human resource management.

This option allows for the Council to receive and note the assessment results and allows the Committee/Council to make any amendments to the recommendation.

#### **6.2.2 Financial Implications**

There are no financial or resource implications.

**C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE**

**Purpose**

To resolve how long agenda item 8.1 is to be kept confidential.

**STAFF RECOMMENDATION**

Pursuant to Section 91(7) of the Local Government Act 1999, the Council/Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Council's/Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (a) of the Local Government Act 1999:

- Report for Item 8.1
- Attachment(s) for Item 8.1
- Decision for Item 8.1

This order will be reviewed and determined as part of the annual review by Council in accordance with Section 91(9)(a) of the Local Government Act 1999, whichever comes first.