



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, 2 AUGUST 2021 AT 4:00PM

A handwritten signature in blue ink, appearing to read "S Green".

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 29 July 2021

MEMBERSHIP

PRESIDING MEMBER - MAYOR GLENN DOCHERTY

Cr Marilyn Baker

Deputy Mayor Peter Rentoulis

Cr Dennis Ryan

City of Playford
Chief Executive Officer Review Committee Meeting

AGENDA
MONDAY, 2 AUGUST 2021 AT 4:00PM

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 5 July 2021 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Nil

6 INFORMAL DISCUSSION

- 6.1 CEO Review Committee Workplan August 2021 (Attachment).....5

7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

- 8.1 Review of the Chief Executive Officer's Quarterly Performance (Attachment).....8
- 8.2 CEO Performance Assessment 2020/2021 (Attachment)11
- 8.3 CEO Annual Remuneration and Position Description Review.....13

9 CLOSURE

INFORMAL DISCUSSION

6.1 CEO Review Committee Workplan August 2021

Attachments : 1 [↓](#). CEO Review Committee Workplan August 2021

Presenter: Ms Susie Reichstein

Purpose: The CEO Review Committee Workplan for the coming year will be presented for Committee review.

Duration: 5 Minutes

CEO Review Committee WORKPLAN																	
5:30pm - 2nd Monday of each Month or as required																	
2021-2022																	
COMMITTEE ITEM	Resp Officer	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Comments
CEO Review Committee Communique	Exec Officer/Mayor																CEO Review Committee Communique to forwarded to Council Members as required.
Workplan for Committee	Exec Officer																Standard Agenda item
Discussion on Draft CEO Key Performance Indicators (KPIs)	CEO/Consultant/Committee																
Endorsement of CEO Key Performance Indicators (KPIs) for review period	CEO/Exec Officer/Consultant			21/22												22/23	Report to follow to Council
Quarter 1 - Review progress of CEO KPIs to date and review previous year financial results	CEO/Consultant																
Quarter 2 - Review progress of CEO KPIs to date and review half year financial position	CEO/Consultant																
Quarter 3 - Review progress of CEO KPIs to date	CEO/Consultant																
Quarter 4 - Review outcomes against KPIs for the financial year	CEO/Consultant				20/21											21/22	
Survey process for CEO Performance Assessment	Exec Officer/Consultant			20/21										21/22			
Results of the review process via CEO Performance Assessment Report	Exec Officer/Consultant			20/21												21/22	Report to follow Council
CEO Performance Review Process Cycle	Exec Officer/Consultant													22/23			
CEO Remuneration Review	Consultant/Committee																Report to follow Council

CONFIDENTIAL MATTERS

8.1 REVIEW OF THE CHIEF EXECUTIVE OFFICER'S QUARTERLY PERFORMANCE

Contact Person: Mr Sam Green

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. COUNCIL/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, Ashby Magro Consulting; and
- Manager Governance;

in order to consider in confidence agenda item 8.1 under Sections 90 (3) (a) (b) (d) 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); and
- (b) information the disclosure of which -
 - i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - ii) would, on balance, be contrary to the public interest; and
- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which -
 - i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - ii) would, on balance, be contrary to the public interest.

This matter is Confidential because the matter relates to information pertaining to the personal affairs of the Chief Executive Officer and contains sensitive financial information regarding Council projects, the disclosure of which would prejudice the commercial position of Council.

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; the Council/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. 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 Committee's reasons to deal with this item in confidence pursuant to Sections 90 (3) (a) (b) (d) of the *Local Government Act 1999*:

- Attachment for Item 8.1
- Presentation for Item 8.1

This order shall operate until further order, or 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.

8.2 CEO PERFORMANCE ASSESSMENT 2020/2021

Contact Person: Ms Susie Reichstein

Why is this matter before the Council or Committee?

Matters which cannot be delegated to a Committee or Staff.

Purpose

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

A. COUNCIL/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;
- Manager Governance; and
- 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 the report and attachments contain information relating to the personal affairs of the CEO, specifically relating to his performance assessment.

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; Council/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 8.2

C. COUNCIL/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 Council/Committee orders that the following aspects of Item 8.2 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*:

- Attachment for Item 8.2
- Minutes for Item 8.2

This order shall operate until further order, or 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.

8.3 CEO ANNUAL REMUNERATION AND POSITION DESCRIPTION REVIEW

Contact Person: Ms Susie Reichstein

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. COUNCIL/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:

- Ms Allison Ashby, AM Consulting; and
- Manager Governance;

in order to consider in confidence agenda item 8.3 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 the matter involves information relating 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; 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 8.3

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 8.3 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 8.3 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 8.3 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*:

<<Committee to determine if anything is to be retained in confidence>>

This order shall operate until further order, or 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.