



# MINUTES

of

## CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the  
Local Government Act 1999*

HELD IN

**COMMITTEE ROOM  
PLAYFORD CIVIC CENTRE  
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**MONDAY, 8 MAY 2023  
AT 5:30PM**

The meeting commenced at 5:32.

### **1 ATTENDANCE RECORD**

#### **1.1 Present**

##### **MAYOR GLENN DOCHERTY – PRESIDING MEMBER**

Cr Marilyn Baker

Cr Peter Rentoulis

Cr Gay Smallwood-Smith

##### Also in attendance for the meeting:

Chief Executive Officer

Senior Manager Information, Technology and Governance

AM Consulting

Mr Sam Green

Ms Elena Casciano

Allison Ashby

#### **1.2 Apologies**

Nil

#### **1.3 Not Present**

Nil

**2 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION****5398****Moved: Cr Smallwood-Smith Seconded: Cr Baker****The Minutes of the Chief Executive Officer Review Committee Meeting held 13 February 2023 be confirmed as a true and accurate record of proceedings.****CARRIED****3 DECLARATIONS OF INTEREST**

Nil

**4 DEPUTATION / REPRESENTATIONS**

Nil

**5 STAFF REPORTS****Matters to be considered by the Committee Only***Matters delegated to the Committee.***5.1 DEVELOPMENT OF CEO PERFORMANCE ASSESSMENT SURVEY 01 JULY 2022 - 30 JUNE 2023****Responsible Executive Manager : Elena Casciano****COMMITTEE RESOLUTION****5399****Moved: Cr Baker Seconded: Cr Smallwood-Smith**

- 1. That the Chief Executive Officer Review Committee endorse the CEO Review Survey for the period 1 July 2022 to 30 June 2023 (Attachment 1); and**
- 2. That the Chief Executive Officer Review Committee note the CEO Review Survey will be undertaken with the following personnel and made available at the Chief Executive Officer Review Committee on 14 August 2023, following onto Ordinary Council on 22 August 2023:**
  - CEO**
  - Elected Members**
  - Direct Reports to the CEO**
  - Senior Managers**

**CARRIED***Cr Rentoulis entered 5:34pm**Cr Baker left the meeting room at 5:34 pm.**Cr Baker returned to the meeting room at 5:34 pm.*

**6 INFORMAL DISCUSSION****6.1 CEO REVIEW COMMITTEE WORKPLAN MAY 2023**

This item was deferred to the end of the meeting.

**6.2 CEO KEY PERFORMANCE INDICATORS (KPIS) FOR 2023/2024**

Presenter: Sam Green

**Outcome:** The item was discussed by the committee.

**7 INFORMAL ACTIONS**

Nil

**8 CONFIDENTIAL MATTERS****8.1 REVIEW OF THE CHIEF EXECUTIVE OFFICER'S QUARTERLY PERFORMANCE**

Presenter: Mr Sam Green, Chief Executive Officer

**A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.1****COMMITTEE RESOLUTION****5400**

Moved: Cr Smallwood-Smith      Seconded: Cr Rentoulis

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, AM Consulting
- Senior Manager Information, Technology and 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 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.

**CARRIED**

*The meeting went into confidence at 5:38pm*

**C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE**

**COMMITTEE RESOLUTION**

**5401**

**Moved: Cr Baker**

**Seconded: Cr Rentoulis**

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*:

- Report for Item 8.1
- Attachment(s) for Item 8.1
- Minutes for Item 8.1

This order shall operate until further order or 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*.

**CARRIED**

*The meeting reopened to the public at 5:50pm.*

**8.2 CHIEF EXECUTIVE OFFICER CONTRACT**

Presenter: Ms Allison Ashby, AM Consulting

**A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.2**

**COMMITTEE RESOLUTION**

**5402**

**Moved: Cr Baker**

**Seconded: Cr Rentoulis**

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;
- Senior Manager Information, Technology and Governance;
- 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 it pertains 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; consider it necessary to consider this matter in confidence.

**CARRIED**

*The meeting went into confidence at 5:51pm.*

**C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.2 IS TO BE KEPT IN CONFIDENCE**

**COMMITTEE RESOLUTION**

**5404**

**Moved: Cr Baker**

**Seconded: Cr Smallwood-Smith**

**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(s) 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*.**

**CARRIED**

*The meeting reopened to the public at 6:37 pm.*

**6.1 CEO REVIEW COMMITTEE WORKPLAN MAY 2023**

**Presenter: Elena Casciano**

**Outcome: The item was discussed by the committee. A report regarding the CEO employment contract will be prepared for the OCM and a follow up report be prepared for the Committee regarding the outcome.**

**9 CLOSURE**

The meeting was closed at 6:38pm.