



# NOTICE

of

## CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the  
Local Government Act 1999*

TO BE HELD IN

**COMMITTEE ROOM  
PLAYFORD CIVIC CENTRE  
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

**MONDAY, 8 MAY 2023 AT 5:30PM**

THIS MEETING WILL ALSO BE VIEWABLE AT  
<https://www.youtube.com/user/CityOfPlayford>

**SAM GREEN**

**CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 4 May 2023

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### MEMBERSHIP

**MAYOR GLENN DOCHERTY – PRESIDING MEMBER**

Cr Marilyn Baker

Cr Peter Rentoulis

Cr Gay Smallwood-Smith



# City of Playford

## Chief Executive Officer Review Committee Meeting

### AGENDA

**MONDAY, 8 MAY 2023 AT 5:30PM**

#### ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that this land we meet on today is the traditional land of the Kaurna people, and that we respect their spiritual relationship with their country. The City of Playford would also like to pay respects to Elders past, present and emerging.

#### 1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

#### 2 CONFIRMATION OF MINUTES

##### RECOMMENDATION

The Minutes of the Chief Executive Officer Review Committee Meeting held 13 February 2023 be confirmed as a true and accurate record of proceedings.

#### 3 DECLARATIONS OF INTEREST

#### 4 DEPUTATION / REPRESENTATIONS

Nil

#### 5 STAFF REPORTS

##### Matters to be considered by the Committee Only

*Matters delegated to the Committee.*

- 5.1 Development of CEO Performance Assessment Survey 01 July 2022 - 30 June 2023 (Attachment) .....5

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##### INFORMAL DISCUSSION

- 8.1 Review of the Chief Executive Officer's Quarterly Performance (Attachment).....20
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#### 9 CLOSURE

# STAFF REPORTS

## MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY

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***Matters delegated to the  
Committee.***

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## 5.1 DEVELOPMENT OF CEO PERFORMANCE ASSESSMENT SURVEY 01 JULY 2022 - 30 JUNE 2023

**Responsible Executive Manager :** Elena Casciano

**Report Author :** Elena Casciano

**Delegated Authority :** Matters delegated to the Committee.

**Attachments :** 1 [↓](#). Proposed CEO Review Survey 2023

### PURPOSE

For the Chief Executive Officer (CEO) Review Committee to endorse the proposed survey for the CEO Review for the period 1 July 2022 to 30 June 2023.

### STAFF RECOMMENDATION

1. That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2022 to 30 June 2023 (Attachment 1); and
2. That the Chief Executive Officer Review Committee note the CEO Review Survey will be undertaken with the following personnel and made available at the Chief Executive Officer Review Committee on 14 August 2023, following onto Ordinary Council on 22 August 2023:
  - CEO
  - Elected Members
  - Direct Reports to the CEO
  - Senior Managers

### EXECUTIVE SUMMARY

The review of the CEO's performance seeks to capture and document the CEO's performance for the period 1 July 2022 to 30 June 2023. The assessment also serves to provide the CEO with feedback on performance against the Key Performance Indicators (KPIs).

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.

As per the delegations outlined in the Charter, the CEO Review Committee is to endorse the survey to be utilised for the CEO performance assessment and determine which personnel are to undertake the survey.

As part of the contract engagement AM Consulting will conduct the CEO Performance Review 2023 survey, collate the results and provide a report to the Council.

Relevant personnel will be asked to consider their experiences, observations and interactions with the CEO and rate the relevant questions. The survey is split into 5 main categories as follows:

- Leadership/Culture;
- Strategic Plan;
- Financial Management;
- Governance, Advocacy and Collaboration; and
- General.

Survey results will be presented to the Committee in early August and follow to Ordinary Council on 22 August 2023 as part of the CEO Performance Review report for 2022/23.

## **1. BACKGROUND**

The CEO Performance Review Committee endorsed the 2022/23 Review Process on 6<sup>th</sup> June 2022 at its meeting. The survey results will form part of the end of year CEO Performance Review Report for 2022/23.

## **2. RELEVANCE TO STRATEGIC PLAN**

Council follows a set of decision-making filters to ensure we plan strategically for the future. These filters are front of mind when making decisions about our services or any new projects. Decision making filter 3 states “We will ensure that we meet our legislative requirements and legal obligations”.

The CEO KPIs are directly linked to the Strategic Plan. An effective performance assessment process will assist in demonstrating how the CEO is delivering on the Strategic Plan goals and objectives.

## **3. PUBLIC CONSULTATION**

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

## **4. DISCUSSION**

- 4.1 As per the CEO’s Employment Agreement, the Committee have been appointed by the Council as the Performance Review Panel to assess the CEO’s performance by way of review of the CEO’s Position Description and key performance indicators through the review process.
- 4.2 Following agreement from the Committee for AM Consulting to commence the proposed CEO Review Survey (Attachment 1) with Council Members, Executive, CEO Direct reports and Senior Managers, the results will be assessed and a written report shall be compiled with respect to the performance review and a copy provided to the CEO.
- 4.3 The results of the CEO Review Survey, along with the CEO’s KPI report for the assessment period, 1 July 2022 to 30 June 2023 will be utilised to complete the annual performance review.
- 4.4 The survey is similar to the survey questions asked for the previous review period and have been compared with the KPIs by AM Consulting. Having similar questions will enable AM Consulting to undertake a comparison to the previous year’s results.
- 4.5 The despatch date for surveys is planned for 16 June 2023 with a closing date of 14 July 2023.
- 4.6 The CEO’s Position Description must be reviewed, and if necessary, amended by agreement within one month after each performance review, as per the terms in the CEO Employment Agreement.

## 5. OPTIONS

### Recommendation

1. That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2022 to 30 June 2023 (Attachment 1); and
2. That the Chief Executive Officer Review Committee note the CEO Review Survey will be undertaken with the following personnel and made available at the Chief Executive Officer Review Committee on 14 August 2023, following onto Ordinary Council on 22 August 2023:
  - CEO
  - Elected Members
  - Direct Reports to the CEO
  - Senior Managers

### Option 2

1. That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2022 to 30 June 2023 (Attachment 1), with the following amendments:
  - \_\_\_\_\_
  - \_\_\_\_\_
2. That the Chief Executive Officer Review Committee note that the CEO Review Survey will be undertaken with the following personnel and made available at the Chief Executive Officer Review Committee on 14 August 2023, following onto Ordinary Council on 22 August 2023:
  - CEO
  - Elected Members
  - Direct Reports to the CEO
  - Senior Managers

<<Committee to insert additional names or remove from above>>

## 6. ANALYSIS OF OPTIONS

### 6.1 Recommendation Analysis

#### 6.1.1 Analysis & Implications of the Recommendation

Adoption of the proposed survey for the CEO performance assessment 2022/2023 as provided by AM Consulting (Attachment 1) allows the review to commence and for results to be brought back to the Committee for assessment in early August and further sent to council at the Ordinary Council meeting on 22 August 2023.

This option includes personnel based on the Committee Resolution (5010) from 6 June 2022 which reflected who the Committee determined it wished to participate in the survey for the review period of 1 July 2021 to 30 June 2022.

### **Risk Appetite**

#### Regulatory Compliance

*Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.*

This decision will ensure council are meeting legislative requirements of the *Local Government Act 1999* (SA) in accordance with section 102(a) - Chief executive officer—performance review

#### 6.1.2 Financial Implications

The current engagement with AM Consulting has been factored into the 2022/23 financial year budget and we do not foresee any additional expenses at this point in time.

### **6.2 Option 2 Analysis**

#### 6.2.1 Analysis & Implications of Option 2

The Committee can elect to make amendments to the proposed survey outlined in Attachment 1 as it sees fit and can also amend the list of personnel to undertake the survey. This still allows the review to commence, and the results brought back to the Committee for assessment in August 2023.

#### 6.2.2 Financial Implications

There are no financial or resource implications. The current engagement with AM Consulting was factored into the 2022/23 financial year budget.





## Chief Executive Officer Review for the period July 2022 to June 2023

The review of the Chief Executive Officer's (CEO's) performance seeks to capture and document the CEO's performance during the period July 2022 to June 2023.

The City of Playford has commissioned AM Consulting to conduct this survey, collate the results and provide a report to the Council. Your cooperation with them and prompt responses to the survey would therefore be very much appreciated.

In completing this survey you are asked to consider your experiences, observations and interactions with the CEO and rate the following questions by marking the number that matches your view.

### Scoring Scale:

- 1 - **Strongly disagree** with the statement and /or the behaviour is never displayed
- 2 - **Disagree** with the statement and /or the behaviour is rarely displayed
- 3 - **Somewhat disagree** with the statement and /or the behaviour is not often displayed
- 4 - **Somewhat agree** with the statement and /or the behaviour is seen some of the time
- 5 - **Agree** with the statement and /or the behaviour is displayed often
- 6 - **Strongly agree** with statement and /or the behaviour is always displayed – it is a strength
- U - **Unable to comment** - have not observed the occurrence of the stated behaviour / action sufficiently to be able to comment / rank / score

All survey data will remain confidential and only aggregated results will be published. From the report produced it will be impossible for an individual respondent to be identified from their survey participation.

**The due date for the surveys is the**

**Hard copies should be scanned and emailed to [t.bainbridge@ashbymagro.com.au](mailto:t.bainbridge@ashbymagro.com.au)**

**Word versions should be emailed to [t.bainbridge@ashbymagro.com.au](mailto:t.bainbridge@ashbymagro.com.au)**



### Leadership/Culture

1. From my observations the Chief Executive Officer is a self-starter, setting high personal standards and pursuing goals with a high level of personal drive and energy.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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2. The Chief Executive Officer is a leader who inspires me/others.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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3. The Chief Executive Officer facilitates an appropriate level of contact between staff and the Elected Members.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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4. In conjunction with the Elected Members the Chief Executive Officer establishes a clear vision and direction for Council.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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5. From my observations the Chief Executive Officer creates and fosters an organisational culture that is needed to achieve the goals, objectives and strategies of the organisation.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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6. From my observations the Chief Executive Officer creates and fosters an organisational culture in line with the foundation principles of 'Full Disclosure' and 'Do No Harm'.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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7. From my observations the Chief Executive Officer uses analytical skills needed to identify issues, obstacles and opportunities and determines effective solutions to problems.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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8. From my observations the Chief Executive Officer provides clear, decisive direction and effective leadership to all staff.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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9. From my observations the Chief Executive Officer builds leadership capacity throughout the organisation.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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10. The Chief Executive Officer has a constructive working relationship with the Elected Members.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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**Comments:**




### Strategic Plan

11. The Chief Executive Officer ensures that decisions and actions are consistent with the Strategic Plan.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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12. The Chief Executive Officer ensures that the budget is aligned to Council's Finance Strategy.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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### **Comments:**


### Financial Management

13. The Chief Executive Officer ensures that Council's service delivery profile is aligned to the community's needs and wants as evidenced by discussions with Council around service delivery/standards.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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14. The Chief Executive Officer ensures that the organisation remains financially sustainable and aligned to Council's Finance Strategy.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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15. The Chief Executive Officer ensures that rate rises and debt levels are effectively managed through income generation, service review and cost control measures.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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16. The Chief Executive Officer ensures that Long Term Financial and Asset Management Plans are in place, reviewed appropriately and used as the driver for asset investment decisions through the annual budget process.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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#### Governance, Advocacy and Collaboration

17. The Chief Executive Officer ensures that the workplace environment is supported by robust corporate governance and ensures that all statutory and legislative requirements are met.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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18. The Chief Executive Officer ensures that external relations with residents' groups, other Councils and levels of government and the private sector are managed to maximise benefit to the City.

1 Strongly disagree	2	3	4	5	6 Strongly Agree	U Unable to comment
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General

19. In your view what has the Chief Executive Officer done well this past year?


20. Have you any suggestions for the Chief Executive Officer in relation to any areas in which they could develop?


21. Have you any suggestions for the Chief Executive Officer in relation to any areas you think they should focus for the next 12 months?


22. Have you any other comments or suggestions you would like the Chief Executive Officer or the Council to be aware of?


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# INFORMAL DISCUSSION

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## **6.1 CEO Review Committee Workplan May 2023**

**Attachments :** 1 [↓](#). Chief Executive Officer Review Committee 2023 Workplan

**Presenter:** Elena Casciano

**Purpose:** The Chief Executive Officer Review Committee workplan for the coming year will be presented to the Committee for review.

**Duration:** 10 Minutes



[illegible]

**6.2 CEO Key Performance Indicators (KPIs) for 2023/2024**

**Presenter:** Sam Green

**Purpose:** To discuss the CEO's KPIs for the 2023/24 review cycle, in preparation for the next CEO Review Committee meeting in August, where KPIs will be confirmed by the Committee with a recommendation made to Council.

**Duration:** 20

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# INFORMAL DISCUSSION

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**8.1 REVIEW OF THE CHIEF EXECUTIVE OFFICER'S QUARTERLY PERFORMANCE**

Contact Person: Elena Casciano

**Why is this matter before the Council or Committee?**

Informal Discussion

**Purpose**

For Council to make a determination on whether to deal with this matter in confidence.

**A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE****STAFF RECOMMENDATION**

Pursuant to Section 90(2) of *the Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer
- Ms Allison Ashby, AM Consulting
- Senior Manager Information, Technology and Governance.

in order to consider in confidence agenda item 8.1 under Section 90(3)(a) of the *Local Government Act 1999* on the basis that:

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

This matter is Confidential because this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; the Committee consider it necessary to consider this matter in confidence.

*Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.*

**B. The Matters as per item 8.1****C. 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 Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with 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
- Minutes for Item 8.1

This order shall operate until further order or until the next annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the *Local Government Act 1999*.

## 8.2 CHIEF EXECUTIVE OFFICER CONTRACT

Contact Person: Elena Casciano

### Why is this matter before the Council or Committee?

Informal Discussion

### Purpose

For Council to make a determination on whether to deal with this matter in confidence.

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

#### STAFF RECOMMENDATION

Pursuant to Section 90(2) of *the Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- Senior Manager Information, Technology and Governance;
- Ms Allison Ashby, AM Consulting

in order to consider in confidence agenda item 8.2 under Section 90(3)(a) of the *Local Government Act 1999* on the basis that:

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

This matter is Confidential because it pertains to the personal affairs of the Chief Executive Officer.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; consider it necessary to consider this matter in confidence.

*Section B below to be discussed in the confidential section of the agenda once the meeting moves into confidence for each item.*

### B. The Matters as per item 8.2

### C. COMMITTEE TO DECIDE HOW LONG ITEM 8.2 IS TO BE KEPT IN CONFIDENCE

#### PURPOSE

To resolve how long agenda item 8.2 is to be kept confidential.

#### STAFF RECOMMENDATION

Pursuant to Section 91(7) of *the Local Government Act 1999*, the Committee orders that the following aspects of Item 8.2 be kept confidential in accordance with 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 8.2
- Attachment(s) for Item 8.2
- Minutes for Item 8.2

This order shall operate until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of *the Local Government Act 1999*.