



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 9 July 2020
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 9 July 2020
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 – 4 June 2020

That the minutes of the CEO Performance Review Panel meeting held on 4 June 2020 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 Performance Targets Final Update

- 1. That the report be received and noted*
- 2. To recommend to Council that the CEO has achieved the following status in relation to the 2019-20 CEO Performance Targets:*
 - Target 1 – Completed*
 - Target 2 – Completed*
 - Target 3 – Completed*
 - Target 4 – Deferred by Council decision*
 - Target 5 – Completed*
 - Target 6 – Completed modified target by Council decision*

7.2. 2020 – 2021 CEO Performance Targets

- 1. That the report be received and noted*
- 2. To recommend to Council the adoption of the proposed 2020-2021 CEO Performance Targets as per Appendix 1.*

8. MOTIONS WITHOUT NOTICE

9. QUESTIONS WITHOUT NOTICE

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on Thursday 3 September 2020, from 6.00pm at 63 Mt Barker Road, Stirling

12. CLOSE

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 JUNE 2020
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Paula Davies	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	
Cr Kirsty Parkin	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development

1. COMMENCEMENT

The meeting commenced at 6.03pm

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 9 July 2020

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 JUNE 2020
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 9 April 2020

Moved Mayor Jan-Claire Wisdom

S/- Cr Nathan Daniell

PRP 5/20

That the minutes of the CEO Performance Review Panel meeting held on 9 April 2020 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

The Presiding Member welcomed the Panel members and expressed his appreciation to be meeting in the Chamber and his hope that the COVID-19 restrictions will abate further in the near future.

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 COMMITTEE

Nil

7. OFFICER REPORTS – DECISION ITEMS

7.1 2019 – 2020 CEO Performance Targets Update

Moved Mayor Jan-Claire Wisdom

S/- Paula Davies

PRP 6/20

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 JUNE 2020
63 MT BARKER ROAD STIRLING**

7.2 Proposed 2020 – 2021 CEO Performance Targets

Moved Cr Kirsty Parkin
S/- Paula Davies

PRP 7/20

The CEO Performance Review Panel resolves that the report be received and noted.

Carried

7.3 Adjournment

Moved Cr Kirsty Parkin
S/- Mayor Jan-Claire Wisdom

PRP 8/20

That the meeting be adjourned for 15 minutes.

Carried

The meeting was adjourned at 7.11pm

The meeting resumed at 7.30pm

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 JUNE 2020
63 MT BARKER ROAD STIRLING

10. CONFIDENTIAL ITEMS

**10.1 Advice on preferred Consultant to undertaken CEO Performance & Remuneration Review
– Exclusion of the Public**

Moved Mayor Jan-Claire Wisdom
S/- Cr Nathan Daniell

9/20

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

- Executive Manager Governance and Performance, Lachlan Miller
- Executive Manager Organisational Development, Megan Sutherland

be excluded from attendance at the meeting for Agenda Item 10.1 (Advice on preferred Consultant to undertake the CEO Performance and Remuneration Review) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified above, be excluded to enable the Panel to consider the report at the meeting on the following grounds:

Section 90(3)(d) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is commercial information of a confidential nature (not being a trade secret) that would, on balance, be contrary to the public interest, the disclosure of which could reasonably be expected to prejudice the commercial position of the business which supplied the information and to confer a commercial advantage on a third party.

Accordingly, on this basis the principle that meetings of the Panel should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 4 JUNE 2020
63 MT BARKER ROAD STIRLING**

**10.1.1 Advice on preferred Consultant to undertake CEO Performance & Remuneration Review
– Confidential Item**

Moved Mayor Jan-Claire Wisdom

S/- Cr Nathan Daniell

PRP 10/20

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted.**
- 2. To advise the Administration that Morton Philips is the Panel's preference to undertake the CEO performance and remuneration review for 2019/2020.**

Carried

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on 9 July 2020 at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.50pm.

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 9 July 2020
AGENDA BUSINESS ITEM

Item: 7.1

Responsible Officer: Andrew Aitken
Chief Executive Officer
Office of the Chief Executive

Subject: 2019-2020 CEO Performance Targets Update

For: Decision

SUMMARY

The role of the Chief Executive Officer (CEO) Performance Review Panel (the Panel) includes a number of activities, including the monitoring and review of performance against the annual CEO Performance Targets and providing any recommendation to Council on the CEO's Performance Targets to ensure they remain relevant, achievable and aligned to Council's strategic objectives.

This report provides the final update on performance achieved against the 2019-2020 CEO Performance Targets.

RECOMMENDATION

The CEO Performance Review Panel resolves:

1. That the report be received and noted
 2. To recommend to Council that the CEO has achieved the following status in relation to the 2019-20 CEO Performance Targets:
 - Target 1 – Completed
 - Target 2 – Completed
 - Target 3 – Completed
 - Target 4 – Deferred by Council decision
 - Target 5 – Completed
 - Target 6 – Completed modified target by Council decision
-

1. GOVERNANCE

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Strategic Plan 2020-24 – A brighter future

Goal Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community.

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.

The requirement for the Panel to undertake regular review of performance against the agreed CEO Performance Targets enables accountability to be demonstrated and any decisions on changes to performance targets to be actively managed.

➤ **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 will assist in mitigating the risk 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.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation has been undertaken with the following people or groups on the progress achieved against the performance targets (see **Appendix 1**):

Council Committees: Not applicable

Council Workshops: Not applicable

Advisory Groups: Not applicable

Administration: Director Community Capacity
Director Corporate Services
Executive Manager Organisational Development
Executive Manager Governance and Performance
Manager Communications, Engagement and Events
Manager Development Services
Manager Property Services
Sport and Recreation Planner
Sustainability Officer

External Agencies: Not applicable

Community: 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

Following recommendation from the Panel, the Council adopted changes to the CEO's 2019-2020 Performance Targets at the meeting on 28 April 2020.

12.8 CEO Performance Target Update

**Moved Cr John Kemp
S/- Cr Kirsty Parkin**

74/20

Council resolves:

- 1. That the report be received and noted**
- 2. That the Community Perception Survey performance target be deferred until the impact of the COVID-19 restrictions has sufficiently abated.**
- 3. That the Boundary Reform performance target be modified for the final stage of consultation to be deferred until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed, and once the consultation is complete, the final report will be brought to Council for consideration.**
- 4. That the Community and Recreation Facilities Framework performance target be modified to reflect the overall complexity of this target; and for delivery of a community consultation implementation plan to be presented by 30 June 2020 instead.**

Carried Unanimously

The purpose of this report is to provide a final update to the Panel on the work achieved against each 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 Panel on the final outcomes against each Performance Target. This enables the Panel to undertake a final analysis of the work completed for each CEO Performance Target and to make a recommendation to Council on the outcomes achieved for each of the 2019-2020 CEO Performance Targets.

4. OPTIONS

The Panel has the following options:

- I. That the report be received and noted (*Recommended*).
- II. To recommend to Council the status of the 2019-2020 CEO Performance Targets as per the recommendation. (*Recommended*)
- III. That the Panel makes alternative/additional recommendations to Council relating to the status of the 2019-2020 CEO Performance Targets. (*Not Recommended*)

5. APPENDIX

- (1) 2019-2020 CEO Performance Targets Final – July 2020

Appendix 1

2019-2020 CEO Performance Targets Final – July 2020

2019-2020 CEO PERFORMANCE TARGETS – FINAL UPDATE

	Performance Target	Update
1.	Strategic Plan Finalise an engagement led draft Adelaide Hills Council Strategic Plan for Council's consideration by February 2020. <i>Strategic Plan Goal: Organisational Sustainability</i>	COMPLETED: Strategic Plan development schedule adopted on 26 March 2019 comprising 3 phases - Discover, Discuss and Decide. Phase 1 (Discover) completed. Phase 2 (Discuss) completed. Phase 3 (Decide) completed. Council adopted (Res: 69/20) the <i>Strategic Plan 2020-24 – A Brighter Future</i> at its 28 April 2020 meeting.
2.	Carbon Management Plan 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>Strategic Plan Goal: Place</i>	COMPLETED: Council adopted (Res: 246/19) the <i>Corporate Carbon Management Plan</i> (CCMP) at its 22 October 2019 meeting. The CCMP includes a target of 100% renewable energy (electricity).
3.	Boundary Reform 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>Strategic Plan Goal: Explore</i>	COMPLETED: On 25 June 2019 Council approved (Res: 158/19) the plan to review Council's boundaries. At a high level this involved 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. The consultant has developed a draft <i>Strategic Boundary Review Report</i> which was workshopped with Council Members on 17 March 2020. There is an intention for the Mayor and CEO to consult with neighbouring council Mayors and CEOs regarding the draft Report prior to the final report being considered at a Council meeting. The COVID-19 public health emergency is impacting the timing of the neighbouring council consultation and consequently the provision of the final report to Council.

2019-2020 CEO PERFORMANCE TARGETS – FINAL UPDATE

	Performance Target	Update
4.	<p>Community Perception and Engagement Survey</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>Strategic Plan Goal: Connect</i></p>	<p>DEFERRED BY DECISION OF COUNCIL: The survey has been deferred as per Council resolution (Res: 74/20).</p> <p>The intention is to conduct the survey in the second half of 2020 and it is recommended that this target be brought into and monitored as part of the CEO performance targets for 2020-21.</p>
5.	<p>Planning Assessment System</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 & Infrastructure (DPTI) and consult with other AHC staff and Council Members as part of this process.</p> <p><i>Strategic Plan Goal: Prosper</i></p>	<p>COMPLETED:</p> <p>As part of the business readiness project, Council's Administration has prepared delegation documents for the PDI Act based on the model delegations produced by the LGA. The first of these delegation instruments was adopted by CAP on 10 June 2020 and the other instruments were adopted by Council on 23 June 2020. A new policy on the process for review of staff decisions under the PDI Act was adopted by CAP also on 10 June 2020 and a further new Policy of Notification - Accredited Professionals was adopted by Council on 23 June 2020.</p> <p>The required systems and procedures have been developed to be able to apply from the time the new Planning Assessment System is launched, expected to be in September 2020.</p> <p>Some relevant staff who require accreditation are awaiting approval from DPTI (the Accreditation Authority under the Accreditation Scheme) and all of these staff members are expected to be accredited before the end of July 2020.</p> <p>Adelaide Hills Council has begun testing the E-Development Portal and one of</p>

2019-2020 CEO PERFORMANCE TARGETS – FINAL UPDATE

	Performance Target	Update
		<p>Council's planning staff has been seconded part-time to DPTI to assist with testing and verification.</p> <p>There is a project underway where DPTI has engaged with councils and software vendors to scope and build system integrations between the ePlanning Portal (PLIX) and Council Planning Systems. This work has been facilitated with funding from DPTI and involvement of Local Government Information Technology SA (LGITSA) which is assisting with the coordination effort. Discussions are continuing with Council's software provider in order to scope and quote on the required integration work. DPTI has committed to funding this integration work which, while not required for the new Planning Assessment System to function, once implemented will assist in streamlining certain processes for councils.</p>
6.	<p>Community and Recreation Facilities Framework</p> <p>Develop a draft Community & Recreation Facilities Framework (including financial implications) for consideration by Council based on an approach that has consistency, equity and shared responsibility.</p> <p>At its meeting of 28 April 2020, this performance target was modified: Deliver a community consultation implementation plan to be presented by 30 June 2020. <i>Strategic Plan Goal: Prosper</i></p>	<p>COMPLETED:</p> <p>This target was modified as per Council resolution (Res: 74/20).</p> <p>At its meeting of 23 June 2020, Council endorsed (Res 105/20) the Community and Recreation Facilities Framework – Community Consultation Implementation Plan.</p>

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 9 July 2020
AGENDA BUSINESS ITEM**

Item: 7.2

Responsible Officer: Andrew Aitken
Chief Executive Officer
Office of the Chief Executive

Subject: Proposed 2020-2021 CEO Performance Targets

For: Decision

SUMMARY

The Employment Agreement (the Agreement) between Council and the Chief Executive Officer (CEO) provides for a performance review process.

The CEO's Employment Agreement requires the review of the CEO's performance against the position description and any performance indicator(s).

The role of the CEO Performance Review Panel (the Panel) includes advice to Council on proposed performance targets for the forthcoming 12 months.

This report is to provide a recommendation to Council on the proposed 2020-2021 CEO Performance Targets.

RECOMMENDATION

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted**
 - 2. To recommend to Council the adoption of the proposed 2020-2021 CEO Performance Targets as per *Appendix 1*.**
-

1. GOVERNANCE

➤ **Strategic Management Plan/Functional Strategy/Council Policy Alignment**

Strategic Plan 2020-24 – A brighter future

Goal Organisation

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.3 Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.

Undertaking appropriate processes to ensure the CEO is set up for success, is well supported and has clear expectations, is critical to outcomes being achieved for the community and the organisation.

➤ **Legal Implications**

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

This process needs to be undertaken appropriately to ensure the CEO is provided with a fair and consistent approach to determine appropriate performance targets, as the performance targets are used in the annual performance review process that directly affects decisions made in relation to the CEO, his performance and remuneration discussions.

➤ **Risk Management Implications**

The regular review of the CEO's performance will assist in mitigating the risk of:

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

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 result in loss of community benefit and/or opportunities and/or stakeholder confidence in the organisation.

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

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

➤ **Financial and Resource Implications**

There are no specific financial or resource implications in relation to this report, however the projects or initiatives linked to proposed performance targets will have their own respective financial and resource implications which (depending on the final project brief) has either been accommodated in the adopted Annual Business Plan 2020-21 or will be addressed in budget reviews.

➤ **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 they are utilised for the best outcomes for the community.

➤ **Sustainability Implications**

There are no identified sustainability implications in relation to this report however the projects that comprise the proposed performance targets have their own respective implications which may need to be accommodated.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the proposed Performance Targets has been undertaken with those listed below.

Council Committees: The Panel discussed the proposed performance targets at the 4 June 2020 meeting.

Council Workshops: The CEO discussed the proposed performance targets with Council Members on 9 June 2020 and invited feedback.

Advisory Groups: Not Applicable

Administration: Director Corporate Services
Director Community Capacity
Director Development and Regulatory Services
Director Infrastructure and Operations
Executive Manager Organisational Development
Executive Manager Governance and Performance

External Agencies: Not Applicable

Community: Not Applicable

2. BACKGROUND

CEO Performance Review Panel (the Panel)

The role of the Panel and its specific functions are contained in the Panel's Terms of Reference adopted by Council on 25 July 2017 and state the following:

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.

CEO Employment Agreement

The CEO's Employment Agreement commenced on 1 July 2019.

Clause 12 of the Agreement contains the provisions for a performance review process with the following key feature regarding performance indicators:

- 12.4 The performance review will review the CEO's Position Description and any key performance indicators.*

CEO Performance Targets

Discussions have been undertaken with the Panel on the proposed 2020-2021 CEO Performance Targets and feedback from the Panel has been incorporated into the Performance Targets, attached at **Appendix 1**. The updated version of the Performance Targets was provided and discussed with Council Members at the Workshop on 9 June 2020.

The Performance Targets have been considered to ensure alignment with Council's Strategic and Annual Business Plans.

3. ANALYSIS

The suite of Performance Targets for the CEO is used, along with the Position Description, to review his annual performance.

In finalising the 2020-2021 CEO Performance Targets, the Panel may want to consider the degree to which the suite, when considered alongside the position description provides:

- an holistic indicator of CEO performance
- clarity in terms of what is to be measured (and what success looks like)
- how it will be measured.

It is also important to ensure the suite of Performance Targets is achievable over that coming year. It is recommended that the Panel, with the CEO, critically analyse the expectations on how many Performance Targets can realistically be prioritised over the 12 month period to ensure the CEO and organisation are being set up for success.

The desired outcome of this item is for the Panel to make recommendation to the Council on the proposed 2020-2021 CEO Performance Targets.

4. OPTIONS

The Panel has the following options:

- I. To recommend to Council to adopt the proposed 2020-2021 CEO Performance Targets per Appendix 1. (Recommended)
- II. To recommend to Council not to adopt the proposed 2020-2021 CEO Performance Targets with amendments. (Not recommended)
- III. To discuss an alternative suite of 2020-2021 CEO Performance Targets with Council, in consultation and agreement with the CEO. (Not recommended)

5. APPENDIX

- (1) Proposed 2020-2021 CEO Performance Targets

Appendix 1

Proposed 2020-2021 CEO Performance Targets

PROPOSED 2020-2021 CEO PERFORMANCE TARGETS

	Strategic Plan Priority	Performance Target	Comment/Update
1.	<p>C2.1 – Work with community to provide a range of programs and opportunities to connect and engage around shared interests.</p> <p>C2.4 – Increase participation from the broadest range of our community and engage with them to shape policies, places and decisions that affect them.</p>	<p>Community Perception & Engagement Survey Undertake a community perception and engagement survey and present an action plan of identified improvement opportunities to Council Members. 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>	This proposed performance target has been carried over from 2019-20 via a Council resolution due to the impact of the COVID-19 pandemic.
2.	C4.4 – Support clubs and groups to continue to provide sport and recreation activities to the community.	<p>Community & Recreation Facilities Framework Develop a draft Community & Recreation Facilities Framework for final (Stage 3) consultation, for consideration by Council. The draft framework is to be based on an approach that has consistency, equity and shared responsibility.</p>	Council endorsed the Community & Recreation Facilities Framework – Community Consultation Implementation Plan at its 23 June 2020 meeting.
3.	<p>N5.1 – Encourage and educate the community to help minimise the generation of household waste by advocating the principles of the Waste Management Hierarchy to avoid, reduce and reuse.</p> <p>N5.2 – Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins.</p>	<p>Kerbside Waste Audit and Education Program Complete a kerbside waste audit to inform and develop an ongoing education program and present to Council Members, with the aim of reducing recycling contamination levels and reducing waste to landfill.</p>	

PROPOSED 2020-2021 CEO PERFORMANCE TARGETS

	Strategic Plan Priority	Performance Target	Comment/Update
4.	O6.1 – Progressively strengthen Council’s systems security to minimise the impact of cyber attack.	Information System Cyber Security Plan Undertake a Cyber Security Audit, and develop a Cyber Security Plan to address matters raised in the audit, to minimise the impact of cyber-attack to Council’s network and systems.	
5.	B3.2 – Aim to achieve 100% renewable energy use for our corporate operations and strive towards carbon neutrality.	Carbon Inventory Complete and present to Council Members an updated carbon inventory based on Climate Active (formerly National Carbon Offset Standard) emissions boundaries to support the implementation of the Corporate Carbon Management Plan.	
6.	O5.3 – Demonstrate accountability through robust corporate planning and reporting that enhances performance, is relevant and easily accessible by the community.	Recovery Action Plan Provide quarterly progress reports to Council on the implementation of the Council’s Bushfire Recovery Action Plan and initiatives supporting recovery from the COVID-19 pandemic.	The reports will be structured via each of the 4 Recovery Pillars: Economic; Environmental; Social; and Infrastructure.
7.	C2.5 – Continue to work with government agencies and non-governmental organisations to support the community recovery from natural disasters and the COVID-19 pandemic.	Social and Economic Recovery – Community Ready Actively pursue opportunities to work with government and non-government partners on programs to assist communities and businesses develop resilience and readiness for future disasters. Include regular updates to Council as part of the quarterly Recovery Action Plan reporting.	
8.	E3.3 – Work with our local communities and businesses to create active, attractive and vibrant places.	Social, Economic and Environmental Recovery Engage with local communities and businesses in developing a Lobethal Bushland Park Masterplan. Present the draft masterplan to Council for its consideration.	