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**CONFIDENTIAL CHIEF EXECUTIVE  
OFFICER REVIEW COMMITTEE MEETING**

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**CONFIDENTIAL MATTERS**

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Released 27 July 2021

## **8.1 REVIEW OF THE CHIEF EXECUTIVE OFFICER'S QUARTERLY PERFORMANCE**

Contact Person: Mr Sam Green

### **Why is this matter confidential?**

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because the matter relates to information pertaining to the personal affairs of the Chief Executive Officer and is not a matter of public knowledge.

### **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 Review of the Chief Executive Officer's Quarterly Performance**

**Attachments :**

- 1 [Download](#). Quarterly KPI Update Report
- 2 [Download](#). Budget Update Report - November 2020

**Presenter:** Mr Sam Green

**Purpose:** For the Committee to receive a presentation and verbal update from the Chief Executive Officer regarding the progress of the CEO Key Performance Indicators (KPIs) for the second quarter of 2020/21 and review of the half year financial position.

**Duration:** 30 Minutes

## Chief Executive Officer Key Performance Indicators

### Destination 1:

Ensure that our decisions and actions take a staged, planned and consistent approach taking into account the communities expectations of happiness, liveability and prosperity as guided by Playford 2043.

Outcome	Measure
New Strategic Plan 2020-2024 adopted	Strategic Plan is endorsed by Council by the legislated due date 28.02.2021 (2 years and 3 months after general Council election)
<p><u>Supporting Data for Outcome:</u></p> <p>Resolution of Council adopting the Draft Strategic Plan for Public Consultation.</p> <p>Resolution #4291 Meeting: Ordinary Council 27 October 2020.</p> <p><b>14.5 DRAFT STRATEGIC PLAN 2020-2024 FOR PUBLIC CONSULTATION</b></p> <p>1. Council endorses the Draft Strategic Plan for 2020-2024 to be released for public consultation from 2-29 November 2020 in line with our requirements under the Local Government Act 1999, the City of Playford Public Consultation Policy and the desire by Elected Members to increase the consultation period from 21 to 28 days.</p> <p>2. Council notes the change from Sustainable Foundations to Community and City Foundations as the overarching theme for the Strategic Plan 2020-42.</p> <p>3. Council approves the CEO to make amendments to the Draft Strategic Plan 2020-2024, prior to consultation commencement, that are minor in nature and do not adjust the overall intent of the plan.</p> <p>Informal Gathering summarising the public consultation was conducted following the Strategic Planning Committee on 8 December. A final copy of the Strategic Plan will be presented to Council at the Ordinary Council Meeting on 25 January for adoption.</p>	

## Chief Executive Officer Key Performance Indicators

Outcome	Measure
Strategic Plan is used to guide decisions and actions	Council receives regular reporting demonstrating the linkage between decisions made against the Strategic Plan and associated achievements.
<p><u>Supporting Data for Outcome:</u></p> <ul style="list-style-type: none"><li>• Reporting to Council commenced on 14<sup>th</sup> July 2020 with a report to the Strategic Plan Committee on the delivery of and alignment to Council's Strategic Plan.</li><li>• The Council Report template will be updated following the endorsement of the Strategic Plan in January.</li></ul> <p>The decision making filters in the Strategic Plan are already being used to guide projects and services to be included in the 21/22 Annual Business Plan.</p>	

## Chief Executive Officer Key Performance Indicators

Outcome	Measure
Preparation of a budget aligned to Council's Finance Strategy	Demonstrated ability to deliver the intent of the budget whilst navigating the external financial environment
<u>Supporting Data for Outcome:</u> Budget update Report – November 2020 presented to the Ordinary Council Meeting held 15 December 2020 attached.	

Outcome		Measure			
Community is adequately engaged in the development of the Strategic Plan and Annual Business Plan		Demonstrated community engagement and response data			
Supporting Data for Outcome:					
Strategic Plan 2020-2024 community engagement data summary.					
2020/21 FY Annual Business Plan Public Consultation summary.					
Annual Business Plan Consultation Activity	FY 2020/21 (consultation period 19 <sup>th</sup> May-16 <sup>th</sup> June)	Strategic Plan Consultation Activity	Consultation period 6 <sup>th</sup> July – 16 <sup>th</sup> August 2020	Draft Strategic Plan Consultation Activity	Consultation period 2 <sup>nd</sup> – 29 <sup>th</sup> November 2020
Engagement Hub	<ul style="list-style-type: none"><li>98 registered users</li><li>1357 project visits</li><li>453 document downloads</li><li>12 feedback forms submitted through Hub</li></ul>	Your Top 3 wall on the Engagement Hub	<ul style="list-style-type: none"><li>84 users participated</li></ul>	Engagement Hub	<ul style="list-style-type: none"><li>87 registered users</li><li>1,065 project visits</li><li>192 document downloads</li></ul>
Feedback Forms	<ul style="list-style-type: none"><li>13 feedback forms received in total</li></ul>	Your Top 3 Household survey	<ul style="list-style-type: none"><li>39,833 surveys mailed to residential and businesses</li><li>781 hardcopy responses received</li></ul>	Feedback Forms	<ul style="list-style-type: none"><li>5 responses</li></ul>

### Chief Executive Officer Key Performance Indicators

			(1.96% response rate, viewed as a realistic response for this type of activity)		
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>One item of correspondence was received</li> </ul>	<b>Written Submissions</b>	<ul style="list-style-type: none"> <li>8 written submissions received</li> </ul>	<b>Social Media</b>	<ul style="list-style-type: none"> <li>14 posts</li> <li>Total reach 9,971</li> <li>Total engagement 165 with engagement rate of 1.6%</li> <li>5 comments</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>31,517 people saw the post</li> <li>1,857 people interacted with the post</li> <li>5.89% engagement rate (industry average across all industries 0.9%)</li> </ul>	<b>Social Media</b>	<ul style="list-style-type: none"> <li>56 social media posts</li> <li>Total reach of 61,268</li> <li>Total engagement 6,432 with an engagement rate of 10.5%</li> <li>162 people made comment via social media</li> </ul>		
<b>eNewsletter</b>	<ul style="list-style-type: none"> <li>5,198 circulated</li> </ul>				
<b>Print Media</b>	<ul style="list-style-type: none"> <li>43,000 Playford News delivered to households</li> <li>The Advertiser statutory public notice readership 219,000 M-F</li> </ul>				



### Chief Executive Officer Key Performance Indicators

	<ul style="list-style-type: none"> <li>Bunyip Press statutory public notice readership 8,750</li> </ul>				
<b>Public Hearing</b>	<ul style="list-style-type: none"> <li>1 representor (3 registered resulted in late apology and 2 no shows)</li> <li>1 deputation 23rd June 2020 Council Meeting</li> </ul>	<b>Mini-Meet Events with community members, children and young people</b>	<ul style="list-style-type: none"> <li>35 community members attended 5 Mini-Meet events</li> <li>10 children participated in a Mini-Meet session</li> <li>11 young people participated in the Youth Advisory Council Mini-Meet session</li> </ul>		
		<b>Your Top Priority included in Resident Satisfaction Survey</b>	<ul style="list-style-type: none"> <li>600 representative residents interviewed by phone</li> </ul>		
		<b>"Most Critical Thing" question included in Business Satisfaction Survey</b>	<ul style="list-style-type: none"> <li>46 responses received via the Business Survey</li> </ul>		

## Chief Executive Officer Key Performance Indicators

### Destination 2:

Council's service delivery profile is aligned to the community's needs and wants.

Outcomes	Measures						
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, rolling average. To maintain an overall satisfaction with Council, rating above the benchmark average (survey company) of Council's surveyed.						
Supporting Data for Outcome:							
	2016	2017	2018	2019	2020	Avg.	Bchmk
Overall satisfaction with Council	3.76	3.68	3.81	3.72	3.64	3.72	3.55

## Chief Executive Officer Key Performance Indicators

Outcomes	Measures						
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 or higher to the rolling average.  To maintain an overall satisfaction with Council rating above the benchmark average (survey company) of Council's surveyed.						
<u>Supporting Data for Outcome:</u>							
Common Measurement Tool survey result.							
<b>Note</b> – these measures were captured via the CMT but this survey has been discontinued and superseded by the Community Experience Measurement Program.							
	2016	2017	2018	2019	2020	Avg.	Bchmk
“Overall satisfaction with Council” *phone interactions only	58%	69%	65%	74%	-	**66.5%	67%
Community Experience Measurement							
This result is based on 1,147 pieces of feedback received through the Community Experience Measurement Program since the commencement of data capture on 22 July 2020.							
The overall satisfaction measure is inclusive of all interactions including, but not limited to, telephone calls, emails and web chats as well as recently completed customer requests.							
<b>Note</b> – no benchmark due to immaturity of sector wide measurement.							
	2020 Q1	2020 Q2				Avg.	Bchmk
“Overall satisfaction with Council”	81%	78%					

## Chief Executive Officer Key Performance Indicators

### Destination 3:

All employees feel engaged and connected to the work of the organisation, to each other and the community.

Outcomes	Measures												
We provide an environment and tools that makes it easy to do a good job	Quarterly Pulse Survey (2 year rolling trend)												
Supporting Data for Outcome:													
Regular Pulse Surveys have been introduced and will be undertaken twice in the remainder of 2020. From 2021 they will be conducted on 1 <sup>st</sup> February, 1 <sup>st</sup> June and 1 <sup>st</sup> October. An organisational pulse survey was undertaken 5 <sup>th</sup> -13 <sup>th</sup> August 2020.													
	<table><tr><th></th><th>Aug 2020</th><th>Dec 2020</th></tr><tr><td><i>I have access to the learning and development I need to do my job well</i></td><td>71%</td><td>71% (no change from August 2020)</td></tr><tr><td><i>Most of the systems and processes here support us getting our work done effectively</i></td><td>61%</td><td>62% (1% higher than August 2020)</td></tr><tr><td><i>I have access to the things I need to do my job well</i></td><td>82%</td><td>83% (1% higher than August 2020)</td></tr></table>		Aug 2020	Dec 2020	<i>I have access to the learning and development I need to do my job well</i>	71%	71% (no change from August 2020)	<i>Most of the systems and processes here support us getting our work done effectively</i>	61%	62% (1% higher than August 2020)	<i>I have access to the things I need to do my job well</i>	82%	83% (1% higher than August 2020)
	Aug 2020	Dec 2020											
<i>I have access to the learning and development I need to do my job well</i>	71%	71% (no change from August 2020)											
<i>Most of the systems and processes here support us getting our work done effectively</i>	61%	62% (1% higher than August 2020)											
<i>I have access to the things I need to do my job well</i>	82%	83% (1% higher than August 2020)											

## Chief Executive Officer Key Performance Indicators

Outcomes	Measures	
Foundation Principles	Pulse Survey Data	
<u>Supporting Data for Outcome:</u> <i>Regular Pulse Surveys will gauge the employees' commitment to the Foundation Principles of "Full Disclosure" and "Do No Harm". Regular Pulse Surveys have been introduced and will be undertaken twice in the remainder of 2020. From 2021 they will be conducted on 1st February, 1st June and 1st October.</i> <i>Organisational Pulse Surveys were undertaken 5<sup>th</sup>-13<sup>th</sup> August 2020 &amp; 15<sup>th</sup>-23<sup>rd</sup> December 2020.</i>		
	<b>Aug 2020</b>	<b>Dec 2020</b>
<i>I consistently demonstrate commitment to the foundation principle, Do No Harm</i>	92%	96% (4% higher than August 2020)
<i>I consistently demonstrate commitment to the foundation principle, Full Disclosure</i>	91%	95% (4% higher than August 2020)

## Chief Executive Officer Key Performance Indicators

Outcomes	Measures
We provide a safe working environment for all	Overdue actions, near miss reporting, TRIFR, sick leave trend, EAP report data Trend data, moving up or down

Supporting Data for Outcome:

Overdue Compliance register tasks – currently 6 overdue actions out of 87 as at 09.12.2020, currently not tracking trends.

Total Recordable Injury Frequency Rate (TRIFR) – currently not tracking.

Sick leave – currently not tracking.

	2017/18	2018/19	2019/20	2020/21 Q1	2020/21 Q2 YTD	2021/22
Near Miss Reporting	73	59	68	11	32	

EAP Utilisation	2019/20	2020/21 Q2 YTD	2021/22
Sessions Booked	74	47	
Work Related Issues	8	0	
Personal Issues	19	5	
Work/Personal Issues	15	9	

## Chief Executive Officer Key Performance Indicators

### Destination 4:

The business is managed in a financially responsible way that delivers value for community investment.

Outcome	Measures				
Effective and efficient procurement activity	Procurement – Demonstrated rigor around procurement activity (internal audit)  Demonstrated example of positive financial outcomes as a result of procurement activities  LGA Procurement Report				
Supporting Data for Outcome:					
The internal audit of procurement practices is still underway. The outcome of the Audit will be reported to the Corporate Governance Committee in February 2021.					
The following procurement activities for Quarter 2 demonstrate an on-going commitment to striving for the best possible procurement outcomes for the City of Playford.					
Project	Contract Type	Contract Base Term (Years)	Saving to Council	Budget vs Contract (Annual)	Industry Participation Policy
Uley Road and Gawler One Tree Hill Road Turning Lane	Lump Sum	< 1	21% saving to budget	Budget \$70,450 Contract \$55,459	81% of direct and sub-contract labour resides in Northern Region.
School Crossing Renewals to Three Locations	Lump Sum	< 1	8% saving to budget	Budget \$180,750 Contract \$166,375	Nil
Greater Edinburgh Parks Masterplan	Lump Sum	< 1	7% saving to budget	Budget \$40,000 Contract \$37,335	Nil
Reconstruction of One Tree Hill Road Section	Lump Sum	< 1	16% saving to budget	Budget \$2,200,000	o 100 hours work experience

## Chief Executive Officer Key Performance Indicators

<b>Shillabeer Road to Hannaford Hump Road</b>				Contract \$1,855,512	<ul style="list-style-type: none"> <li>two traineeships</li> <li>two new roles on an ongoing basis.</li> </ul> <p>52% of direct and sub-contract labour resides in Northern Region.</p>
<b>Detailed Design and Drawing Set for the Angle Vale Community Sports Precinct, Stage 5</b>	Lump Sum	< 1	52% saving to budget	Budget \$366,000 Contract \$176,237	37% of direct and sub-contract labour resides in Northern Region.
<b>Hayfield Harwick and Puddle Lane Irrigation</b>	Lump Sum	< 1	36% saving to budget	Budget \$220,000 Contract \$141,716	98% of direct and sub-contract labour resides in Northern Region.
<b>Market Research, University Presence in the City of Playford</b>	Lump Sum	< 1	7% saving to budget	Budget \$50,000 Contract \$46,600	
<b>Supply and Installation of Park Furniture to Various Council Sites</b>	Lump Sum	< 1	7% saving to budget	Budget \$180,750 Contract \$152,448	44% of direct and sub-contract labour resides in Northern Region.
<b>Data Mining Audit</b>	Lump Sum	< 1	51% saving to budget	Budget \$40,000 Contract \$19,782	
<b>Playford Water Licenced Water Quality Monitoring</b>	Ongoing	5	7% saving to budget	Budget \$36,000 Contract \$33,467	Nil
<b>Greater Edinburgh Parks Masterplan Traffic Impact Study</b>	Lump Sum	< 1	38% saving to budget	Budget \$30,000 Contract \$18,685	Nil



**Chief Executive Officer Key Performance Indicators**

<i>Design and Construct Traffic Calming Devices on Chellaston Road, Munno Para West</i>	<i>Lump Sum</i>	<i>&lt; 1</i>	<i>2% saving to budget</i>	<i>Budget \$120,000 Contract \$117,773</i>	<i>98% of direct and sub- contract labour resides in Northern Region.</i>
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## Chief Executive Officer Key Performance Indicators

Outcomes	Measures
Effective debt management	Debt profile (good vs bad) Target for bad – \$0, demonstrated reduction each year from October 2018.

Supporting Data for Outcome:

Structural Debt Impact

Financial Year	Bad Debt	Good Debt	Total Debt	Structural Surplus / (Deficit)	% Bad Debt
2017/18	57,622	65,334	122,956	(79)	47%
2018/19	56,757	81,236	137,993	865	41%
2019/20	52,995	113,299	166,294	3,762	32%
2020/21 – Q1	52,989	122,594	175,583	6	30%
2020/21 – Q2	52,989	122,594	175,583	2	30%

In 2019, Council agreed to support a key direction in the finance strategy aimed at eliminating bad debt through the repurposing of Playford assets. This strategy aims to identify Council owned properties which are potentially surplus to community requirements. Once identified these assets will be disposed of, with a view to using the proceeds to reduce debt and increase rate revenue. The increased rate revenue will in turn also reduce bad debt through increased operating surpluses.

The key outcome of this strategy is to improve Council's debt profile by removing older, bad debts created by years of deficits. Council will instead focus on utilising good debt for community or investment based decisions in a financially sustainable manner. This strategy is more about debt management rather than debt reduction.

### Q1

Land on market as at October 2020	\$11,531,818
Additional land on market by 30 June 2021	\$4,310,195
<b>Total property on market by 30 June 2021</b>	<b>\$15,842,013</b>
<b>Total identified surplus land</b>	<b>\$40,490,588</b>

### Q2

Land on market as at December 2020	\$11,650,000
Additional land on market by 30 June 2021	\$4,800,000
<b>Total property on market by 30 June 2021</b>	<b>\$16,450,000</b>
<b>Total identified surplus land</b>	<b>\$40,490,588</b>

### Chief Executive Officer Key Performance Indicators

RP Property No	Sites currently on the Market	LTFP Nett Value or Market Value	Status as of 2 December 2020
RP5	Lot 479 Mingari Street, Munno Para	\$6,840,000	Sale campaign for 4 lot land division commenced. Sale of amended Lot 1 to Leyton Property to be approved. Land sale contract to be drafted and executed. Sale campaign for remaining Lots 2, 3, 4 to commence after execution of Land sale contract for Lot 1 in early 2021.
RP2	Health Precinct, Lot 48 Mark Road, Elizabeth South	\$3,100,000	Final draft of Sale contract completed. Awaiting ACH Group Board approval of contract conditions. Settlement estimated: April 2021
RP13	Sanctuary Rise	\$931,000 (*)	Final Land sale contract forwarded to Urban Land Group for execution. Settlement estimated: April 2021
RP12	4 Langford Drive, Elizabeth (Childcare Centre)	\$779,000	Direct Negotiation endorsed, contract terms & conditions for Council consideration 15 Dec 20. Settlement estimated: 29 January 2021
RP15	Lot 1 & 2 Andrews Rd, Penfield	0 (**)	Lot 2 to be presented to open market for Lease January 21. Lease estimated commencement: April 2021 Lot 1 to be retained by Council
	<b>Total Value</b>	<b>\$11,650,00</b>	

**NOTE:**

- (\*) : RP13 not included in the Long Term Financial Plan (LTFP)
- (\*\*) : RP15 – property to be leased, not sold, thus no sale revenue.

## **Chief Executive Officer Key Performance Indicators**

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*Other work/opportunities:*

- *Stebonheath Reserve - \$2.2M*
- *Lot 144 John Rice Avenue - \$3.7M*
- *CBD Marketing/positioning exercise*
- *(less Andrews Rd \$1.1M)*
- *Additional \$4.8M to be on market by June 2021.*

## Chief Executive Officer Key Performance Indicators

Outcomes	Measures
Responsible financial management	<p>Budget – Achieve or exceed approved budget within the control of the administration.</p> <p>Maintain service levels in the delivery of the budget.</p> <p>Final budget analysis check post external audit.</p>
<p><u>Supporting Data for Outcome:</u></p> <p><i>2019/20 FY Audited Operating Position</i></p>	

## Chief Executive Officer Key Performance Indicators

Outcomes	Measures
Long term financial sustainability	LTFP demonstrates maintenance of structural surplus over the long term

Supporting Data for Outcome:

Adopted 2020/21 – 2029/30 Long Term Financial Plan

2020/21 – 2029/30 Long Term Financial Plan 10 year projection (including structural surplus)

LTFP Forecast Operating Result 2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Operating Surplus/(Deficit) \$'000	3,870	1,745	2,189	2,982	2,994	3,797	4,354	4,460	4,758	5,558
Structural Items \$'000	-3,864	-1,817	-1,825	-1,831	-536	-601	-604	-576	-601	-422
Structural Operating Surplus/(Deficit) \$'000	6	-72	364	1,152	2,458	3,197	3,750	3,884	4,157	5,136

\*Note that the Long Term Financial Plan has not yet been updated for budget review 2, which is why there is a difference between the structural surplus for 2020/21 in this table to the one above.

Continuous Improvement Savings

CI Savings \$'000	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Annual Savings Delivered	-	800	1,800	2,100	3,500	813	1,487	2,583	1,151	193
Cumulative Total	-	800	2,600	4,700	8,200	9,013	10,500	13,083	14,234	14,427

## Chief Executive Officer Key Performance Indicators

### Destination 5:

#### A work place environment supported by robust corporate governance

Outcome			Measure						
Appropriate response to the ICAC Evaluation recommendations			Implementation of the ICAC evaluation response program						
Supporting Data for Outcome:									
	Oct 2020 Q1	Dec 2020 Q2							
No. of recommendations implemented	1	2							
No. of recommendations on track	20	19							

Ordinary Council

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15 December 2020

**15.5 BUDGET UPDATE REPORT NOVEMBER 2020****Responsible Executive Manager :** Barry Porter**Report Author :** Samantha Grieve**Delegated Authority :** Matters for Information.**Attachments :** 1. Budget Update Report - November 2020**Purpose**

To inform Council on the organisation's financial performance to the end of November 2020.

**STAFF RECOMMENDATION**

That Council receives the Budget Update report for the Period ending 30 November 2020.

**Relevance to Strategic Plan**

1: Smart Service Delivery Program  
Outcome 1.2 Improved service delivery

**Relevance to Public Consultation Policy**

As part of the annual budgeting process there is a 28-day public consultation period. However, there is no requirement to consult with the community for this Budget Update Report.

**Background**

Council has responsibility under the *Local Government Financial Management Regulations 2011* and *S123 (13) of the Local Government Act 1999* to consider financial reports on the Council's financial performance and budget position.

**Current Situation**

On 30 June 2020 Council adopted the 2020/21 Annual Business Plan and Budget, which included an operating surplus of \$3.9M and a Net Capital budget of \$38.7M; capital expenditure of \$43.6M supported by \$4.9M of grant funding.

A Revised Budget was adopted by Council on 24 November 2020 following First Budget Review. First Budget Review resulted in a minimal reduction of \$4k, leaving the operating surplus at \$3.9M. This change was primarily due to rates growth, a reduction in the Federal Assistance Grant, offset by continuous improvement savings and reduction in water rates. Below is a summary table of the changes approved in the First Budget Review:



Ordinary Council

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15 December 2020

Operating Position	\$000's	\$000's	
<b>Original Budget 2020/21</b>	<b>(Unfav)/Fav</b>	<b>3,870</b>	
Rates Growth	(34)		Ongoing
FAGS decrease from FY20	(215)		Ongoing
Operating Cost increase associated with New Footpaths Project and Gawler Greenways Shared Use Path	(136)		Ongoing
CI Savings	193		Ongoing
Water rates adjustment	188		Ongoing
<b>Total Value of Changes</b>	<b>-</b>	<b>(4)</b>	
<b>Total BR1 Operating Position</b>		<b>3,866</b>	

The Net Capital budget increased by \$14.6M to \$53.3M with capital expenditure increasing to \$58.4M supported by \$5.1M of grant funding.

#### Operating Budget

Year to date results to 30 November 2020 see Operating Income of \$44.8M, which is unfavourable to budget by \$2.4M, and Operating Expenditure of \$40.0M, which is favourable to budget by \$3.3M.

The combined effect is \$0.9M favourable, with a year to date surplus position of \$4.8M compared with a budgeted year to date surplus of \$3.9M.

#### Capital Budget

The full year Net Capital result of \$37.9M will be \$15.4M favourable to the Net Capital Budget of \$53.3M.

Further detail in relation to this Budget Update Report can be found in Attachment 1.

#### **Future Action**

Further updates to be provided on a monthly basis.

**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:

- Attachment(s) for Item 8.1

This order shall operate until the next 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.

## **8.2 CHIEF EXECUTIVE OFFICER PROFESSIONAL DEVELOPMENT**

Contact Person: Mr Sam Green

### **Why is this matter confidential?**

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because the matter relates to information pertaining to the personal affairs of the Chief Executive Officer and is not a matter of public knowledge.

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

No action – this motion passed in the open section.

### **B. THE BUSINESS MATTER**

Released 27 July 2021

## **8.2 CHIEF EXECUTIVE OFFICER PROFESSIONAL DEVELOPMENT**

**Responsible Executive Manager :** Mr Sam Green

**Report Author :** Ms Susie Reichstein

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

### **PURPOSE**

The purpose of this report is to seek the support of the CEO Performance Review Committee for the CEO, Mr Sam Green, to nominate for membership of the Local Government Chief Officers' Group.

### **STAFF RECOMMENDATION**

The CEO Performance Review Committee supports the Chief Executive Officer, Mr Sam Green, in nominating for membership of the Local Government Chief Officer's Group, and if successful in gaining membership, endorse that this membership would fulfil the clauses within the CEO's Contract of Employment that relate to mentoring and coaching.

### **EXECUTIVE SUMMARY**

The CEO, Mr Sam Green, has a clause within his employment contract that states:

13.1 The Council agrees to provide the CEO with access to executive coaching or mentoring services through LGASA Recruitment or another mutually agreed provider for a period of 12 hours each year.

13.2 The costs associated with the executive coaching or mentoring services through either the LGASA Recruitment or another mutually agreed provider will be borne by the Council.

This report seeks the endorsement of the Committee for the CEO to nominate for membership of the Local Government Chief Officers' Group, and if successful in gaining membership endorse that this membership would fulfil the clauses within the CEO's Contract of Employment that relate to mentoring and coaching.

## **1. BACKGROUND**

The Local Government Chief Officers' Group was formed in 1981. Membership is limited to just 130 members across Australia and New Zealand.

There has never been a formal structure or secretariat for the group. There is no hierarchy of honorary positions, and the Group co-ordination has been achieved through one member acting as National Registrar and the Councils that host meetings providing the resources necessary for the calling and conduct of meetings.

The National Registrar keeps membership records and liaises with host council CEOs over the conduct of meetings. There are no subscriptions and the only costs are those associated with attending the meetings e.g. travel and meals etc.

The objectives of the Group are:

- a. To act as a forum for the exchange of experience and information between Chief Officers to benefit their councils in particular and local government in general.
- b. To utilise the experience and knowledge of Chief Officers at various government and organisational levels.
- c. To facilitate the professional development and training of Chief Officers.

## **2. RELEVANCE TO STRATEGIC PLAN**

### **1: Smart Service Delivery Program**

Outcome 1.2 Improved service delivery

## **3. PUBLIC CONSULTATION**

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

## **4. DISCUSSION**

- 4.1** Membership of this group would enable the CEO to interact with CEO's across Australia and New Zealand broadening his knowledge and experience through exposure to a wider range of issues and people.
- 4.2** There is no cost to be a member just associated costs of attending the meetings. The Group normally meets 3 times per year.
- 4.3** South Australian CEOs, who are members of the group, acknowledge that the Group has benefited them personally through their own growth and development and their organisations have also benefited from the Australian and New Zealand network.
- 4.4** Within his contract of employment, the CEO is entitled to 12 hours per year of coaching and mentoring paid by the Council. The CEO is seeking to utilise membership of the Chief Officers' Group as a means of obtaining that mentoring.
- 4.5** The cost of one-on-one mentoring varies according to the practitioner providing the service. Most commonly the range is \$250 + GST per hour to \$650 + GST per hour.

## **5. OPTIONS**

### **Recommendation**

The CEO Performance Review Committee supports the Chief Executive Officer, Mr Sam Green, in nominating for membership of the Local Government Chief Officer's Group, and if successful in gaining membership, endorse that this membership would fulfil the clauses within the CEO's Contract of Employment that relate to mentoring and coaching.

## 6. ANALYSIS OF OPTIONS

### 6.1 Recommendation Analysis

#### 6.1.1 Analysis & Implications of the Recommendation

In supporting the CEO to nominate for membership of the Chief Officers' Group, and if the CEO is successful in gaining membership, Council would be fulfilling its obligations under Clause 13 of the CEO's contract of employment.

#### 6.1.2 Financial Implications

Although there are no memberships fees associated with being a member of the Chief Officers' Group, should the CEO be successful in gaining membership, the costs associated with attending meetings would be borne by the Council in accordance with the CEO's employment contract.

The approximate costs associated with attendance at three meetings of the Chief Officer's Group in a year or receiving 12 hours of professional mentoring or executive coaching services are comparable. The table below illustrates comparison costs and is based on a practitioner in the mid-range of commonly charged fees for professional and coaching services. Travel for three meetings has been based on airfares, hotel rates and meal costs, if travel were to occur to Perth, Brisbane and Sydney.

	Mentoring/Coaching	Chief Officers Group
	12 hours at \$450/hr	Travel to three interstate meetings, incorporating travel, accommodation and meal costs
Total approximate costs	\$5400	\$3300

## 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 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
- Minutes for Item 8.2

This order shall operate until the next 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.