



# 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, 6 JUNE 2022 AT 5:30PM**

**SAM GREEN**

**CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 2 June 2022

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MEMBERSHIP

**MAYOR GLENN DOCHERTY – PRESIDING MEMBER**

Cr Marilyn Baker

Deputy Mayor Peter Rentoulis

Cr Dennis Ryan

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**City of Playford**  
**Chief Executive Officer Review Committee Meeting**

**AGENDA**  
**MONDAY, 6 JUNE 2022 AT 5:30PM**

**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 11 April 2022 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 CEO Performance Assessment Process 2022/2023 (Attachment) .....6
- 5.2 CEO Review Survey - Assessment Period 1 July 2021 to 30 June 2022  
(Attachment).....10

**6 INFORMAL DISCUSSION**

- 6.1 CEO Review Committee Workplan June 2022 (Attachment) .....21
- 6.2 CEO Key Performance Indicators (KPIs) for 2022/23 .....23

**7 INFORMAL ACTIONS**

**8 CONFIDENTIAL MATTERS**

Nil

**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 CEO PERFORMANCE ASSESSMENT PROCESS 2022/2023

**Responsible Executive Manager :** Christie Russell

**Report Author :** Christie Russell

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

**Attachments :** 1 [↓](#). 2022/23 Proposed CEO Performance Review Cycle

### PURPOSE

For the Chief Executive Officer (CEO) Review Committee (the Committee) to endorse the proposed process to be used for the annual performance review of the CEO for the 2022/23 cycle.

### STAFF RECOMMENDATION

The Chief Executive Officer Review Committee endorse the recommended review cycle outlined in Attachment 1 for the CEO annual performance review for 2022/23; commencing 1 July 2022 and concluding 30 June 2023, with a presentation of financial results for 2022/23 in October 2023.

### EXECUTIVE SUMMARY

As per the CEO Employment Agreement, in accordance with Section 15 Performance Review, the CEO will undergo a performance review each year, typically in July, for the term of the agreement and must participate in any performance review required by the Council.

As per the CEO Review Committee Charter, the Committee is responsible for determining the '*activities associated with reviewing the Chief Executive Officer's performance review process.*' Therefore, the Committee's endorsement of the proposed process to be used for the annual performance review of the CEO for the 2022/23 cycle is required.

### 1. BACKGROUND

The Chief Executive Officer (CEO), Mr Sam Green commenced on the 16<sup>th</sup> of September 2019, for a contract period of five years.

Allison Ashby of Ashby Magro Consulting was appointed by the Committee as the consultant to assist with the annual CEO performance appraisal and remuneration review process in February 2020.

### 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 Committee adopting a review cycle for the CEO annual performance review for 2022/23 ensures Council are working towards meeting the legal requirement stipulated within the CEO's contract to undergo a performance review each year.

### 3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

### 4. DISCUSSION

- 4.1 The recommended review cycle for the CEO annual performance review for 2022/23 is proposed to commence on 1 July 2022 and conclude on 30 June 2023, with a presentation of financial results for 2022/23 provided by the CEO in October 2023. This review cycle considers council shut down and agenda deadlines associated with production of a committee agenda and provision of information into relevant reports.
- 4.2 As per the CEO contract terms, the Committee have been appointed by the Council as the Performance Review Panel to assess the CEO's performance through the review of the CEO's performance in accordance with the Position Description and the CEO's agreed key performance indicators. The Panel will evaluate the extent to which the CEO has discharged the CEO's goals, objectives, responsibilities, and duties.
- 4.3 A written report will be compiled with respect to the performance review and a copy provided to the CEO. The report shall set out in detail any particular aspects of the CEO's performance that require improvement, together with reasonable time frames within which the Panel expects those areas of performance to be improve to a specified standard.
- 4.4 At the conclusion of the review, following receipt of the written report, the Committee will make determination on whether the CEO performance is satisfactory, or they may provide further written detail to the CEO on performance improvements.

### 5. OPTIONS

#### Recommendation

The Chief Executive Officer Review Committee endorse the recommended review cycle outlined in Attachment 1 for the CEO annual performance review for 2022/23; commencing 1 July 2022 and concluding 30 June 2023, with a presentation of financial results for 2022/23 in October 2023.

#### Option 2

The Chief Executive Officer Review Committee endorse the recommended review cycle outlined in Attachment 1 for the CEO annual performance review for 2022/23; commencing 1 July 2022 and concluding 30 June 2023, with a presentation of financial results for 2022/23 in October 2023, with the following amendments:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 6. ANALYSIS OF OPTIONS

### 6.1 Recommendation Analysis

#### 6.1.1 Analysis & Implications of the Recommendation

Ensuring the CEO performance review cycle for 2022/23 is undertaken ensures Council are meeting the terms in the CEO Employment Agreement and ensures monitoring and review of the performance of the CEO demonstrating due diligence and good human resource management.

Adoption of the CEO review performance cycle proposal (Attachment 1) allows the review for 2022/23 to commence, noting the KPIs will be set at the August 2022 committee meeting.

### 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 102A—Chief executive officer—performance review.

#### 6.1.2 Financial Implications

The current engagement with Ashby Magro 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 could elect to make changes to the review cycle as appropriate. It is noted the proposed review cycle dates take into consideration the council shutdown period as well as relevant council and committee agenda deadlines associated with meeting legislative requirements for agenda distribution 3 clear days prior to the meeting.

#### 6.2.2 Financial Implications

Nil



**City of Playford****Chief Executive Officer****Review Process ~~2021/2022~~2022/23****Review Cycle**

1 July 202~~1~~ to 30 June 202~~2~~

**Recommendation:** 1 July to 30 June with a final wrap of the financials in October each year.

**Process**

KPIs agreed at ~~July~~ August 202~~1~~ meeting.

Quarterly meetings

~~October~~ November: KPI review progress to date and review previous year financial results

~~January~~ February: KPI review progress to date and half year financial review

~~April~~ May: KPI review progress to date and discussion of KPIs for following year and agree process for formal review

~~July~~ August: Review KPIs current year and confirm KPIs for the next review period; Review results of the formal review process of the CEOs performance.

**Reporting to Council**

Committee to agree what information they wish to flow to Council and the frequency of that information.

**5.2 CEO REVIEW SURVEY - ASSESSMENT PERIOD 1 JULY 2021 TO 30 JUNE 2022**

**Responsible Executive Manager :** Christie Russell

**Report Author :** Christie Russell

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

**Attachments :** 1. Proposed CEO Review Survey for period 1 July 2021 to 30 June 2022

**PURPOSE**

For the Chief Executive Officer Review Committee to endorse the proposed survey for the CEO Review for the period 1 July 2021 to 30 June 2022.

**STAFF RECOMMENDATION**

1. That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2021 to 30 June 2022 (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 CEO Performance Review Committee on 1 August 2022, following onto Ordinary Council on 23 August 2022:
  - 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 2021 to 30 June 2022. 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 2022 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 23 August 2022 as part of the CEO Performance Review report for 2021/22.

## **1. BACKGROUND**

The CEO Performance Review Committee endorsed the 2021/22 Review Process on 10 May 2021 at the May 2021 Committee meeting. The survey results will form part of the end of year CEO Performance Review Report for 2021/22.

## **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 360 Degree 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 360 Degree Survey, along with the CEO’s KPI report for the assessment period, 1 July 2021 to 30 June 2022 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 27 June with a closing date of 13 July 2022.
- 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 2021 to 30 June 2022 (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 CEO Performance Review Committee on 1 August 2022, following onto Ordinary Council on 23 August 2022:
  - 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 2021 to 30 June 2022 (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 CEO Performance Review Committee on 1 August 2022, following onto Ordinary Council on 23<sup>rd</sup> August 2022:
  - 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 2021/2022 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 23<sup>rd</sup> August 2022.

This option includes personnel based on the Committee Resolution (4672) from 5 July 2021 which reflected who the Committee determined it wished to participate in the survey for the review period of 1 July 2020 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 102A—Chief executive officer—performance review

#### 6.1.2 Financial Implications

The current engagement with Ashby Magro Consulting has been factored into the 2021/22 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 2022.

#### 6.2.2 Financial Implications

There are no financial or resource implications. The current engagement with AM Consulting was factored into the 2021/22 financial year budget.



## Chief Executive Officer Review for the period July 2021 to June 2022

The review of the Chief Executive Officer's (CEO's) performance seeks to capture and document the CEO's performance during the period July 2021 to June 2022.

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 13 July 2022.**

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

2. The Chief Executive Officer is a leader who inspires me/others.

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

3. The Chief Executive Officer facilitates an appropriate level of contact between staff and the Elected Members.

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

4. In conjunction with the Elected Members the Chief Executive Officer establishes a clear vision and direction for Council.

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

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



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

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

#### Governance, Advocacy and Collaboration

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

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

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

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 June 2022**

**Attachments :** 1 [↓](#). CEO Performance Review Committee Workplan June 2022

**Presenter:** Christie Russell, Acting Manager Governance

**Purpose:** The CEO Review Committee Workplan will be presented for Committee review.

**Duration:** 5 Minutes

[illegible]

## **6.2 CEO Key Performance Indicators (KPIs) for 2022/23**

**Presenter:** Sam Green

**Purpose:** To discuss the CEO's KPIs for the 2022/23 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 Minutes