# 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

ON

**MONDAY, 12 OCTOBER 2020 AT 5:30PM**

**SAM GREEN**
**CHIEF EXECUTIVE OFFICER**
Issue Date: Thursday, 8 October 2020

MEMBERSHIP

**PRESIDING MEMBER - MAYOR GLENN DOCHERTY**

Deputy Mayor Marilyn Baker  Cr David Kerrison  Cr Peter Rentoulis

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

# AGENDA
### MONDAY, 12 OCTOBER 2020 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 7 September 2020 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 October 2020 (Attachment) .....5

## 7 INFORMAL ACTIONS

## 8 CONFIDENTIAL MATTERS

8.1 Review of the Chief Executive Officer's Quarterly Performance (Attachment).....10

## 9 CLOSURE

# INFORMAL DISCUSSION

## 6.1 CEO Review Committee Workplan October 2020

**Attachments :** 1⇩. CEO Review Committee Workplan October 2020

**Presenter:** Ms Susie Reichstein

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

**Duration:** 5 Minutes

**CEO Review Committee WORKPLAN**
**5:30pm - 2nd Monday of each Month or as required**

**2020-2021**

| COMMITTEE ITEM | Resp Officer | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CEO Review Committee Communique (as Required)** | Exec O/Mayor | | | | | | | | | | | | | | | CEO Review Committee Communique to be sent by Committee as required. |
| **Workplan for Committee** | Exec Officer | | | | | | | | | | | | | | | Standard Agenda item |
| **Draft Discussion on CEO Key Performance Indicators (KPIs):** Informal discussion item seeking feedback from Committee | CEO/Consultant | | | | | | | | | | | | | | | |
| **CEO Interim Performance Assessment Report to CEO Review Committee:** Committee to endorse proposed interim performance assessment for CEO | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |
| **CEO Performance Review Process** - seek endorsement from the CEO Review Committee regarding the proposed process to be used for the formal annual performance review of the CEO for the 2020/21 cycle. | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |
| **Endorsement of CEO Key Performance Indicators (KPIs) - Committee onto Council Purpose:** Seek endorsement from the Council regarding the proposed Key Performance Indicators (KPIs) for Chief Executive Officer (CEO) for the CEOs formal annual performance 2020/21 review cycle. | CEO/Exec Officer/Consultant | | **Deferred to August** | **Deferred to September** | | | | | | | | | | | | Report was deferred from CEO Review Committee from the August to September 2020 meeting. |
| **CEO Interim Performance Assessment Results** - Report to CEO Review Committee then onto Council | CEO/Exec Officer/Consultant | | | **Report following to Council** | | | | | | | | | | | | Report will flow through to Council on 25 August 2020. |
| **Review progress of CEO KPIs to date and review previous year financial results** | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |
| **Review progress of CEO KPIs to date and review half year financial position** | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |
| **Review progress of CEO KPIs to date and discuss KPIs for 2021/22 review cycle;** | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |

**CEO Review Committee WORKPLAN**
**5:30pm - 2nd Monday of each Month or as required**

**2020-2021**

| COMMITTEE ITEM | Resp Officer | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Review KPIs current year 2020/21 | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | | |
| Confirm KPIs for the next review period 2021/22; | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | Report to follow to council | |
| Review results of the formal review process of the CEOs performance for 2020/21 review cycle | CEO/Exec Officer/Consultant | | | | | | | | | | | | | | Report to follow to council | |
| Committee Charter Review | Committee | | | | | | | | Discussion Item | Report | | | | | | Charter due for review February 2021 |
| | | | | | | | | | | | | | | | | |

# 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 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 relates to information pertaining 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 8.1

## 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 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:

- *[The Committee to determine the need for retention]*

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.