



**CONFIDENTIAL CHIEF EXECUTIVE
OFFICER REVIEW COMMITTEE MEETING**

Released 11 May 2026

CONFIDENTIAL MATTERS

8.1 CEO Review Services Select Request for Quote (RFQ) Scope
(Attachment).....4

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8.1 CEO REVIEW SERVICES SELECT REQUEST FOR QUOTE (RFQ) SCOPE

Contact Person: Ms Susie Reichstein

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (b) of the Local Government Act 1999, this matter is confidential because because the disclosure of this information could reasonably be expected to be commercially advantageous to an agency or consultant before it is released to the market.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

8.1 CEO REVIEW SERVICES SELECT REQUEST FOR QUOTE (RFQ) SCOPE

Report Author : Ms Susie Reichstein

Delegated Authority : Matters delegated to the Committee.

Attachments : 1 [↓](#). Chief Executive Officer Review Services Tender Scope

PURPOSE

To seek endorsement of the Chief Executive Officer (CEO) Review Services Tender Scope (Service Scope) to undertake a select Request for Quote (RFQ) process for an agency or consultant to assist the Chief Executive Officer Review Committee (the Committee) and the CEO with the CEO review process.

STAFF RECOMMENDATION

The Committee endorse the Chief Executive Officer Review Services Tender Scope (Attachment 1), to undertake a select Request for Quote (RFQ) to the following agencies:

- UXL Consulting
- Ashby Magro
- Kathryn McEwen
- Paula Davies
- Morton Phillips
- EGM
- Perks People Solutions

for the provision of CEO review services for an appointment term of _____.

EXECUTIVE SUMMARY

Mr Sam Green commenced in the role of Chief Executive Officer on 16 September 2019. To assist the Committee, and the CEO, in managing the CEO's Performance, the Committee are seeking the services of an agency to assist with the formulation of the CEO Key Performance Indicators (KPIs); review of the CEO's performance in accordance with the agreed KPIs; along with the annual performance appraisal and remuneration review process.

In accordance with the Committee's Charter, the Committee have delegation to engage an appropriate consultant to assist with the performance appraisal and remuneration review process. The attached Service Scope provides a draft document for submission to select service providers to provide a Request For Quote (RFQ).

1. BACKGROUND

Mr Sam Green commenced in the role of Chief Executive Officer on 16 September 2019, following Council's offer to Mr Green of a five year contract in the position of CEO, resolved at the Special Council Meeting held on 9 September 2019.

The Committee has delegation in accordance with the Charter for the following:

- Review the CEO's Performance in accordance with agreed KPIs
- Determine activities associated with reviewing the Chief Executive Officer's performance review process, performance measures and targets, and the development plan and position description
- Engage an appropriate consultant to assist with the annual performance appraisal and remuneration review process subject to approved budget

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

3. PUBLIC CONSULTATION

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

4. DISCUSSION

- 4.1** The Services Scope document has been drafted for the Committee's input and endorsement in preparation to undertake a select RFQ process.
- 4.2** The term of appointment of an agency and/or consultant is to be determined by the Committee. The term of appointment will be included in the Services Scope prior to the document being disseminated to selected agencies.
- 4.3** In accordance with 4.1.4 of the CEO Review Committee Charter the Committee has delegated authority to engage an appropriate consultant to assist with the annual performance appraisal and remuneration review process subject to approved budget. The review process requires agreed KPI's to be formulated, in accordance with accountabilities as per the employment contract and position description; along with performance measures and targets.

- 4.4** A select RFQ process is suggested as the most efficient procurement process, to enable an agency to be selected in a timely manner to work with the Committee and CEO. An open tender process is not the preferred procurement method in this instance, as this approach can result in a large amount of responses, which would require significant resources to assess and collate for the Committee's consideration and delay the appointment of an agency. An RFQ process is appropriate for this size engagement and in line with Council's procurement policy.
- 4.5** The agencies selected to approach to participate on the select RFQ have been chosen following confidential approaches to other Council's to gauge their feedback on agencies engaged to provide CEO review related services and known agencies that provide this type of consultancy.
- 4.6** Once the Committee has endorsed the Services Scope the select RFQ process will be undertaken allowing selected agencies a period of two weeks to respond. Subject to endorsement, it is anticipated that the select RFQ process will commence in the week following the Committee meeting.
- 4.7** All RFQ submissions will be presented to the Committee at a future meeting, date to be determined by the Committee. Enabling sufficient timeframes for the select RFQ process, response collation and report preparation; it is anticipated a future meeting of the Committee to consider responses could be scheduled early December 2019.

5. OPTIONS

Recommendation

The Committee endorse the Chief Executive Officer Review Services Tender Scope (Attachment 1), to undertake a select Request for Quote (RFQ) to the following agencies:

- UXL Consulting
- Ashby Magro
- Kathryn McEwen
- Paula Davies
- Morton Phillips
- EGM
- Perks People Solutions

for the provision of CEO review services for an appointment term of _____.

Option 2

That the Committee endorse the CEO Review Services Tender Scope (Attachment 1) with the following amendments:

- _____
- _____
- _____

to undertake a select Request for Quotes (RFQ) to the following agencies:

- UXL Consulting
- Ashby Magro
- Kathryn McEwen
- Paula Davies
- Morton Phillips

- EGM
- Perks People Solutions

for the provision of CEO review services for an appointment term of _____.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The Services Scope provides prospective service providers an overview of what services Council are seeking in the assistance of CEO performance review. This scope is not exhaustive in the service level and is open for service providers to submit value add services that the Committee may consider when reviewing submissions.

6.1.2 Financial Implications

In anticipation of the CEO appointment and requirement for the Committee to engage an appropriate consultant to assist with the annual performance appraisal; \$20,000 was budgeted for this purpose in the 2019/20 Budget.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

While the Services Scope provides prospective service providers an overview of what services Council are seeking in the assistance of CEO performance management and review; this scope is not exhaustive. Should the Committee wish to be more specific regarding any elements of the process they can do so by resolving amendments to the draft Service Scope.

6.2.2 Financial Implications

Depending on what amendments may be made to the Scope, these may give rise to an increase in the service level and subsequently the cost.



Scope of Works

for

Chief Executive Officer Review Services

Released 03 January 2020

1. Scope of Work

The City of Playford is currently seeking an experienced agency and/or consultant to assist with the performance review process for the role of Chief Executive Officer (CEO), working in conjunction with City of Playford's Chief Executive Officer Review Committee (Committee) and the CEO, for an initial appointment term of _____.

The CEO Review Committee's role is to consider all matters relating to the Chief Executive Officer's recruitment, remuneration, employment and performance.

The role of Chief Executive Officer is to lead, manage and implement efficient and effective services to the Community, within established policy, for the operations and activities as agreed by the Council and consistent with the competencies, skills and knowledge of the incumbent.

Council invites you to submit a quote for provision of these services.

2. Specific Requirements

The scope of work requires the agency/consultant to, in conjunction with the CEO Review Committee and the CEO:

- Facilitate initial briefing/workshop meeting with the Committee, CEO and nominated contact from the City of Playford
- Formulate agreed Key Performance Indicators (KPIs), performance measures and targets
- Formulate a CEO development plan
- Determine activities associated with reviewing the CEO's performance
- Assist with the annual performance appraisal and remuneration review process
- Meet with the CEO, Committee and Council as required

3. Value Added Services

Provide details of any value added services you are able to provide Council. This may be based on additional services, innovative service delivery or specific requirements Council has not identified.

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 90(2) and 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 the Committee's reasons to deal with this item in confidence pursuant to Section 90 (3) (b) 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 such time that the tender document seeking CEO review services is released to the market.

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