



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 12 August 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. Meetings will be conducted in accordance with the applicable COVID-19 social distancing guidelines and may result in Members participating electronically in accordance with the provisions of the Panel's Terms of Reference.

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 12 August 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 – 8 July 2021

That the minutes of the CEO Performance Review Panel meeting held on 8 July 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 2021 – 2022 Update

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

8. MOTIONS WITHOUT NOTICE

9. QUESTIONS WITHOUT NOTICE

10. CONFIDENTIAL ITEMS

10.1. CEO Performance Review and Remuneration Review

Refer to report

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on Thursday 11 November 2021, from 6.00pm at 63 Mt Barker Road, Stirling

12. CLOSE MEETING

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 12 August 2021
AGENDA BUSINESS ITEM

Item: 7.1

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

Subject: 2021-2022 CEO Performance Targets Update

For: Information

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 agreed 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 2021-2022 Performance Targets.

RECOMMENDATION

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

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 2021-2022, 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**

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
Director Development and Regulatory Services
Executive Manager Organisational Development
Executive Manager Governance and Performance
Manager Communications, Engagement and Events
Manager Property Services
Acting Manager Libraries and Customer Services

External Agencies: Not applicable

Community: Not applicable

2. BACKGROUND

The purpose of this report is to provide an 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 new suite of CEO Performance Targets on 22 June 2021 covering the 2021-2022 financial year.

17.3.1 Proposed CEO Performance Targets 2021-2022

Moved Cr Mark Osterstock
S/- Cr Chris Grant

141/21

Council resolves:

1. That the report be received and noted
2. To adopt the CEO Performance Targets 2021-2022 as per *Appendix 1*.

Carried Unanimously

3. ANALYSIS

This item provides the opportunity for the CEO to update the Panel on the progress against the 2021-2022 CEO 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 Panel has the following options:

- I. That the report be received and noted (*Recommended*).
- II. That the Panel makes alternative/additional recommendations to Council relating to the status of the 2021-2022 CEO Performance Targets. (*Not Recommended*)

5. APPENDIX

- (1) CEO Performance Targets 2021-2022 Update – August 2021

Appendix 1

CEO Performance Targets 2021-2022 – August 2021

CEO Performance Targets 2021-2022 - Update

	Strategic Link	Performance Target	Description	Comment/Update
1.	<p>ABP Project ID: O2001</p> <p>Strategic Priority O2.1 – Develop our digital channels to better meet customers’ current and future needs.</p> <p>Strategic Priority O2.2 – Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.</p>	New Council website and e-services	Review and renew Council’s website with a focus on customer experience, content management and contemporary technology solutions. Present renewed website features and functionality to Council Members.	A specification for the new website requirements is currently being finalised. The procurement process will begin in August 2021 with the successful vendor expected to be appointed in September/October 2021. Development of the new website will then progress over the following months.
2.	<p>ABP Project ID: O5001</p> <p>Strategic Priority O2.4 – Continuously strive to measure and improve performance and service delivery across all functions.</p>	Service Review	Using the Service Review Framework (currently under development) complete an external service review. Present the service review report, recommendations, management responses and draft action plan to Council for its consideration.	<p>The Framework being developed in July/August 2021 will be informed by, amongst other models, the Australian Centre for Excellence in Local Government’s Service Delivery Review Manual.</p> <p>The Framework, which will include a prioritisation matrix, is scheduled to be considered by Council at its September 2021 meeting and the timing for the selected service to be reviewed then being negotiated with the functional area.</p>

CEO Performance Targets 2021-2022 - Update

	Strategic Link	Performance Target	Description	Comment/Update
3.	<p>ABP Project ID: C6001</p> <p>Strategic Priority C6.1 – Develop <i>Fabrik</i> as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site.</p>	<i>Fabrik</i> Activation	Complete working drawings/schedules and final designs to enable the preparation of the SCAP development application and tender documentation. Submit the SCAP development application. Provide an update on these completed tasks to Council Members and the community.	The Heritage Architect has been appointed and progression of final design and working drawings is ahead of schedule. It is anticipated that a Development Application will be lodged by the end of August 2021 (seeking planning consent only) whilst the drafting of detailed working drawings is expected to be completed before the end of this calendar year. As soon as detailed working drawings are complete, and once planning consent is issued, an application for Building Rules Consent will be lodged.
4.	<p>ABP Project ID: E1003</p> <p>Strategic Priority E1.1 – Support and encourage local and international tourists to visit the Adelaide Hills.</p> <p>Strategic Priority E3.3 – Works with our local communities and businesses to create active attractive and vibrant places.</p>	EOI: Development of 'Free' Camping Sites	Prepare and complete an Expression of Interest (EOI) process as part of a proposed pilot to establish 'free' camping sites within Council's district. Present the outcomes of the EOI to Council Members.	An EOI process is being developed to seek applications from community organisations/ associations regarding interest in having 'free' camping facilities. It is intended that the EOI process will commence in January 2022 with a decision on locations made by June 2022. This approach will be workshopped with Council Members on 10 August 2021.

CEO Performance Targets 2021-2022 - Update

	Strategic Link	Performance Target	Description	Comment/Update
5.	Strategic Priority N2.2 – Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and <i>Phytophthora</i>	Cat Confinement Community Education	Complete the implementation of the community education plan on the proposed cat confinement rules in preparation for the 1 January 2022 <i>By-law No.6 - Cats</i> implementation. Present the completed plan to Council Members.	The communications/education plan for the <i>By-law No.6 - Cats</i> has been completed. The community education program is well under way with a social media ad campaign, print media and signage around the Council area. Council has introduced a mascot for the Cat By-law (Chipper the Cat) and has had two ChipBlitz days (Stirling & Woodside) where pet owners could microchip their animal for only \$10. We aim to provide the plan, and an update on its implementation, to Council Members at their 17 August 2021 Professional Development session.
6.	Strategic Objective C1 – A community for everyone – that is inclusive, welcoming and accessible	Library Services Strategic Plan	Develop a Library Services Strategic Plan which will help to guide the future development and programs related to our library services and staff. Present the strategy to Council for its consideration.	Staff are now reviewing the initial draft strategy in light of feedback provided by Council Members at the November 2020 workshop and recent decisions around the mobile library service. Staff are also considering options for community and stakeholder input into the strategy, with a view to seeking further input from Council Members over the next 3-4 months and finalising the document for Council's consideration over the next 6 months.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 12 August 2021
AGENDA BUSINESS ITEM**

Item: 10.1

Responsible Officer: Megan Sutherland
Executive Manager Organisational Development
Corporate Services

Subject: 2021 CEO Performance and Remuneration Review

For: Decision

1. 2021 CEO Performance and Remuneration 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:

- Chief Executive Officer, Andrew Aitken
- 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: (2021 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)(a) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the personal affairs of the Chief Executive Officer, in that details of his performance review will be discussed.

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.

3. 2021 CEO Performance and Remuneration Review – Period of Confidentiality

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing the Panel's decision(s) in this matter in the performance of the duties and responsibilities of office, the Panel, having considered at Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(a) of the *Local Government Act 1999*, that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the report, related attachments and the minutes of Council and the discussion and considerations of the subject matter be retained in confidence until the CEO has been advised in writing, but not longer than one month from the date of the decision of Council.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order either partially or in full to the Executive Manager Governance and Performance.