

CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE CHARTER



1 Role

The Committee's role is to consider all matters relating to the Chief Executive Officer's employment and performance.

2 Terms of Reference

2.1 The Committee's terms of reference are to:

2.1.1 Review the Chief Executive Officer's Performance;

2.1.2 Contribute to the Chief Executive Officer's development plan; and

2.1.3 Review and provide advice to Council on setting the remuneration and conditions of employment for the Chief Executive Officer.

3 Definitions

Act for the purpose of this policy means the *Local Government Act 1999*.

Chief Executive Officer (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

Committee includes Section 41 Committees, other Committees and Panels established by Council.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

Independent Members are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

The logo for the City of Playford, featuring the text 'CITY OF' above the word 'Playford' in a stylized script font, with a green graphic element below it consisting of several horizontal lines of varying lengths.				
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4 Delegations

- 4.1** The Committee has delegation for the following:
- 4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.
 - 4.1.2 Develop and approve the Committee's Work Plan.
 - 4.1.3 Review the CEO's Performance.
 - 4.1.4 Contribute to the CEO's development plan.
 - 4.1.5 Review and provide advice to Council on setting the remuneration and conditions of employment for the Chief Executive Officer.
- 4.2** The Committee may determine all activities associated with reviewing the Chief Executive Officer's performance including the:
- 4.2.1 Performance review process.
 - 4.2.2 Development plan.
 - 4.2.3 Salary and conditions of employment.
 - 4.2.4 Position description.
 - 4.2.5 Performance measures and targets.
- 4.3** Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.
- 4.4** Deputations are not delegated to the Committee and are only to be presented to Council.
- 4.5** Petitions are not delegated to the Committee and are only to be presented to Council.

5 Meetings

- 5.1** The Committee Meeting will be held on the 2nd Monday of the months of February, May, August and November (one month after the end of each financial year quarters), starting at 5:30pm.
- 5.2** The Committee Meeting will be held in the Committee Room at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3** Committee Meetings may be called, amended or cancelled by the Committee's Executive Officer, in consultation with the Presiding Member.
- 5.4** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.
- 5.5** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours notice, due to the urgency of the matters on the agenda.

5.6 Committee Members may attend Committee Meetings via a conference call without the specific need of amending the meeting procedures on each occasion, subject to the following conditions;

5.6.1 Committee Members must ensure the Committee's Executive Officer is informed of the Committee Members intention to attend via conference call at least 2 hours before a meeting to ensure the appropriate resources are available.

5.6.2 Committee Members must be unaccompanied and must ensure the conference call is not overheard, especially if the meeting moves in to confidence.

5.6.3 Committee Members must ensure adherence to all legislative requirements, including but not limited to, Australian Road Rules, Listening and Surveillance Devices Act, Council Policies and Procedures.

6 Membership

6.1 Term rules:

6.1.1 The Committee is comprised of the Mayor, Deputy Mayor and two (2) Council Members endorsed by Ordinary Council.

6.1.2 The two (2) Council Members appointed to the Committee will have a term of two (2) years and may be re-appointed for an additional term.

6.1.3 The appointment of all Committee Members will be for a period not exceeding the next General Election.

6.1.4 The Mayor will act in the position of Presiding Member of the Committee. In the absence of the Mayor, the Deputy Mayor will act in the Presiding Member position.

6.2 Table providing a summary of current Committee Membership and Term of Office details:

Term of Office		
Appointed Members	Endorsed by Council	Term Concludes
Mayor Glenn Docherty	16 Dec 2014	31 Oct 2018
Deputy Mayor Gay Smallwood-Smith	16 Dec 2014	31 Oct 2018
Cr Adam Sherwood	25 Oct 2016	31 Oct 2016
Cr Denis Davey	25 Oct 2016	31 Oct 2016

7 Role of the Presiding Member

7.1 Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.

7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.

7.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

8.1 Actively participate in debate and discussion as a representative of Council in a professional manner at all times.

8.2 Ensure the Member is prepared and informed of meeting matters prior to the meeting.

8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of the Executive Officer and Administrative Support

9.1 The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.

9.2 The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.

9.3 The Committee is appointed a Minute Taker.

9.4 An external advisor/facilitator may be appointed to assist the Committee, enabled through the Executive Officer.

10 Reporting and Review of the Committee

10.1 Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.

10.2 As determined by the Committee, it may communicate with Council Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Council Members, a communiqué, a written memo or report to Council.

11 Supporting Documentation

- [Local Government Act 1999](#)
- [Code of Practice for Council and Committee Meetings](#)
- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

12 Approval and Change History

Approval Date	Approval by	Change
31 Jan 2012	Council Resolution	Scheduled Review
08 Sep 2014	Committee Recommendation	Scheduled Review
23 Sep 2014	Council Resolution No. 1924	Scheduled Review
16 Dec 2014	Council Resolution No. 2009	Alignment to Council Elections 2014 and minor amendments to align with other Committee Charters.
28 Jun 2016	Council Resolution No. 2604	Scheduled Review
25 Oct 2016	Council Resolution No 2727	Committee Membership Updated
22 Nov 2016	Council Resolution No 2749	New Deputy Mayor Appointed
28 Nov 2017	Council Resolution No. 3032	New Deputy Mayor Appointed