



## **CEO PERFORMANCE REVIEW PANEL**

### **NOTICE OF MEETING**

To: **Members**

Cr Mark Osterstock, Presiding Member

Mayor Jan-Claire Wisdom

Cr Nathan Daniell

Cr Kirsty Parkin

Ms Paula Davies, Independent Member

Notice is 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:

**Thursday 14 November 2019**

**6.00pm**

**63 Mt Barker Road Stirling**

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

Committee meetings are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 88 of the Act.

**Andrew Aitken**  
**Chief Executive Officer**



## **CEO PERFORMANCE REVIEW PANEL**

**AGENDA FOR MEETING**  
**Thursday 14 November 2019**  
**6.00pm**  
**63 Mt Barker Road Stirling**

### **ORDER OF BUSINESS**

**1. COMMENCEMENT**

**2. APOLOGIES/LEAVE OF ABSENCE**

- 2.1. Apology  
Apologies were received from .....
- 2.2. Leave of Absence
- 2.3. Absent

**3. MINUTES OF PREVIOUS MEETINGS**

**CEO Performance Review Panel – 8 August 2019**

*That the minutes of the CEO Performance Review Panel meeting held on 8 August 2019 as supplied, be confirmed as an accurate record of the proceedings of that meeting.*

**4. PRESIDING MEMBER'S OPENING REMARKS**

**5. 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.

**6. DECLARATION OF CONFLICT OF INTEREST BY MEMBERS OF THE PANEL**

**7. OFFICER REPORTS – DECISION ITEMS**

- 7.1. 2019 – 2020 CEO Performance Target Update  
*That the report be received and noted.*

**8. MOTIONS WITHOUT NOTICE**

Nil

**9. QUESTIONS WITHOUT NOTICE**

Nil

**10. CONFIDENTIAL ITEMS**

Nil

**11. NEXT MEETING**

The next CEO Performance Review Panel meeting will be on a date to be determined at 63 Mt Barker Road, Stirling

**12. CLOSE MEETING**

**ADELAIDE HILLS COUNCIL  
CEO PERFORMANCE REVIEW PANEL MEETING  
Thursday 14 November 2019  
AGENDA BUSINESS ITEM**

**Item:** 7.1

**Originating Officer:** Andrew Aitken, Chief Executive Officer

**Subject:** 2019-2020 CEO Performance Targets Update

**For:** Decision

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**SUMMARY**

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

This report provides the latest update on activities against the Performance Targets for 2019-2020.

**RECOMMENDATION**

**That the report be received and noted.**

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**1. GOVERNANCE**

➤ **Strategic Management Plan/Council Policy**

Goal	Organisational Sustainability
Key Issue	Governance

We diligently adhere to legislative requirements to ensure public accountability and exceed these requirements where possible.

➤ **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 Performance Targets for 2019-2020, 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 Performance Targets update is an important control in managing the risks of:

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

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

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

*Non-achievement of CEO Performance Targets resulting in loss of community benefit and/or opportunities and/or stakeholder confidence.*

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

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

➤ **Financial and Resource Implications**

There are no financial or resource implications in reporting on projects against the CEO Performance Targets.

➤ **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 is accountable for, and performs against, the agreed Performance Targets.

➤ **Environmental Implications**

Not applicable.

➤ **Engagement/Consultation with Committee, Regional Subsidiary, Advisory Group and Community**

Consultation on the development of the attachment to this report showing progress on the performance targets (see Appendix 1) included:

<i>Council Committees:</i>	Not applicable
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Not applicable
<i>Administration:</i>	Chief Executive Officer
	Director Community Capacity
	Executive Manager Organisational Development
	Executive Manager Governance and Performance
	Manager Communications Engagement and Events
	Manager Development Services
	Manager Property Services

*Community:* Sport & Recreation Planner  
Sustainability Officer  
Not applicable

## 2. BACKGROUND

Council adopted a new suite of CEO Performance Targets on 23 July 2019 covering the 2019-2020 financial year.

### 12.4 Proposed 2019-2020 CEO Performance Targets

Cr Malcolm Herrmann, Cr Linda Green and Cr Andrew Stratford declared a Perceived Conflict of Interest at Agenda Item 5 'Declaration of Interest by Members of the Council' in relation to Item 12.4.

Cr Malcolm Herrmann, Cr Linda Green and Cr Andrew Stratford remained in the Chamber and voted.

Moved Cr Mark Osterstock  
S/- Cr Pauline Gill

190/19

Council resolves:

1. That the report be received and noted
2. To confirm that the CEO has achieved the outcomes of the 2018-2019 Performance Targets per *Attachment 1*.
3. To adopt the proposed 2019-2020 CEO Performance Targets recommended by the Panel as per *Appendix 2*.

Carried Unanimously
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The purpose of this report is to monitor the progress of the CEO's Performance Targets. This activity is defined in the Panel's Terms of Reference contained in the Specific Functions clauses and specifically Clause 3.1.2.

## 3. SPECIFIC FUNCTIONS

- 3.1 The function of the Panel is to provide advice to Council on the CEO's performance and development, including the following matters:
  - 3.1.1 Determining the Performance Targets for the forthcoming 12 month performance period;
  - 3.1.2 Monitoring the progress on the CEO's agreed Performance Targets for the current 12 month performance period;
  - 3.1.3 Reviewing the CEO's performance over the preceding 12 month performance period, in particular the performance against the agreed Performance Targets and position description requirements;
  - 3.1.4 Identifying development opportunities for the CEO; and
  - 3.1.5 Reviewing the remuneration and conditions of employment of the CEO.

**3. ANALYSIS**

This item provides the opportunity for the CEO to update the CEO Performance Review Panel on the progress against the Performance Targets to date and identify any issues for consideration. This enables the Panel to undertake an interim analysis of the CEO Performance Targets with a view to reviewing priorities and existing timeframes, if required.

**4. OPTIONS**

The CEO Performance Review Panel has the following options:

1. That the report be received and noted (*Recommended*).
2. That the Panel makes alternative/additional recommendations to Council relating to the current suite of Performance Targets.

**5. APPENDIX**

- (1) 2019-2020 CEO Performance Targets Update

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# **Appendix 1**

*2019-2020 CEO Performance Targets Update*

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## 2019-2020 CEO PERFORMANCE TARGETS - UPDATE

	Target	Update
1.	<b>Strategic Plan</b> Finalise an engagement led draft Adelaide Hills Council Strategic Plan for Council's consideration by February 2020. <i>Organisational Sustainability</i>	<p>IN PROGRESS:</p> <p>Strategic Plan development schedule adopted on 26 March 2019 comprising 3 phases - Discover, Discuss and Decide.</p> <p>Phase 1 (Discover) raised community awareness of the strategic planning process and opportunities for engagement. The Environmental Scan was a key deliverable along with the draft strategic goal areas, outcomes, and key result areas which were adopted for Phase 2 consultation on 4 June 2019.</p> <p>Phase 2 (Discuss) consultation is underway internally with revised goals, objectives and priorities to be workshopped with Council on 12 November and considered for approval for community consultation on 26 November 2019.</p>
2.	<b>Carbon Management Plan</b> Finalise the draft Carbon Management Plan for Council's consideration by December 2019. Ensure the draft includes a target of 100% renewable energy (electricity) for the Adelaide Hills Council (as an organisation) by a defined date as well as a series of staged targets over the intervening period. <i>Place</i>	<p>COMPLETED:</p> <p>The Corporate Carbon Management Plan (CCMP) was endorsed at a Council meeting on Tuesday 22 October 2019. The CCMP includes a target of 100% renewable energy (electricity).</p>
3.	<b>Boundary Reform</b> Establish a plan to review the current Adelaide Hills Council boundaries, including an approach to engaging with relevant councils and stakeholders to discuss with a view to possible boundary reform, for Council's consideration by October 2019. <i>Explore</i>	<p>COMPLETED:</p> <p>On 25 June 2019 Council approved the plan to review Council's boundaries. At a high level this involves the engagement of a consultant to undertake a high level review of Council's boundaries to identify boundary reform options as the precursor to developing an engagement strategy for specific reform options. Further, Council authorised the Mayor and CEO (or delegate) to discuss reform options with neighbouring councils.</p>

## 2019-2020 CEO PERFORMANCE TARGETS - UPDATE

		<p>Commencement of the consultancy have been delayed somewhat due to completing priorities in the form of the Woodforde/Rostrevor Boundary Reform process and the Local Government Reform process.</p> <p>A consultant has been engaged with commencement scheduled for mid-November 2019 and a draft report in February 2020.</p>
4.	<p><b>Community Perception and Engagement Survey</b></p> <p>Undertake a community perception and engagement survey and present an action plan of identified improvement opportunities to Council Members by March 2019. The survey will seek input from a range of community members (including those who normally engage with us and those who don't) to identify how Council is perceived and how our community prefers to engage with us. It will also inform the development of wellbeing and engagement related performance measures. Incentives to encourage community members to participate will also be explored. Also consider opportunities to use the survey to educate people on how Council functions.</p> <p><i>Connect</i></p>	<p>IN PROGRESS:</p> <p>The Community Engagement Team has prepared an engagement plan which includes stakeholder mapping, key messaging, target outcomes and engagement approach. They are currently working on developing the appropriate feedback tools and opportunities for people to participate. The options include: a quick poll on website, aspiration wall (tell us your aspirations, needs and interests) on Council's Have Your Say site (EHQ), more targeted survey on EHQ and hard copy surveys/ post cards at customer service centres. To complement the survey feedback options we are considering one facilitated stakeholder workshop at the Council. The engagement options will be promoted on Council's communication channels as appropriate. There is also opportunity to link in with other consultations/surveys (e.g. Strategic Plan, Customer Experience surveys) during the agreed timeframe. It is proposed that this timeframe is: consultation in February, analysis and preparation of an action plan in March with a presentation to Council in March/April 2020.</p> <p>The Director of Community Capacity will be attending the Panel Meeting to discuss progress on this project.</p>

## 2019-2020 CEO PERFORMANCE TARGETS - UPDATE

5.	<p><b>Planning Assessment System</b></p> <p>Ensure the Adelaide Hills Council has the systems, procedures, accreditations and delegations established and functional by 30 June 2020 in order to successfully transition into the new South Australian planning and assessment system as required by the new PDI Act implementation (which commences on 1 July 2020). Development Services staff will continue to work with staff from the Department of Planning, Transport &amp; Infrastructure and consult with other AHC staff and Council Members as part of this process.</p> <p><i>Prosper</i></p>	<p>IN PROGRESS:</p> <p>A meeting with the steering group occurred 15 August 2019 to establish the working group. First working group meeting was held on 24 October 2019 and further input on the risks and lessons from DACO implementation were noted. Code Engagement Workshops are scheduled and first round of delegations authorised at the Council Meeting of 22 October 2019. The project plan is now being finalised.</p>
6.	<p><b>Community and Recreation Facilities Framework</b></p> <p>Develop a draft Community &amp; Recreation Facilities Framework (including financial implications) for consideration by Council based on an approach that has consistency, equity and shared responsibility.</p> <p><i>Prosper</i></p>	<p>IN PROGRESS:</p> <p>Following the July 2019 Council Meeting, a Working Group of Council Members and staff was established to progress the development of the Framework document. The working group have met four times since then, with current playground and oval maintenance practices on the agenda, along with our obligations in relation to halls, other community buildings, and tennis and netball courts.</p> <p>A draft document (that includes various costing models and options) is expected to be completed and ready for consultation by May/June 2020.</p>