



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Members**

Cr Mark Osterstock, Presiding Member

Mayor Jan-Claire Wisdom

Cr Nathan Daniell

Cr Chris Grant

Ms Janet Miller, 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 08 July 2021
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 08 July 2021
6.00pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

- 1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

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 – 03 June 2021

That the minutes of the CEO Performance Review Panel meeting held on 03 June 2021 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. CEO Performance Targets 2020-2021 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 CEO Performance Targets 2020-2021:*
 - Target 1 – Completed*
 - Target 2 – Completed*
 - Target 3 – Completed*
 - Target 4 – Completed*
 - Target 5 – Completed*
 - Target 6 – Completed*
 - Target 7 – Completed*
 - Target 8 – Completed*

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 12 August 2021, from 6.30pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 JUNE 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	
Cr Chris Grant	

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 6.02pm.

1.1. Acknowledgement of Country

Council acknowledges that we meet on the traditional lands and waters of the Peramangk and Kaurna people. We pay our respects to Elders past, present and emerging as the Custodians of this ancient and beautiful land. Together we will care for this country for the generations to come.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology

Nil

2.2 Leave of Absence

Nil

Presiding Member _____ 8 July 2021

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 JUNE 2021
63 MT BARKER ROAD STIRLING**

2.3 Absent

Nil

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting

Moved Cr Nathan Daniell
S/- Janet Miller

PRP4/21

That the minutes of the CEO Performance Review Panel meeting held on 18 March 2021 as distributed, be confirmed as an accurate record of the proceedings of that meeting.

Carried

Mayor Jan-Claire Wisdom joined the meeting at 6.03pm

4. PRESIDING MEMBER'S OPENING COMMENTS

Cr Mark Osterstock welcomed members to the Panel meeting.

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

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 JUNE 2021
63 MT BARKER ROAD STIRLING**

7.1 2020 – 2021 CEO Performance Targets Update

Moved Cr Nathan Daniell
S/- Janet Miller

PRP5/21

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

Carried

7.2 Proposed 2021-2022 CEO Performance Targets

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

PRP6/21

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council the adoption of the proposed 2021-2022 CEO Performance Targets as per *Appendix 1* with the removal of the Public Toilet Strategy and the inclusion of a Performance Target regarding Fabrik Activation – Capital (C6001).

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 3 JUNE 2021
63 MT BARKER ROAD STIRLING**

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 8 July 2021, 6.30pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.40pm.

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 08 July 2021
AGENDA BUSINESS ITEM

Item: 7.1

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

Subject: CEO Performance Targets 2020-2021 Final 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 CEO Performance Targets 2020-2021.

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 CEO Performance Targets 2020-2021:

Target 1 – Completed
Target 2 – Completed
Target 3 – Completed
Target 4 – Completed
Target 5 – Completed
Target 6 – Completed
Target 7 – Completed
Target 8 – Completed

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*.

➤ **Risk Management Implications**

Regular reporting and monitoring of progress against the CEO Performance Targets via the panel is one of the controls that 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)	Low (2D)	Low (2D)

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 (3C)	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
Sport and Recreation Planner
Manager Sustainability, Waste and Emergency Management
Manager Information Services
Manager Community Development
Manager Open Space

External Agencies: Not applicable

Community: Not applicable

2. BACKGROUND

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.

Council adopted a suite of CEO Performance Targets on 28 July 2020 covering the 2020-2021 financial year.

ADELAIDE HILLS COUNCIL
MINUTES OF ORDINARY COUNCIL MEETING
TUESDAY 28 JULY 2020
VIA AUDIO/VISUAL LINK

12.11 CEO Performance Target Finalisation and Proposed 2020 – 2021 Performance Targets

Moved Cr Mark Osterstock
S/- Cr Pauline Gill 150/20

Council resolves:

1. That the report be received and noted
2. That the CEO has achieved the following outcomes 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
3. To adopt the proposed 2020-2021 CEO Performance Targets recommended by the Panel as per *Appendix 2*.

Carried unanimously

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 2020-2021 CEO Performance Targets. This report recommends to the Panel that it recommends to Council that each of the 2020-2021 Performance Targets have been completed.

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 2020-2021 CEO Performance Targets as per the recommendation. (*Recommended*)
- III. That the Panel makes alternative/additional recommendations to Council relating to the status of the 2020-2021 CEO Performance Targets. (*Not Recommended*)

5. APPENDIX

- (1) CEO Performance Targets 2020-2021 Final Update – July 2021

Appendix 1

CEO Performance Targets 2020-2021

Final Update – July 2021

2020-2021 CEO PERFORMANCE TARGETS UPDATE – FINAL

	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</p> <p>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>	<p>COMPLETED</p> <p>The community perception and engagement survey was undertaken in late 2020 with the results subsequently analysed and presented, with an action plan, to Council Members at a workshop in March 2021. A public summary document is currently being finalised and will be provided to survey participants and made available on Council's website.</p>
2.	<p>C4.4 – Support clubs and groups to continue to provide sport and recreation activities to the community.</p>	<p>Community & Recreation Facilities Framework</p> <p>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>	<p>COMPLETED</p> <p>Draft policy positions and framework documents were presented and endorsed for consultation at the June 2021 Council Meeting.</p>
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</p>	<p>Kerbside Waste Audit and Education Program</p> <p>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>	<p>COMPLETED</p> <p>Waste audits have been undertaken and a waste education program created to align with the audit findings. The education program was presented to the Council Members at a workshop in May 2021.</p>

2020-2021 CEO PERFORMANCE TARGETS UPDATE – FINAL

	Hierarchy to avoid, reduce and reuse. N5.2 – Support and assist the community to prevent valuable resources going to landfill and reduce contamination in kerbside recycling bins.		
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.	COMPLETED The audit has been undertaken and the development of the Cyber Security Plan has now been completed and was presented to the Audit Committee at its meeting on 24 May 2021. It was also presented to Council at its June 2021 meeting.
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.	COMPLETED A Carbon Inventory report and a template suitable for the collection of Scope 3 carbon emissions have been completed and this information was presented to Council Members at a workshop in April 2021.
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.	COMPLETED Reports have been received by the Council at its September 2020, December 2020, March 2021 and June 2021 meetings.

2020-2021 CEO PERFORMANCE TARGETS UPDATE – FINAL

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.	<p>Social and Economic Recovery – Community Ready</p> <p>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.</p>	<p>COMPLETED</p> <p>Following a range of agency discussions and a subsequent successful application for Commonwealth Funding, a Community Resilience Program has been established.</p> <p>The program’s primary government partner is the Country SA Primary Health Network. Two staff (1.6FTE) have been appointed to June 2022 in line with the funding and the program is now being rolled out with the assistance of other partners including Wellbeing SA, Australian Red Cross and child mental health not-for-profit, Emerging Minds. Council staff initiated and convened the Adelaide Hills Business Support Network to encourage a targeted and more coordinated approach to business recovery. Key initiatives arising from that included BizWeek Learning from Setbacks event and ongoing State Government business support services in the district beyond the formal recovery phase. Key partners include Department for Innovation and Skills and Rural Business Support.</p> <p>Further detail of the initiatives described herein is contained in the quarterly recovery reports to Council.</p>
8.	E3.3 – Work with our local communities and businesses to create active, attractive and vibrant places.	<p>Social, Economic and Environmental Recovery</p> <p>Engage with local communities and businesses in developing a Lobethal Bushland Park Masterplan. Present the draft masterplan to Council for its consideration.</p>	<p>COMPLETED</p> <p>The results of the Stage 1 engagement and initial draft masterplan were presented to Council for its consideration at the April 2021 Council Meeting. The results of the Stage 2 Engagement Outcomes Report and revised Draft Lobethal Bushland Park Masterplan were presented to Council for its consideration at the June 2021 Council Meeting. An additional targeted consultation will be undertaken prior to the masterplan being tabled for Council’s further consideration at the August 2021 meeting.</p>