



# NOTICE

of

## **CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING**

*Pursuant to the provisions of Section 88(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, 11 AUGUST 2025 AT 5:30 PM**

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

**SAM GREEN  
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 7 August 2025

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### MEMBERSHIP

**MAYOR GLENN DOCHERTY – PRESIDING MEMBER**

Cr Marilyn Baker

Cr Chantelle Karlsen

Cr Gay Smallwood-Smith



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

**AGENDA**  
**MONDAY, 11 AUGUST 2025 AT 5:30 PM**

**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 12 May 2025 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 and referred to Council**

*Matters which cannot be delegated to a Committee or Staff*

- 5.1 Chief Executive Officer Key Performance Indicators 2025/26 FY (Attachment).....6

**6 INFORMAL DISCUSSION**

- 6.1 Chief Executive Officer Review Committee Work Plan (Attachment)**Error! Bookmark not defined.**

**7 INFORMAL ACTIONS**

**8 CONFIDENTIAL MATTERS****STAFF REPORTS***Matters which cannot be delegated to a Committee or Staff*

- 8.1 Chief Executive Officer Performance Assessment 2024/25 (Attachments).....14
- 8.2 Chief Executive Officer Annual Remuneration and Position Description Review  
2024/25 (Attachments).....16

**9 CLOSURE**

## **STAFF REPORTS**

### **MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL**

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***Matters which cannot be  
delegated to a Committee or Staff***

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## 5.1 CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS 2025/26 FY

**Responsible Executive Manager :** Skye Nitschke

**Report Author :** Skye Nitschke

**Delegated Authority :** Matters which cannot be delegated to a Committee or Staff

**Attachments :** 1. Chief Executive Officer Key Performance Indicators 2025/26 FY

### PURPOSE

For Council to endorse the proposed Key Performance Indicators (KPIs) for the Chief Executive Officer's (CEO's) annual performance review cycle for the 2025/26 financial year.

### STAFF RECOMMENDATION

Council endorse the proposed Chief Executive Officer Key Performance Indicators 2025/26 FY (Attachment 1) for the 2025/26 annual performance review cycle.

### EXECUTIVE SUMMARY

To ensure the CEO is effectively performing duties in accordance with Section 99 of the *Local Government Act 1999* and in accordance with the Employment Agreement, the proposed KPIs (Attachment 1) are presented to Council for endorsement.

### 1. BACKGROUND

As per the Chief Executive Officer Review Committee Charter, Section 4.1.4 "Delegations" the Chief Executive Officer Performance Review Committee (the 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.

At the Chief Executive Officer Review Committee meeting held on 12 May 2025, the Committee discussed and provided input into the CEO KPIs for the formal annual performance 2025/26 review cycle.

### 2. RELEVANCE TO STRATEGIC PLAN

The CEO KPIs are linked to the Strategic Plan and assist in evidencing how the CEO is delivering on the Strategic Plan themes.

### 3. PUBLIC CONSULTATION

There is no requirement to consult with the community on this issue.

## 4. DISCUSSION

- 4.1 The proposed KPIs for 2025/26 (Attachment 1) have been developed and take into account the KPIs for the previous financial year and the input from the Committee at its meeting held on 12 May 2025.
- 4.2 Once the CEO KPIs for 2025/26 have been adopted by Council, ongoing monitoring and review of the progress of the KPIs will occur quarterly by the Committee in accordance with the Committee's delegation:
- 4.1.3 *"Review the CEO's Performance in accordance with the agreed KPI's"* at the following scheduled meetings:
    - November 2025 - KPI review progress for Q1 and note previous financial years audited financial results
    - February 2026 - KPI review progress for Q2
    - May 2026 - KPI review progress for Q3 and development of KPIs for the next review period and determine process for formal review
    - August 2026 - KPI full year wrap-up, confirm KPIs for the next review period, review results of the formal review process of the CEO's performance.

## 5. OPTIONS

### Recommendation

Council endorse the proposed Chief Executive Officer Key Performance Indicators 2025/26 FY (Attachment 1) for the 2025/26 annual performance review cycle.

### Option 2

Council endorse the proposed Chief Executive Officer Key Performance Indicators 2025/26 FY (Attachment 1) for the 2025/26 annual performance review cycle with the following amendments:

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

## 6. ANALYSIS OF OPTIONS

### 6.1 Recommendation Analysis

#### 6.1.1 Analysis & Implications of the Recommendation

Ensuring KPIs are in place for the CEO ensures accountability for performance outcomes which is a key principle of good corporate governance. The benefits of evaluating the CEO's performance are, but not limited to:

- Ensures accountability
- Aligns performance with strategy
- Identifies strengths and development needs
- Enhances leadership effectiveness
- Strengthens Council Member / CEO relationships
- Reinforces organisational cultures and values
- Supports succession planning
- Facilitates employment agreement and remuneration decisions
- Manages risk.

Adoption of the proposed KPIs (Attachment 1), allows the CEO and Council to continue to deliver on the strategic direction and focus areas of the Council.

The KPIs have been developed by the CEO in conjunction with the Committee.

## **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 requirements under Section 102A of the *Local Government Act 1999* to undertake a performance review of the CEO at least once in each year.

#### 6.1.2 Financial Implications

There are no financial or resource implications.

## **6.2 Option 2 Analysis**

### 6.2.1 Analysis & Implications of Option 2

Adoption of the proposed KPIs (Attachment 1), allows the CEO and Council to continue to deliver on the strategic direction and focus areas of the Council. The Council may wish to amend Attachment 1 to remove and/or include items as it sees fit.

#### 6.2.2 Financial Implications

There are no financial or resource implications.



DESTINATION	OUTCOME	MEASURE
<b><u>DESTINATION 1 – Strategic Planning/Execution</u></b>  Ensure that our decisions and actions take a staged, planned, and consistent approach taking into account the community's expectations of happiness, liveability and prosperity as guided by Playford Community Vision 2043.	Strategic Plan is used to guide decisions and actions	Contained in all reports
	Preparation of a budget aligned to Council's Financial Strategy	Demonstrated ability to deliver the intent of the budget
	Community is adequately engaged in the development of the Annual Business Plan	Demonstrated community engagement and response data
<b><u>DESTINATION 2 – Service Assurance</u></b>  Council's service delivery profile is aligned to the community's needs and wants.	Analyse and review service standards to ensure alignment to deliver the greatest customer value	To maintain a rolling 5-year average, with an aim that the score should be equal to or higher than the rolling average
	Community members are satisfied with the way we interact with them	To maintain a rolling 5-year average, with an aim that the score should be equal to or higher than the rolling average
<b><u>DESTINATION 3 – Organisational Leadership</u></b>  All employee's feel engaged and connected to the work of the organisation, to each other and the community.	We provide an environment and tools that makes it easy to do a good job	Regular pulse survey, 2-year rolling trend
	The 'Foundation Principles' underpin the work we do and how we behave	Regular pulse survey, 2-year rolling trend
	We provide a safe working environment for all	Compliance Register Tasks Hazard Reporting vs Incident Reporting Employee turn over
<b><u>DESTINATION 4 – Business Enablers</u></b>  The business is managed in a financially responsible way that delivers value for community investment.	Effective debt management	Debt profile (good vs bad), Target for bad debt - \$0, Demonstrated reduction each year from October 2018 <ul style="list-style-type: none"> <li>• Structural Debt Impact</li> <li>• Repurposing Assets</li> </ul>
	Responsible financial management	Budget; achieve or exceed approved budget within the control of the administration Maintain service levels in the delivery of the budget Final budget analysis check post external audit
	Long-term financial sustainability	LTFP demonstrates maintenance of structural surplus over the long-term <ul style="list-style-type: none"> <li>• 2024/25-2033/34 Long-Term Financial Plan 10-year projection (including structural surplus)</li> <li>• Continuous Improvement Savings</li> </ul>
<b><u>DESTINATION 5 – Specific Focus</u></b>  These focus areas relate to specific projects and/or initiatives which City of Playford has prioritised or that have been imposed. By external agencies.	The CBD investment decision is progressed	Managing development partners to agreed milestones.

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# INFORMAL DISCUSSION

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## **6.1 Chief Executive Officer Review Committee Work Plan**

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

**Presenter:** Skye Nitschke, Manager Governance

**Purpose:** To review and discuss the Chief Executive Officer Review Committee work plan.

**Duration:** 5 minutes

Chief Executive Officer Review Committee Workplan																									
Item	Responsible Officer	2025												2026											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Comments					
CEO Review Committee Communique	Executive Officer / Mayor																			To be forwarded to Council Members as required					
Committee Workplan	Executive Officer																			Standing Agenda Item					
Develop Draft Chief Executive Officer Key Performance Indicators	CEO / Consultant / Committee																								
Endorse Chief Executive Officer Key Performance Indicators for 2025/26	CEO / Consultant / Committee																			Recommendation to flow to Ordinary Council					
Quarter 1 KPI Performance Review	CEO / Consultant																								
Quarter 2 KPI Performance Review	CEO / Consultant																								
Quarter 3 KPI Performance Review	CEO / Consultant																								
Development of CEO Performance Assessment survey	Executive Officer / Consultant																								
End of Year KPI Performance Review	CEO / Consultant																			** Audited financial statements to be noted					
CEO Performance Assessment Report	CEO / Consultant																			Recommendation to flow to Ordinary Council					
CEO Remuneration & Position Description Review	Consultant / Committee																								
Review of confidential items	Executive Officer																			Committee must review its Confidential Orders					

## **STAFF REPORTS**

### **MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL**

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***Matters which cannot be  
delegated to a Committee or Staff***

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**8.1 CHIEF EXECUTIVE OFFICER PERFORMANCE ASSESSMENT 2024/25**

Contact Person: Skye Nitschke

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

Matters which cannot be delegated to a Committee or Staff

**Purpose**

This matter is confidential as it considers the outcome of the Chief Executive Officer's performance assessment for the 2024/25 FY which contains sensitive information and details that are only know by those who have participated in the review process.

**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;
- AM Consulting, Ms Allison Ashby;
- Manager 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 it relates to the employment performance of the Chief Executive Officer and contains sensitive information and details that are only know by those who have participated in the review process.

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 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*:

- Attachment(s) for Item 8.1

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*.

The Minutes for Item 8.1 shall remain in confidence until the matter is considered by Council at the Ordinary Council Meeting on 26 August 2025.

**8.2 CHIEF EXECUTIVE OFFICER ANNUAL REMUNERATION AND POSITION DESCRIPTION REVIEW 2024/25**

Contact Person: Skye Nitschke

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

Matters which cannot be delegated to a Committee or Staff

**Purpose**

For Council to consider information relating to the terms of the Chief Executive Officers Employment Contract, specific to remuneration and position description.

**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;
- AM Consulting, Ms Allison Ashby;
- Manager Governance.

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 relates to the financial 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; 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 8.2****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 1 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*.