



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Presiding Member** Mayor Bill Spragg

Members

Cr Jan Loveday
Cr Jan-Claire Wisdom
Cr Linda Green
Ms Paula Davies - Independent Member

Notice is hereby given pursuant to the provisions under Section 87 of the Local Government Act 1999 that the next meeting of the **CEO Performance Review Panel** will be held on:

Tuesday, 15 July 2014
63 Mt Barker Road, Stirling
3.00pm

A copy of the Agenda for this meeting is supplied under Section 87 of the Act.

Meetings of the Council and Committees are open to the public and interested members of this community are welcome to attend.

Andrew Aitken
Chief Executive Officer



AGENDA FOR CEO PERFORMANCE REVIEW PANEL MEETING
Tuesday, 15 July 2014
63 Mt Barker Road, Stirling
3.00pm

ORDER OF BUSINESS

Council Vision

Nurturing our unique place and people

Council Mission

Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy

1. COMMENCEMENT

2. APOLOGIES

2.1. Apology

2.2. Leave of Absence

3. MINUTES OF PREVIOUS MEETINGS

Nil

4. DELEGATION OF AUTHORITY

The CEO Performance Review Panel operates in accordance with the relevant sections of the Local Government Act 1999, and its Terms of Reference.

5. DECLARATION OF INTEREST BY MEMBERS OF COMMITTEE

6. BUSINESS

6.1. Process and Schedule for CEO Performance Review Process

6.2. Engaging Consultant, Questionnaire and Report Format for CEO Performance Review

6.3. Appointment of Consultant to facilitate Review (Confidential Item)

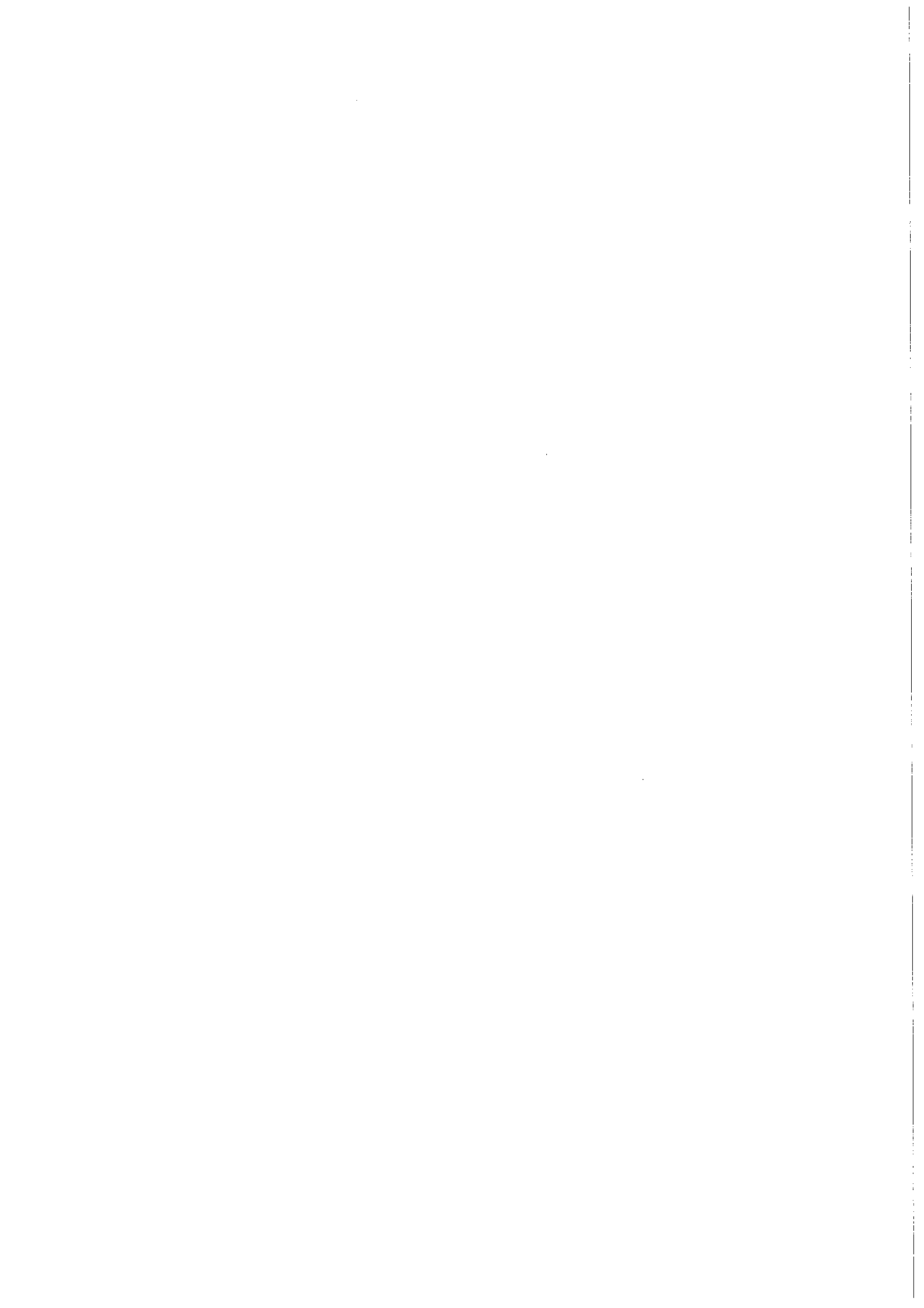


— ADELAIDE HILLS
— COUNCIL —

7. NEXT MEETING

The next CEO Performance Review Panel Committee meeting will be held on Tuesday 19 August, 3.00pm, at 63 Mount Barker Road, Stirling.

8. CLOSE CEO PERFORMANCE REVIEW PANEL MEETING



**ADELAIDE HILLS COUNCIL CEO PERFORMANCE REVIEW PANEL
TUESDAY 15 JULY 2014
AGENDA BUSINESS ITEM**

Item: 6.1

Originating Officer: Megan Sutherland, Manager Organisational Development

Subject: Proposed Process and Schedule to undertake the CEO Performance Review

SUMMARY

The CEO Performance Review Panel must agree on the process and schedule to undertake the review of the CEO's performance.

The process must be undertaken so that a final report can be tabled at the proposed Special Council meeting on Tuesday 9 September 2014.

RECOMMENDATION

That the Panel resolves:

1. **That the report be received and noted**
 2. **That after discussion the Panel agrees to the process and schedule to undertake the CEO performance review for 2014.**
-

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 4 A Recognised Leading Performer

Key Issue 4.1 Leadership

Key Action 4.1.4 Meet legislative, regulatory and good governance responsibilities and obligations

➤ **Legal Implications**

Sec 91(a) of the Local Government (Elections) Act 1999 prohibits Council from making designated decisions including decisions regarding the CEO's employment or remuneration.

The CEO Performance Review Panel is a *Sec 41 of Committee of Council of Local Government Act 1999*.

This process needs to be undertaken appropriately to ensure the CEO is provided with a fair and consistent approach to performance reviews and that the process would stand up under scrutiny, as the tool and the outcomes of the review directly affect decisions made in relation to the CEO, his performance and remuneration.

➤ **Risk Management Implications**

A clearly outlined and defined process, with timeframes, mitigates the risk of procedural unfairness.

➤ **Financial and Resource Implications**

The costs associated with the review process have been budgeted.

➤ **Customer Service and Community/Cultural Implications**

There is a community expectation that the performance of the CEO is reviewed in a robust and comprehensive manner.

➤ **Environmental Implications**

Not applicable.

➤ **Community Engagement/Consultation**

Not applicable.

2. BACKGROUND

It is important that the Panel agrees and understands the steps in the process and the timeframes required for the 2014 review.

As per *Sec 91(a) of the Local Government (Elections) Act 1999* previously discussed, the Caretaker Period commences on 16 September 2014, the process identified has strict timeframes to enable relevant consultation to be undertaken, and key steps take place before this time.

Consideration of the process and timetable needs to include the matter discussed in Item 6.2 of this agenda. If the whole Panel want to be involved in the engagement of the consultant and discussions about the questionnaire and report format, the schedule will need to be changed as this is not currently included.

This will affect the timing of the survey and could impact the required completion date.

3. ANALYSIS

The process and schedule have been developed through research into other Council's processes.

4. OPTIONS

1. Adopt the proposed schedule as tabled.
2. Adopt the proposed schedule with changes/additions.

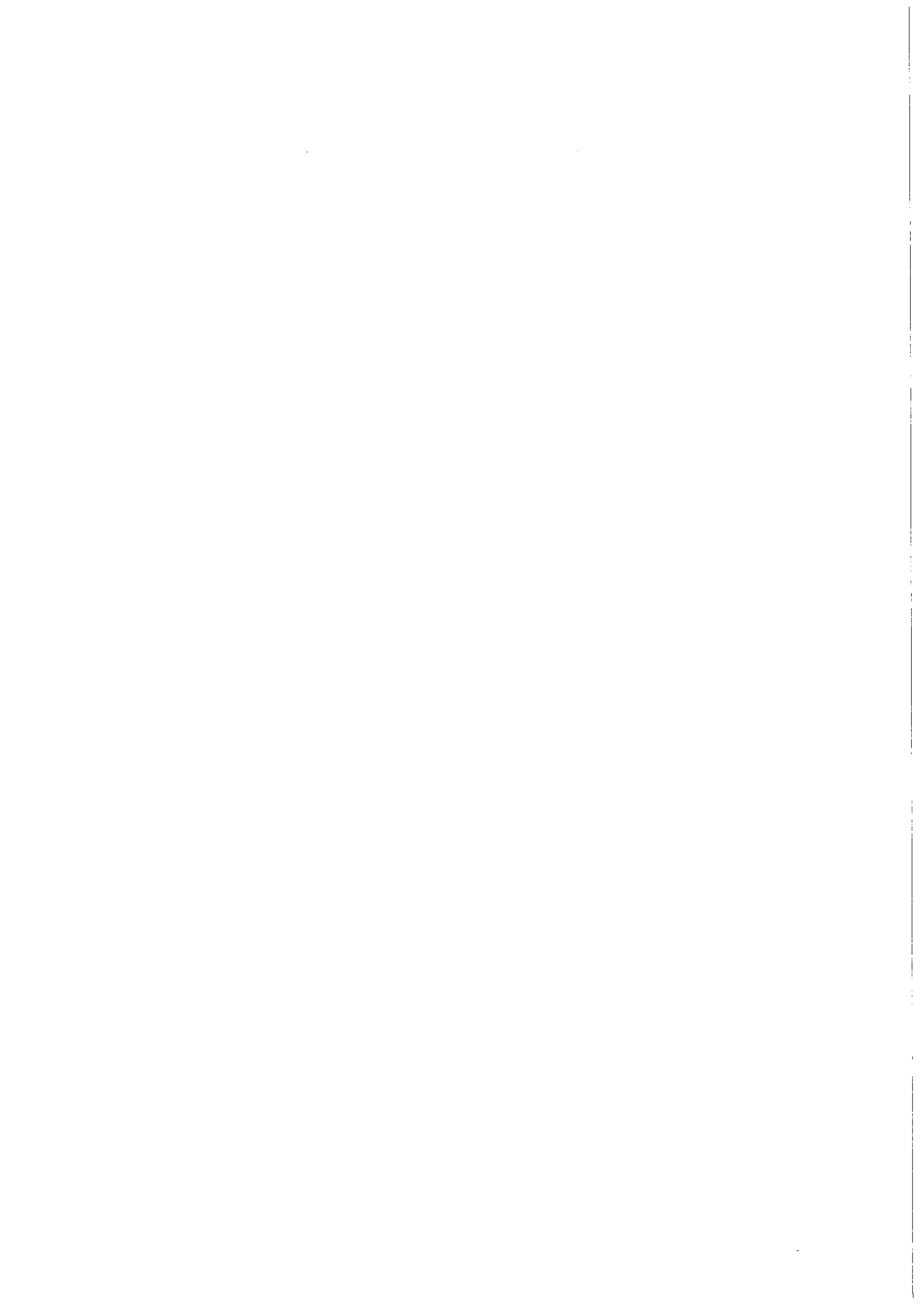
Appendix 1

Proposed Process and Schedule for CEO Performance Review 2014

Meeting dates	Subject	Process/actions/comments
CEO PRP meeting 15/7/14	Confirm 2014 process	<ul style="list-style-type: none"> Consider the CEO Performance Review Process and agree on a proposed process and timeframes Discuss engagement of consultant options to facilitate review Endorse and appoint consultant Discuss and agree the questionnaire and report format consultation process
16-18/7/14	Engage consultant	<ul style="list-style-type: none"> Presiding Member (Mayor Bill Spragg) appoint consultant (with Manager Organisational Development, Megan Sutherland) Meet with and agree survey tool and report format (with consultation) Discuss the CEO Workshop and briefing of Council and Senior Leaders Consultant to discuss the proposed survey tool with the CEO prior to finalising
CEO Performance Review Workshop with Council Members and SLT Members – CEO workshop 22/7/14	CEO workshop	<ul style="list-style-type: none"> Consultants introduced to Council Members and Senior Leadership Team (SLT) Consultants provide brief on review process and questionnaire CEO provides a verbal report on performance against the KPIs and position objectives for 2014 to the Council Members and SLT
25/7-6/8/14	Due date for questionnaire	6/8/14
7/8-15/8/14	Report completed by Consultant	<ul style="list-style-type: none"> Results compiled and draft report prepared
CEO PRP meeting 19/8/14 Est. 3 hour meeting	CEO Review	<ul style="list-style-type: none"> Review and discuss the CEO's report on performance against the KPIs and position objectives, including the CEO's self-rating. Consultant provides remuneration review information in report for consideration Consider and establish proposed 2015 KPIs for CEO
20/8/14	CEO Debriefed	<ul style="list-style-type: none"> Consultant discusses report with CEO Consultant discusses possible KPI's for 2015
By 25/8/14	CEO provides feedback	<ul style="list-style-type: none"> CEO provides feedback on the draft report and KPI's to the consultant
CEO PRP Meeting 2/9/14	CEO Review Report finalised	<ul style="list-style-type: none"> Receive CEO's feedback on draft report and possible KPI's Remuneration discussion and recommendations

Adelaide Hills Council CEO Performance Review Panel 15 July 2014
 Proposed Process and Schedule to undertake the CEO Performance Review

Meeting dates	Subject	Process/actions/comments
Council meeting 9/9/14 Special meeting required	Resolution regarding CEO performance and remuneration review.	<ul style="list-style-type: none"> • Consultant formally present to Council on the CEO Performance Review and remuneration recommendations • Council determines resolution regarding CEO performance and remuneration • Council confirms 2015 KPI's <i>(CEO and External Consultant attend Council Meeting)</i>
CEO PRP meeting To be confirmed - October		<ul style="list-style-type: none"> • Review/evaluation of 2014 process



**ADELAIDE HILLS COUNCIL CEO PERFORMANCE REVIEW PANEL
TUESDAY 15 JULY 2014
AGENDA BUSINESS ITEM**

Item: 6.2

Originating Officer: Megan Sutherland, Manager Organisational Development

Subject: Engaging Consultant, Questionnaire and Report Format for CEO Performance Review

SUMMARY

The CEO Performance Review Panel must agree on the process and schedule to undertake the review of the CEO's performance.

The process must be undertaken so that a final report can be tabled at the Council meeting on Tuesday 9 September 2014.

RECOMMENDATION

That the Panel resolves:

1. That the report be received and noted
2. To delegate Mayor Bill Spragg to discuss and agree the questionnaire with the consultant, using the feedback from the Panel from this meeting, including consultation with the CEO, by the consultant.
3. To delegate Mayor Bill Spragg to discuss and agree the report format with the consultant, using the feedback from the Panel from this meeting and through further consultation with the Panel outside the meeting (via email and/or phone).

3. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 4 A Recognised Leading Performer

Key Issue 4.1 Leadership

Key Action 4.1.4 Meet legislative, regulatory and good governance responsibilities and obligations

➤ **Legal Implications**

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➤ **Risk Management Implications**

A clearly outlined and defined process, with timeframes, mitigates the risk of procedural unfairness.

➤ **Financial and Resource Implications**

The costs associated with the review process have been budgeted.

➤ **Customer Service and Community/Cultural Implications**

There is a community expectation that the performance of the CEO is reviewed in a robust and comprehensive manner.

➤ **Environmental Implications**

Not applicable.

➤ **Community Engagement/Consultation**

Not applicable.

4. BACKGROUND

Due to the tight timeframes to have the process completed prior to the commencement of the Caretaker Period, there is limited time for the Panel to meet in its entirety to discuss with the consultant the questionnaire tool and the report format.

5. ANALYSIS

To provide for Panel feedback, key points regarding the questionnaire and report format are being sought from this meeting.

It is proposed that the Presiding Member (Mayor Bill Spragg) meet with the consultant and agree on the questionnaire and report format.

The questionnaire is the most important document to confirm quickly with the consultant so it can be discussed on Tues 22 July and provided to participants later that week.

The report format could be initially discussed with the consultant and further consultation outside of the meeting with the Panel for feedback that can be discussed with the consultant prior to the report being completed.

Direction and agreement with the consultant on the briefing of Council Members and the Senior Leadership Team to introduce the review tool is also required.

6. OPTIONS

1. The Panel provide information to be discussed with the consultant regarding the questionnaire and report format that is discussed with the consultant by Mayor Bill Spragg. This provides for the questionnaire to be completed and ready for the proposed start date. Further feedback from the panel can be received on the report format and provided to the consultant while the survey is being undertaken.
2. That the Panel meet with the consultant and provide feedback as a group. This will delay the process which could affect the completion date.

