



## **AGENDA**

**FOR CEO REVIEW COMMITTEE MEETING TO BE HELD ON**

**22 OCTOBER 2024 AT 5.45PM**

**IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Mayor G Aldridge (Chair)  
Deputy Mayor, Cr C Buchanan (Deputy Chair)  
Cr D Hood  
Cr P Jensen  
Cr S Reardon

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
Deputy Chief Executive Officer, Mr C Mansueto

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the CEO Review Committee Meeting held on 5 August 2024.

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**REPORTS**

*Reports*

9.1.1 Proposed CEO Key Performance Indicators 2024/2025 ..... 7

**QUESTIONS ON NOTICE**

There are no Questions on Notice.

**MOTIONS ON NOTICE**

There are no Motions on Notice.

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

**CLOSE**



**MINUTES OF CEO REVIEW COMMITTEE MEETING HELD IN WITTBER & DR  
RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET,  
SALISBURY ON**

**5 AUGUST 2024**

**MEMBERS PRESENT**

Mayor G Aldridge (Chair)  
Cr C Buchanan (Deputy Chair)  
Cr D Hood  
Cr S Reardon

**OBSERVERS**

Mr Andrew Reed, Hender Consulting

**STAFF**

Chief Executive Officer, Mr J Harry  
Deputy Chief Executive Officer, Mr Charles Mansueto

The meeting commenced at 5.54pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

**APOLOGIES**

An apology has been received from Cr P Jensen.

**LEAVE OF ABSENCE**

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## PRESENTATION OF MINUTES

Moved Cr D Hood  
Seconded Cr S Reardon

The Minutes of the CEO Review Committee Meeting held on 18 March 2024, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Reports*

#### **9.1.1 Performance Review Process**

Moved Cr C Buchanan  
Seconded Cr S Reardon

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

1. Notes that the Performance Review process for the Chief Executive Officer requires the provision and consideration of the advice of a Qualified Independent Person pursuant to section 102A of the *Local Government Act 1999*.
2. Notes that Council previously appointed Mr Andrew Reed from Hender Consulting to the position of the Qualified Independent Person for the remainder of the Chief Executive Officer's contract term, and reaffirms this position in accordance with section 102A of the *Local Government Act 1999* in consideration of Mr Reed's appropriate qualifications and experience in human resource management.
3. Approves for the performance review process for the current and future review to include the assessment of Key Performance Indicators and feedback from the CEO Review Committee on the CEO's behaviours and leadership through the Qualified Independent Person's process.
4. Notes that Council can set the Key Performance Indicators in consultation with, and with input from the Qualified Independent Person and the CEO.

**CARRIED**

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**9.1.2 CEO Personal Evaluation System FY2023/2024**

Moved Cr C Buchanan  
Seconded Cr D Hood

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

1. Notes and acknowledges that the CEO has, to the satisfaction of the CEO Review Committee:
  - delivered the requirements of his position;
  - successfully achieved 2023/24 Key Performance Indicators;
  - achieved a rating of 5 – CEO’s performance exceeded expectations as a result of the assessment of CEO Performance according to the Personal Evaluation System (refer Paragraph 1.2.5 of this report, Item No. 9.1.2, CEO Review Committee, 5 August 2024).
2. Approves for the CEO Position Description, to remain unchanged (Attachment 1, CEO Review Committee, Item no 9.1.2, 5 August 2024).

**CARRIED**

**QUESTIONS ON NOTICE**

*There are no Questions on Notice.*

**MOTIONS ON NOTICE**

*There are no Motions on Notice.*

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Update)*

*CEO John Harry left the room at 6:01pm.*

**ORDERS TO EXCLUDE THE PUBLIC**

**9.2.1 Annual Review of CEO Total Remuneration 2023/2024 Recommendation**

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if the Committee so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. Pursuant to Section 90(2) and (3)(a) of the *Local Government Act 1999*, it is necessary and appropriate to exclude the public for the consideration of Agenda Item 9.2.1 Annual Review of CEO Total Remuneration 2023/2024 with the exception of the following persons:
  - Chief Executive Officer
  - Deputy Chief Executive Officer
  - Hendering Consulting, Mr Andrew Reed

*On the basis that:*

*- it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

2. *In weighing up the factors related to disclosure,*
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

*On that basis the public's interest is best served by not disclosing the **Annual Review of CEO Total Remuneration 2023/2024** item and discussion at this point in time.*

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

The meeting moved out of confidence and closed at 6:01pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	9.1.1
	<b>CEO REVIEW COMMITTEE</b>
<b>DATE</b>	22 October 2024
<b>HEADING</b>	Proposed CEO Key Performance Indicators 2024/2025
<b>AUTHOR</b>	John Harry, Chief Executive Officer, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making. 4.4 Embed long term thinking, planning and innovation across the organisation.
<b>SUMMARY</b>	This report provides information in relation to the proposed 2024/25 CEO KPI Performance Indicators.

**RECOMMENDATION**That Council:

1. Endorse the proposed 2024/25 CEO Key Performance Indicators which will be tabled for discussion at its meeting held 22 October 2024.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 The Chief Executive Officer (CEO) Employment Agreement provides that the CEO will undergo a performance review in accordance with the Personal Evaluation System in May each year for the Term of the Agreement.
- 1.2 In August 2024, the CEO Review Committee agreed the Performance Evaluation System to apply to the CEO for the 2024/2025 review period, and through to the remainder of the CEO's contract as follows:

That the CEO Review Committee, in exercise of its delegation pursuant to its Terms of Reference and the CEO Employment Contract:

1. Notes that the Performance Review process for the Chief Executive Officer requires the provision and consideration of the advice of a Qualified Independent Person pursuant to section 102A of the *Local Government Act 1999*.
2. Notes that Council previously appointed Mr Andrew Reed from Hender Consulting to the position of the Qualified Independent Person for the remainder of the Chief Executive Officer's contract term, and reaffirms this position in accordance with section 102A of the *Local Government Act 1999* in consideration of Mr Reed's appropriate qualifications and experience in human resource management.

3. Approves for the performance review process for the current and future review to include the assessment of Key Performance Indicators and feedback from the CEO Review Committee on the CEO's behaviours and leadership through the Qualified Independent Person's process.
4. Notes that Council can set the Key Performance Indicators in consultation with, and with input from the Qualified Independent Person and the CEO.

1.3 This process was endorsed by Council at its meeting in August 2024.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

- 2.1.1 The Executive Group has been consulted regarding progress towards the achievement of the 2024/2025 Key Performance Indicators and Projects.

## **3. REPORT**

- 3.1 This report provides a schedule of the proposed 2024/25 CEO Key Performance Indicator Projects for review and endorsement by the CEO Performance Review Committee.
- 3.2 Feedback is sought from this Committee on any matters in relation to the key projects and any other feedback regarding CEO performance as part of this progressive review of status for inclusion into the KPI schedule.
- 3.3 The schedule has been prepared by the CEO following consideration of:
  1. The recent Council endorsed City Plan at its meeting in June 2024
  2. The ongoing delivery of City Centre initiatives
  3. Council priorities towards the delivery of housing opportunities for vulnerable people
  4. Longer term development of land west of Port Wakefield Road
  5. Provision/development of social and recreational infrastructure across the City.

## **4. CONCLUSION / PROPOSAL**

- 4.1 The Draft Key Performance Indicators will be updated following the Committee's consideration and will be reported on a quarterly basis in 2024/25.