



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Presiding Member** Cr Jan-Claire Wisdom

Members

Mayor Bill Spragg
Cr Jan Loveday
Cr Andrew Stratford
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:

Wednesday, 1 July 2015
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

**Wednesday 1 July 2016
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
- 2.3. Absent

3. MINUTES OF PREVIOUS MEETINGS – 18 March 2015

That the minutes of the meeting held on 18 March 2015 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4. DELEGATION OF AUTHORITY

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

5. DECLARATION OF INTEREST BY MEMBERS OF COMMITTEE

6. REPORTS

- 6.1. CEO Key Performance Indicators (KPI) Update
- 6.2. Appointment of Consultant to undertake the CEO Performance Review (Confidential)



7. NEXT MEETING

The next CEO Performance Review Panel Committee meeting will be held on Wednesday 30 September 2015, 3.00pm, at 63 Mount Barker Road, Stirling.

8. CLOSE CEO PERFORMANCE REVIEW PANEL MEETING

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 18 MARCH 2015
63 MT BARKER ROAD STIRLING**

Members:

Presiding Member Cr Jan-Claire Wisdom

Mayor Bill Spragg
Councillor Jan Loveday
Councillor Andrew Stratford
Ms Paula Davies, Independent Member

In Attendance

Andrew Aitken	Chief Executive Officer
Megan Sutherland	Manager Organisational Development
Pam Williams	Minute Secretary

1 Commencement

The meeting commenced at 1.07pm.

2 Apologies/Leave of Absence

2.1 Apology

Nil

2.2 Leave of Absence

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Committee – 2 September 2014

Moved Cr Jan Loveday

S/- Mayor Bill Spragg

1

That the minutes of the meeting held on 2 September 2014 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 18 MARCH 2015
63 MT BARKER ROAD STIRLING**

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 Council

Nil

6 Reports

**Moved Cr Jan Loveday
S/- Cr Andrew Stratford**

2

That Agenda item 6.2 be considered at this point in the meeting.

Carried Unanimously

6.2 CEO KPI Update October 2014 – October 2015

**Moved Mayor Bill Spragg
S/- Cr Jan Loveday**

3

That the Panel resolves:

- 1. That the report, CEO KPI Update October 2014–October 2015, be received and noted, with an amendment to item 8 – Timeframe to be September 2015.**

Carried Unanimously

2.16pm Andrew Aitken, CEO, left the meeting.

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 18 MARCH 2015
63 MT BARKER ROAD STIRLING**

6.1 Proposed Process & Schedule to undertake the CEO Performance Review 2015

**Moved Paula Davies
S/- Cr Andrew Stratford**

4

That the Panel resolves:

- 1. That the report be received and noted.**
- 2. That the Panel agrees to the process and updated schedule to undertake the CEO performance review for 2015, with future meeting dates to be:**
 - Wednesday 1 July 2015**
 - Wednesday 30 September 2015**
 - Wednesday 14 October 2015**

Carried Unanimously

6.3 Confidential Items
Nil

7 Next Meeting

The next CEO Performance Review Panel Committee meeting will be held on Wednesday 1 July 2015, 3.00pm at 63 Mt Barker Road Stirling.

8 Close Committee meeting

The meeting closed at 2.36pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL
Wednesday 1 July 2015
AGENDA BUSINESS ITEM**

Item: 6.1
Originating Officer: Andrew Aitken, Chief Executive Officer
Subject: CEO KPI Update

SUMMARY

The role of the CEO Performance Review Panel includes reviewing the performance of the CEO, in particular the performance against the Key Performance Indicators (KPIs) and to undertake a review of the CEO's KPIs to ensure they remain relevant, achievable and aligned to Council's strategic objectives.

This report provides an update on the Chief Executive Officer's KPIs.

RECOMMENDATION

That the Panel resolves:

1. That the report be received and noted
2. To recommend to Council to adopt the revised KPI timeframes as follows:
 - 2.1 KPI 2 and KPI 3 (the development of a District Master Plan and Precinct Planning Framework), recommending a change in timeframe from June to August 2015.
 - 2.2 KPI 4 (producing an Economic Development Strategy), recommending a change in timeframe from June to September 2015.

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**

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

This report summarises progress against the established and agreed KPIs for 2015, and forms part of the performance review process to ensure the CEO is provided with a fair and consistent performance review process that would stand up under scrutiny.

➤ **Risk Management Implications**

The CEO KPI update is an important control in managing the risks of:

Deficient CEO performance review practices result in a lack of accountability and loss of stakeholder confidence.

Inherent Risk	Residual Risk
Medium (3C)	Medium (3D)

Note: there are many other controls that also assist in managing this risk.

Non-achievement of CEO KPIs result in loss of community benefit and/or opportunities and/or stakeholder confidence.

Inherent Risk	Residual Risk
High (3B)	Medium (3C)

Note: there are many other controls that also assist in managing this risk.

➤ **Financial and Resource Implications**

Nil

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

There is a community expectation that the CEO will manage the organisation's human, financial and physical resources to ensure the best outcomes for the community.

There is a community expectation that the CEO performs against the agreed KPIs.

➤ **Environmental Implications**

Not applicable.

➤ **Community Engagement/Consultation**

Not applicable.

2. BACKGROUND

As part of the 2014 performance review process, 2015 KPIs were established for the CEO and adopted by Council on 9 September 2014.

The Panel considered a report at its 18 March 2015 meeting and resolved as follows:

That the report, CEO KPI Update October 2014–October 2015, be received and noted, with an amendment to item 8 – Timeframe to be September 2015.

On 28 May 2015, a proposal was circulated to Panel members to amend the timeframes for three of the KPIs. These are as follows:

1. KPI 2 and KPI 3 (the development of a District Master Plan and Precinct Planning Framework), recommending a change in timeframe from June to August 2015.
2. KPI 4 (producing an Economic Development Strategy), recommending a change in timeframe from June to September 2015.

3. ANALYSIS

This item enables an interim analysis of the suite of existing KPIs with a view to reviewing priorities and existing timeframes of individual KPIs. It also provides the CEO to update the CEO Performance Review Panel on the progress against the KPIs to date and identify any issues for consideration.

The revised timeframes and the progress against the KPIs is contained in Appendix 1.

4. OPTIONS

1. That the Panel recommends to Council to adopt the revised KPI timeframes as per Appendix 1.
2. That the Panel makes alternative/additional recommendations to Council relating to the current suite of KPIs.

Option 1 is the recommended option as the proposed changes take account of the opportunity to undertake further workshops with Council Members to ensure maximum input and benefit to the community. It would also allow the new Economic Development Officer (EDO) the opportunity to be involved in finalising the Economic Development Strategy, a key responsibility of this position, enabling a more effective implementation to be undertaken.

5. APPENDIX

1. CEO KPIs 2014/15

Appendix 1

CEO KPIs 2014/2015

CEO Key Performance Indicators 2014/2015

KPI	Timeframe	Strategic Plan Reference	CEO Update
1. Produce a Community Strategy that is endorsed by Council and that will undertake a needs analysis; develop a demographic profile; and identify gaps/needs in community development and related services.	by June 2015	1.1.1	Completed in June 2015.
2. Produce a District Master Plan that is endorsed by Council and that maps and integrates desired outcomes for those key physical community, economic and environs priorities within the Strategic Plan.	by June 2015	2.5.1	Mapping (a key component of the project) is currently being completed, with a view to further workshopping with Council Members in July for completion by August 2015.
3. Produce a framework with timeframes for the development of precinct plans and guidelines for activity centres and villages with a focus on identifying a unique sense of place, revitalisation, a central public space, alteration and development of public infrastructure (e.g. outdoor dining, street markets, etc). The framework with timeframes is to be endorsed by Council.	by June 2015	2.5.2	Precinct planning and place making concept, along with framework criteria, has been workshopped with Council Members in May and June. A further workshop with final precinct scoring and priorities will be workshopped in July and framework finalised by August 2015.
4. Produce an Economic Development Strategy that is endorsed by Council and that establishes Council's role, function and key activities in respect to supporting economic activity within the district.	by June 2015	3.1.1	Work is well underway with a desktop review of the business landscape having been undertaken across the district. Council endorsed a draft strategy for community consultation in June and resolved to conduct a further Council workshop discussion on the consultation outcomes. The strategy will then be finalised by September 2015.
5. Produce a Strategic Planning and Reporting Framework that is endorsed by Council and that monitors the status and achievement of planned social, environmental, economic and governance objectives.	by November 2014	4.4.1	This reporting framework has been completed and the first of what has become a quarterly report was presented to Council at its December 2014 meeting. Further work is being undertaken to enhance the extent of reporting against Strategic Plan activities.
6. Review the Council's Rating Strategy to ensure the fair and equitable impact of rates across the community.	by October 2015	4.4.3	Some preliminary work has been undertaken. The project to review the strategy is still expected to be completed by October.

Corporate Plan	Timeframe	CEO Update
<p>7. Based on the Customer Service Framework the following key projects will be undertaken:</p> <ol style="list-style-type: none"> 1. a customer service survey will be produced and conducted to identify improvements in our customer service delivery. 2. a regular report on performance against key customer service standards from Tier 1 of the framework 	<p>by April 2015</p> <p>by December 2014</p>	<p>7.1 Completed. Outcomes from the survey are intended to be workshopped with Council in July.</p> <p>7.2 A draft of this report was produced internally in December 2014. As suggested at the last CEO Review Panel meeting in March, an updated report was workshopped with Council in May.</p>

Other	Timeframe	CEO Update
<p>8. Improve the cultural performance of the organisation to be demonstrated by improvement to the average satisfaction responses to questions from the 2014 to the 2015 Employee Opinion Survey.</p>		<p>The survey is planned to be undertaken in July with results available around September.</p>

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL
Wednesday 1 July 2015
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 6.2.

Originating Officer: Megan Sutherland, Manager Organisational Development

Subject: Appointment of Consultant to undertake the CEO Performance Review

1. Appointment of Consultant to undertake the CEO Performance Review – Exclusion of the Public

Pursuant to section 90(2) of the *Local Government Act 1999* the Panel orders that all members of the public, except:

- Independent Member, Paula Davies
- Chief Executive Officer, Andrew Aitken
- Manager Organisational Development, Megan Sutherland
- Manager Governance, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting for Agenda Item 6.2 (Appointment of Consultant to undertake the CEO Performance Review).

The Council is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to Agenda Item 6.2 is information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person (firm) who supplied the information and/or convey a commercial advantage on a third party.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because consideration of the item in a public forum would unreasonably disclose information of commercial sensitivity of the consultants that provided a proposal.

7. Appointment of Consultant to undertake the CEO Performance Review – Exclusion of the Public

That having considered Agenda Item 6.2 (Appointment of Consultant to undertake the CEO Performance Review) in confidence under section 90(2) and 90 (3) (d) of the *Local Government Act 1999*, the Council, pursuant to section 91(7)(b) of that Act, orders that the documents, reports and minutes pertaining to this matter be retained in confidence for a period of 12 months.