

16.4 MINUTES OF THE CEO PERFORMANCE REVIEW PANEL WEDNESDAY 16 SEPTEMBER 2020

Responsible Officer: Katrina Bell, Coordinator Organisational Development

Attachments: 1. Minutes of the CEO Performance Review Panel meeting held Wednesday 16 September 2020

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Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

RECOMMENDATION

That Council accepts the minutes of the CEO Performance Review Panel meeting held Wednesday 16 September 2020 as read and received and adopts all recommendations contained within these minutes.

**MOVED COUNCILLOR PAUL IRELAND
SECONDED COUNCILLOR REBECCA BOSELEY**

That Council accepts the minutes of the CEO Performance Review Panel meeting held Wednesday 16 September 2020 as read and received and adopts all recommendations contained within these minutes.

CARRIED.



CONFIDENTIAL

CEO Performance Review Panel

Minutes

Wednesday, 16 September 2020

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1 MEETING OPENING

The Chairperson, Cr Paul Ireland opened the meeting at 1:06pm and welcomed those in attendance by reading the acknowledgment of country.

Southern Mallee District Council acknowledges the Ngarkat people as the traditional custodians of the land on which we meet and work. We respect their culture and we extend that respect to other Aboriginal and Torres Strait Islander people.

PRESENT:

Cr Paul Ireland (Deputy Mayor)
Cr Rebecca Boseley
Cr Andrew Grieger (Mayor)

IN ATTENDANCE:

Jason Taylor (Chief Executive Officer)
Katrina Bell (Coordinator Organisational Development)
Matt Hobby (Director, Perks People Solutions)
Emily Milligan (Team Administrator, Perks People Solutions)

2 APOLOGIES

Nil

3 CONFIRMATION OF MINUTES**4 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

5 CONFIDENTIAL ITEMS**5.1 PRESENTATION OF CEO PERFORMANCE REVIEW SURVEY REPORT****COMMITTEE RESOLUTION**

Moved: Cr Rebecca Boseley

Seconded: Cr Andrew Grieger

That:

1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer and Coordinator Organisational Development be excluded from attendance at the meeting held on Wednesday 16 September 2020 for Agenda Item 5.1 Presentation of CEO Performance Review Survey Report;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.1 Presentation of CEO Performance Review Survey Report is:
information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.1 in confidence.

CARRIED

5.1 PRESENTATION OF CEO PERFORMANCE REVIEW SURVEY REPORT

Responsible officer: Katrina Bell, Coordinator Organisational Development

Attachments: 1. Southern Mallee District Council Report Final - Confidential 

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Background

Perks People Solutions (Perks) were engaged by Council to facilitate an independent 360-degree review of the CEO's performance for the period ending 30 June 2020. Perks also facilitated the same review for Council, the previous year.

The survey was sent out the participant list made up of key internal and external stakeholders on 5 August 2020 and closed on 19 August 2020, giving participants two weeks to provide a response.

Context

The CEO's contract includes the following clause relating to the CEO's performance review:

8 Performance Review

- a) *The Council will ensure that a review of the Chief Executive Officer's performance is conducted on a facilitated basis half yearly with the review for the end of the June being a 360-degree review of Elected Members, an agreed sample of staff and stakeholders to be undertaken in confidence, (both described as a Performance Review).*
- b) *The Council shall give the Chief Executive Officer a minimum of 10 working days' notice in writing that a Performance Review is to be conducted to enable the Chief Executive Officer sufficient time to prepare.*
- c) *The Chief Executive Officer will prepare and submit to the Council an assessment of his own performance at least 2 days prior to the Performance Review.*
- d) *The final report on the Performance Review of the Chief Executive Officer at the end of the June is to be forwarded to the Council or relevant Council committee for consideration (the June Half Year Assessment).*
- e) *In the event that the Chief Executive Officer does not achieve Competent Performance in the June Quarter Assessment, a written report shall be compiled with respect to the June Quarter Assessment and a copy provided to the Chief Executive Officer within 1 month of the June Half Year Assessment. The report shall set out in detail any particular aspects of the Chief Executive Officer's performance that requires improvement, together with timeframes during which the Council expects those areas of performance to be improved to a specified standard.*
- f) *The Council must provide whatever counselling, advice and assistance as may be reasonably necessary to enable the Chief Executive Officer to improve his performance*

during any specified timeframes referred to in clause 8 (e). If at the conclusion of the timeframes referred to in clause 8 (e) the Chief Executive Officer's performance is still below that required, the Council may:

- (i) take no further action; or
- (ii) extend the timeframe for specified improvement for a further specified period; or
- (iii) terminate the contract in accordance with clause 17.3 (b).

The CEO's contract includes the following clause relating to the Remuneration Review:

11. Remuneration Review

- a) The Remuneration specified in Schedule 2 will be reviewed annually and any such review shall not result in a decrease in the Remuneration.
- b) The annual review of the Remuneration shall be conducted within 1 month following the performance review described in clause 8 (if reasonably practicable), and any change to the Remuneration shall be back dated to take effect from the anniversary of the commencement date of this agreement.
- c) The review of the Remuneration will take into account the following:
 - (i) the agreed criteria upon which the Chief Executive Officer's performance is assessed in accordance with the performance review process, and
 - (ii) movements in the annual CPI (all groups Adelaide) and the increase and movement in executive salaries within Local Government in South Australia.
- d) any variation to the remuneration must be approved by the Council.

Issues

Council and the CEO have contractual obligations they must meet.

Summary

Matt Hobby, Director Perks People Solutions, provided a presentation of the report containing the outcome of the CEO Performance Review Survey. The trend they have noticed this year have been lower participant survey responses and the review process taking longer. He noted that this particular survey and review has been completed in a timely manner and had good participant engagement.

Across all of the KRA and KPI areas, the CEO received relatively consistent scoring and showed signs of improvement and a positive trend in results, from the previous year's review. The feedback and scoring from External Stakeholders was the highest scoring group and the Elected Members being the lower scoring group. It was the opinion of the Council appointed consultants that the CEO is performing to a high level.

There was a strong recommendation that Council considers moving from a confidential assessment to a transparent process. It was of the opinion that this would provide more value and the review process would be more constructive in future reviews and that current CEO and Elected Member group have reached a maturity level that this would be a more beneficial process. This suggestion was supported by the CEO. It is also noted that this process does not have any further financial costs associated with it.

Committee Meeting Minutes

16 September 2020

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley

Seconded: Cr Andrew Grieger

That the Panel notes and accepts the content of the report provided by Perks People Solutions.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Paul Ireland

Seconded: Cr Rebecca Boseley

That the Panel deems the CEO's performance as satisfactory for the period of 1 January 2020 – 30 June 2020.

CARRIED

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley

Seconded: Cr Andrew Grieger

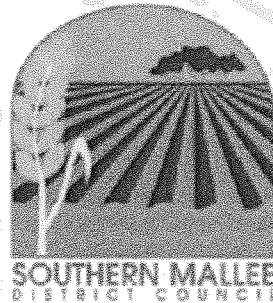
That the Panel engage Perks People Solutions to commence the review of the CEO's remuneration.

CARRIED

Southern Mallee District Council

CEO Performance Review

Mr. Jason Taylor
2019 - 2020



Consultant

Matthew Hobby | Perks People Solutions

CEO Performance Review | 2020

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Introduction

Perks People Solutions has been engaged to assist the Southern Mallee District Council with the performance review for their Chief Executive Officer (CEO) Mr Jason Taylor for the period of June 2019 - June 2020. The review includes a 360° survey of Elected Members, past Elected Members, selected staff and selected external stakeholders. This report discusses the process and outcomes of the survey. This is the second consecutive CEO performance review conducted by Perks People Solutions.

Conduct of the Survey

An online survey was conducted by Perks People Solutions in August 2020. In total, 75 people were invited to take part in the survey. The participants were given 2 weeks to complete the survey online.

Survey Questions

The survey contained 49 questions adapted from the CEO Position Description that were then agreed upon by the CEO Performance and Review Panel.

Survey Respondents

Of the 19 people invited 15 completed the survey representing the following groups:

- Elected Members (5 out of 7 completed)
- Managers (2 out of 3 completed)
- Internal Staff (2 out of 2 completed)
- Coordinators (3 out of 4 completed)
- External Stakeholders (7 out of 9 completed)

Survey Methodology

From each question respondents were asked to select from the following options to describe the CEO's performance for the period:

Rating	Description
7	Strongly agree
6	Agree
5	Somewhat agree
4	Neither agree or disagree
3	Somewhat disagree
2	Disagree
1	Strongly Disagree

Respondents were also asked to provide any comments about the CEO's performance for each question. There was also an opportunity to provide additional comments at the end of the survey.

The scoring numbering system was changed from the previous review to a low for a new performance review system implemented by Perks People Solutions. To allow for the, PPC has presented results in a format that allows for relevant comparison.



Southern Mallee District Council CEO Performance Review

KRA's | Summary of Average Scores

Below is the average scores displayed in the groups of participants.

Economic Development		CEO Self Assessment	
Elected Members	5.10	6.50	
Managers	6.75		
Internal Staff	5.75	Average (staff)	6.33
Coordinators	6.50	Average (all)	6.09
Strategic Planning		CEO Self Assessment	
Elected Members	5.43	6.67	
Managers	6.17		
Internal Staff	5.92	Average (staff)	6.14
Coordinators	6.33	Average (all)	5.96
Representation, Public Relations and Relationships		CEO Self Assessment	
Elected Members	4.80	7.00	
Managers	7.00		
Internal Staff	6.33	Average (staff)	6.56
Coordinators	6.33	Average (all)	6.12
Financial Management		CEO Self Assessment	
Elected Members	5.33	5.85	
Managers	5.82		
Internal Staff	5.92	Average (staff)	6.02
Coordinators	6.22	Average (all)	5.85
Customer and Community Engagement		CEO Self Assessment	
Elected Members	4.63	6.43	
Managers	5.93		
Internal Staff	6.07	Average (staff)	6.10
Coordinators	6.29	Average (all)	5.78
Operational and People Managers		CEO Self Assessment	
Elected Members	4.92	6.20	
Managers	6.00		
Internal Staff	5.90	Average (staff)	6.10
Coordinators	6.40	Average (all)	5.81
Governance and Reporting		CEO Self Assessment	
Elected Members	5.15	6.25	
Managers	6.50		
Internal Staff	5.38	Average (staff)	6.01
Coordinators	6.17	Average (all)	5.80
Personal Competencies		CEO Self Assessment	
Elected Members	5.20	6.75	
Managers	6.25		
Internal Staff	6.38	Average (staff)	6.43
Coordinators	6.67	Average (all)	6.12

Southern Mallee District Council CEO Performance Review

KRA's | Comparison of results between current and previous survey

As the scoring system has changed year to year, we applied a weighted average percentage to compare the two periods. The CEO has improved his own assessment for all KRA's and the other participants (Elected Members and all staff) agreed showing an improvement in all KRA's.

	Previous Survey (score out of 10)				June 2020 Survey (score out of 7)			
	Weighted Average	%	Self Assessment	%	Weighted Average	%	Self Assessment	%
Economic Development	7.95	76%	7.87	77%	6.61	86%	6.50	93%
	Somewhat agree		Somewhat agree		Agree		Agree	
Strategic Development	7.70	77%	7.00	70%	5.97	85%	6.37	91%
	Somewhat agree		Somewhat agree		Somewhat Agree		Agree	
Resource Allocation, Public Relationship	8.41	84%	7.67	77%	6.32	87%	7.00	100%
	Agree		Somewhat agree		Agree		Strongly Agree	
Financial Management	7.56	76%	7.67	77%	5.85	84%	6.57	93%
	Somewhat agree		Somewhat agree		Somewhat Agree		Agree	
Customer and Community Engagement	7.70	77%	6.75	68%	5.71	82%	6.31	92%
	Somewhat agree		Somewhat agree		Somewhat agree		Agree	
Organisational and People Management	7.99	80%	7.53	75%	5.80	84%	6.70	94%
	Somewhat agree		Somewhat agree		Somewhat Agree		Agree	
Governance and Reporting	7.64	76%	6.53	65%	5.80	83%	6.75	96%
	Somewhat Agree		Somewhat agree		Somewhat Agree		Agree	
Personal Competencies	8.00	80%	7.33	73%	6.12	87%	6.75	96%
	Agree		Somewhat agree		Agree		Agree	

Southern Mallee District Council CEO Performance Review

Summary of Average Scores | KPIs

The nine KPIs were agreed for the 2019 & 2020 periods. The average of those are represented below.

Dec 19				Jan 20			
Economic Development		CEO Self Assessment		Economic Development		CEO Self Assessment	
Elected Members	6.50		7	Elected Members	6.40		7
Managers	6.50			Managers	6.00		
Internal Staff	6.50	Average (staff)	6.77	Internal Staff	6.40	Average (staff)	6.77
Coordinators	6.07	Average (all)	6.32	Coordinators	6.47	Average (all)	6.89
Representation, Public Relations & Relationships		CEO Self Assessment		Representation, Public Relations & Relationships		CEO Self Assessment	
Elected Members	5.20		7	Elected Members	4.80		7
Managers	4.90			Managers	6.00		
Internal Staff	5.30	Average (staff)	5.64	Internal Staff	5.70	Average (staff)	5.28
Coordinators	5.50	Average (all)	5.46	Coordinators	5.50	Average (all)	5.28
Leadership and Management		CEO Self Assessment		Leadership and Management		CEO Self Assessment	
Elected Members	5.50		7	Elected Members	5.60		7
Managers	7.30			Managers	6.50		
Internal Staff	5.30	Average (staff)	5.78	Internal Staff	5.00	Average (staff)	5.41
Coordinators	5.35	Average (all)	5.79	Coordinators	5.55	Average (all)	5.61
Financial Management		CEO Self Assessment		Financial Management		CEO Self Assessment	
Elected Members	6.20		7	Elected Members	6.40		7
Managers	7.30			Managers	6.60		
Internal Staff	5.30	Average (staff)	6.11	Internal Staff	5.00	Average (staff)	5.64
Coordinators	6.10	Average (all)	6.08	Coordinators	6.70	Average (all)	6.08
Financial Management		CEO Self Assessment		Financial Management		CEO Self Assessment	
Elected Members	6.40		7	Elected Members	6.4		7
Managers	7.00			Managers	6.0		
Internal Staff	5.50	Average (staff)	6.09	Internal Staff	6.0	Average (staff)	
Coordinators	6.07	Average (all)	6.14	Coordinators	6.0	Average (all)	

Southern Mallee District Council CEO Performance Review

Elected Member Score Analysis

Five out of a possible seven elected members completed the survey. Of the five, three Elected Members scored an average of 4.13, 4.13 and 4.29 respectively for all KRAs and KPI's. This equates to being slightly above 'neither agree or disagree'. Two elected members scored an average of 6.43 and 6.70 for all KRAs and KPI's which is above 'agree' and getting close to 'strongly agree'.

The lowest scoring KRA for the Elected Members was 'Representation, Public Relations and Relationships'. Comments were limited for this KRA with one suggestion that the CEO declined med a responsibilities and another saying that he is proactive and great with the media. Another commented that the CEO is dismissive to people with opposing views and another felt that there is still some improvement required with the community.

The highest scoring KRA by the Elected Members was 'Strategic Planning' with an average of 5.43 across all Elected Members. The average scores for the KRAs only was 5.07 and 5.21 for the KPI's.

The vast majority of scores were above a 4 - 'neither agree or disagree' for all KPI's however there was one low score from an Elected Member for the following KPI's:

The CEO has made themselves available and attempted to meet in a face to face meeting with all Elected Members prior to 31 December 2019. Frequency of future meetings to be agreed upon with each individual Elected Member & The CEO schedules regular 1:1 meetings with all Elected Members with the frequency and duration agreed upon by both parties.

Another Elected member scored a 2 for the following question: *The CEO has implemented the recommendations from the review completed in December 2019 which was in reference to the Economic Development KPI.*

Southern Mallee District Council CEO Performance Review

Managers Score Analysis

Two out of three managers participated in the survey.

The lowest scoring KRA was 'Financial Management' with a score of 5.92 and the highest scoring KRA was 'Representation, Public Relations and Relationships' with a score of 7.0.

The average scores for the two managers was 6.93 and 6.11 for all KRAs and KPIs. The variation between the KRA scores and the KPI scores was minimal – 6.20 for the KRAs compared to 5.28 for the KPIs. The comments from both Managers were positive in nature.

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Southern Mallee District Council CEO Performance Review

Internal Score Analysis

Both interview participants created in the survey.

The lowest scoring KRA was 'Governance and Reporting' with an average score of 5.36. The highest scoring KRA was the 'Personal Competencies' with an average score of 6.38. The average score for all KRAs and KPIs was 5.84 (one was an average of 5.24 and the other is 4.3).

The KRAs scored an average of 5.96 and the KPIs scored an average of 5.33. Commentary was minimal.

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Southern Mallee District Council CEO Performance Review

Coordinator Score Analysis

Three of the four Coordinators participated in the survey.

The lowest scoring KRA was "Governance and Reporting" with an average of 6.17 and the highest scoring KRA was the "Personal Competencies" with an average of 6.38. The three participants were very similar with their scores ranging from 6.00 to 6.61.

The KRAs attracted an average score of 6.34 and the KPI's an average of 5.75.

Commentary was minimal.

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Southern Mallee District Council CEO Performance Review

External Stakeholder Score Analysis

Seven out of a possible nine External Stakeholders participated in the survey. The survey had 7 questions and also encouraged comments.

The average score from the External Stakeholders was 6.36 and the range was from 5.14 to 7.00.

Comments were provided by a majority of the participants. Here are the comments provided.

Jason has been an outstanding CEO as far as I can see. My dealings with him have been brilliant, he is accessible and willing to discuss ideas. He is bringing a freshness to the role, he is a breath of fresh air.

The CEO has been a pleasure to work with personally but I have witnessed a severe dislocation between him and the Mayor. As the paid manager I wonder why he has not been able to mend this breakdown as it must be severely affecting the running of business. Maybe outside help was needed to counsel them through it? As a small community many people wear many different hats, sometimes by helping one group others may perceive a conflict of interest. This is not helpful as proactive people are in many different groups.

Jason has been exceptional to work with. As a consultant who deals with a number of social, regional local government CEO's, he is one of the best, and the innovation and leadership I have witnessed from him to help grow the capacity and energy of the community is quite amazing.

Appears to have a major focus on the two bigger towns with in council area. Perhaps a broader outlook is required in my dealings with Jason, he demonstrates a strong strategic mindset and a commitment to contribute at a regional level.

Jason is insightful, fair and driven to achieve 'greater good' outcomes. He is a pleasure to work with and shows strength of conviction when required while displaying compassion at all times.

Jason has settled into the role well and is starting to really gain traction with Council and the community. Some large scale community planning projects have been initiated and this will ensure a very bright future for the district.

**Southern Mallee District Council
CEO Performance Review**

Consultant Concluding Comments

This is the second CEO Performance Review that Perks People Solutions have facilitated on behalf of the Southern Mallee District Council. The participation rate was at an acceptable level to make a broad assessment of the CEO's Performance. Comments provided were fairly limited and did not provide much to further assess the performance. Overall the scoring was strong from all groups of participants, which would indicate that the CEO is performing his job to a very high level in the view of most participants. KRA's and KRPs were both viewed favourably by most participants which is pleasing. The comments and scores from the majority of external stakeholders were complimentary and showed that from an external view point, Jason is viewed very positively. Whilst there are always areas to improve, it would seem that the work and effort that the CEO is putting in is reaping rewards and he should be very pleased with his performance over this review period.

To improve the overall engagement in this process, Perks People Solutions recommend that the Southern Mallee District Council moves from a confidential assessment, to a transparent process. That way, all scores and comments can be identified and further clarity and progress can be made.

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**Southern Mallee District Council
CEO Performance Review**

Concluding comments from CEO Mr Jason Taylor

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**Southern Mallee District Council
CEO Performance Review**

Concluding comments from CEO Performance Review Panel

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5 CONFIDENTIAL ITEMS

5.1 PRESENTATION OF CEO PERFORMANCE REVIEW SURVEY REPORT

COMMITTEE RESOLUTION

Moved: Cr Rebecca Boseley
 Seconded: Cr Andrew Grieger

That having considered agenda Item 5.1 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer’s report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

CARRIED

5.2 REVIEW OF THE CEO'S STRATEGIC GOALS

COMMITTEE RESOLUTION

Moved: Cr Paul Ireland
 Seconded: Cr Rebecca Boseley

That:


1. Pursuant to Section 90(2) & (3) of the Local Government Act 1999 the Council orders that the public, with the exception of the Chief Executive Officer and Coordinator Organisational Development be excluded from attendance at the meeting held on Wednesday 16 September 2020 for Agenda Item 5.2 Review of the CEO's Strategic Goals;
2. The Council is satisfied that pursuant to section 90 (3) (a) of the Local Government Act 1999, the information to be received, discussed or considered in relation to the Agenda Item 5.2 Review of the CEO's Strategic Goals is:

 information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
3. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed by the need to discuss this Agenda Item 5.2 in confidence.

CARRIED

5.2 REVIEW OF THE CEO'S STRATEGIC GOALS

Responsible officer: Katrina Bell, Coordinator Organisational Development

Attachments: 1. CEO Strategic Goals 1 July 2019 - 30 June 2020. 

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 90(2) & (3) of the <i>Local Government Act 1999</i> .
Sub-clause and Reason:	(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

Background

Following the completion of the CEO's 30 June half year assessment in 2019, Perks People Solutions were engaged to complete a review of the CEO's strategic goals.

Context

The Strategic Goals covered the period of 1 July 2019 – 30 June 2020. New ones need to be established for the next review period.

Issues

The review of the Strategic Goals will need to be completed in time to apply them to next review period being 1 July 2020 – 31 December 2020.

Summary

The areas that are recommend that Council and the CEO look at for the next review period, would be the KRAs in which the CEO scored the lowest with the Elected Member group. These being

- Representation, Public Relations and Relationships
- Customer and Community Engagement
- Operational and People Management

Due to the timing, it was discussed that the next set of Strategic Goals extend until 30 June 2020, with a less formal review at the half way point.

It was also noted that there is the option to review and amend and contractual issues during this period.

Issues around the CEO accommodation were discussed and the CEO was requested to put these in writing.

COMMITTEE RESOLUTION

Moved: Cr Andrew Grieger

Seconded: Cr Paul Ireland

That the Panel with the assistance of Perks People Solutions, review the Strategic Goals for the review period of 1 July 2020 – 30 June 2020.

CARRIED

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Proposed Strategic Goals - Jason Taylor – CEO

Following from the June 2019 Performance Review for Jason Taylor, the following Strategic Goals have been proposed to cover the June 2019 to December 2019 period and then the next 6-month period, ending June 2020.

KPI (as per the Job Description)	Summary of Action	Strategic Goals due end December 2019	Strategic Goals due end June 2020
Economic Development	Pimaroo Village Green Masterplan and Lameroo Town Centre Plan project delivery	Hold the first project steering committee meeting and complete the first round consultation for both projects and report progress to Councillors.	Complete the Pimaroo Village Green Masterplan and Lameroo Town Centre Plan projects in line with the allocated planning budget (total budget for both projects set at \$80,000).
Representation, Public Relations and Relationships	Councillor Relationships	Be available and attempt to meet in a face to face meeting with all Elected Members prior to 31 December 2019. Agree with each Elected Member to the frequency of future meetings.	Schedule regular 1-1 meetings with all Elected Members with the frequency and duration agreed to by both parties.
Leadership and Management	Council Agendas	Conduct and complete a review of the quality of Council reports and agendas having regard for the quality and style of reports and agendas prior to July 2018 and the introduction of Infor council software in July 2019. The final report to be presented to Councillors.	Implement the recommendations from the review.
Financial Management	Budget Process	Develop a schedule for the 2020/2021 Annual Business Plan and Budget Process and present the schedule to Councillors.	Meet the timeliness and objectives as outlined in the Annual Business Plan and Budget Schedule.
Financial Management	Procurement	Review and recommend enhancements to Council's Procurement Policy (focused on reviewing thresholds, value for money and local purchasing). Present draft Procurement Policy to a Council meeting for adoption.	Nil

5 CONFIDENTIAL ITEMS**5.2 REVIEW OF THE CEO'S STRATEGIC GOALS****COMMITTEE RESOLUTION**

Moved: Cr Paul Ireland

Seconded: Cr Rebecca Boseley

That having considered agenda Item 5.2 in confidence under section 90 (2) and (3) (a) of the Local Government Act 1999, the Council pursuant to section 91 (7) of the Act orders that the documents considered by the Council, including the officer's report and all minutes be retained in confidence. This order is to be reviewed at or before the ordinary Council meeting to be held in January 2021, as to if this order is to continue in operation.

CARRIED

Committee Meeting Minutes

16 September 2020

6 OTHER BUSINESS

Nil.

7 NEXT MEETING

The next meeting date is to be advised.

8 CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 2:05pm.

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Committee Chairperson

Dated / /2020

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