



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 21 July 2022
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 21 July 2022
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 Kurna 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 – 12 May 2022

That the minutes of the CEO Performance Review Panel meeting held on 12 May 2022 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. Final Status Update - 2021/22 CEO Performance Targets

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 2021-2022:*

Target 1: New Council website and e-services – Completed

Target 2: Service Review – In Progress

Target 3: Fabrik Activation – Completed

Target 4: EOI: Development of 'Free' Camping Sites – Completed

Target 5: Cat Confinement Community Education – Completed

Target 6: Library Services Strategic Plan – 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 16 August 2022 from 6.00pm at 63 Mt Barker Road, Stirling.

12. CLOSE MEETING

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
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

2.3 Absent

Nil

Presiding Member _____ 7 July 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 17 February 2022

Moved Mayor Jan-Claire Wisdom

S/- Cr Chris Grant

PRP5/22

That the minutes of the CEO Performance Review Panel meeting held on 17 February 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Cr Mark Osterstock welcomed everyone and wished all Members and their families good health and thanked them for their attendance.

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 CEO Performance Targets 2021-22 Update

Moved Mayor Jan-Claire Wisdom

S/- Cr Nathan Daniell

PRP6/22

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

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
63 MT BARKER ROAD STIRLING**

7.2 CEO Proposed Performance Targets 2022-23

Moved Janet Miller
S/- Cr Nathan Daniell

PRP7/22

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council the adoption of the proposed 2022-2023 CEO Performance Targets as per *Appendix 1* with:
 - a. The inclusion of a Fabrik Building Redevelopment Performance Target to replace the Local Governance Election Support and Council-elect Induction Performance Target; and
 - b. Minor amendments to the other proposed Performance Targets to clarify outcomes and timeframes

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
63 MT BARKER ROAD STIRLING

10. CONFIDENTIAL ITEMS

10.1 Advice on Consultant – Exclusion of the Public

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

PRP8/22

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:

- CEO, Andrew Aitken
- Executive Manager Governance & 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 Reviews) in confidence.

The Panel is satisfied that it is necessary that the public, with the exception of Council staff in attendance as specified in (a) 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 Unanimously

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
63 MT BARKER ROAD STIRLING**

10.1.1 Advice on Consultant – Confidential Item

Released 24 May 2022

**Moved Mayor Jan-Claire Wisdom
S/- Cr Chris Grant**

PRP9/22

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council that McArthur (SA) Pty Ltd be appointed to undertake the CEO performance and remuneration review for 2021-2022.**

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 MAY 2022
63 MT BARKER ROAD STIRLING**

10.1.2 Advice on Consultant – Duration of Confidentiality

Moved Cr Nathan Daniell
S/- Cr Chris Grant

PRP10/22

Subject to the CEO, or his delegate, disclosing information or any document (in whole or in part) for the purpose of implementing Council's decision(s) in this matter in the performance of the duties and responsibilities of office, Council, having considered Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(d) of the *Local Government Act 1999*, resolves that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* to retain the Items in confidence as detailed in the Duration of Confidentiality Table below:

Item	Duration of Confidentiality NB: Item to be reviewed every 12 months if not released
Report	Until the consultant is appointed by Council and the consultancy contract entered into.
Related Attachments	Until the consultant is appointed by Council and the consultancy contract entered into.
Minutes	Until the consultant is appointed by Council and the consultancy contract entered into.
Other	NIL

Carried

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on Thursday 7 July 2022 from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.57 pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 21 July 2022
AGENDA BUSINESS ITEM**

Item: 7.1

Responsible Officer: Andrew Aitken
Chief Executive Officer

Subject: Final Status Update - 2021/22 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 Agreement requires the review of the CEO’s performance against the position description and any performance indicator(s).

In June 2021, Council adopted a suite of performance targets to be completed by the CEO during the 2021-22 financial year.

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 2021-2022:**

Target 1: New Council website and e-services – Completed

Target 2: Service Review – In Progress

Target 3: Fabrik Activation – Completed

Target 4: EOI: Development of ‘Free’ Camping Sites – Completed

Target 5: Cat Confinement Community Education – Completed

Target 6: Library Services Strategic Plan – Completed

1. BACKGROUND

The Employment Agreement (the “Agreement”) between Council and the Chief Executive Officer (CEO) provides for a performance review process. The Agreement requires the review of the CEO’s performance against the position description and any performance indicator(s).

The Panel has specific functions in relation to the CEO’s Performance Targets as set out in clauses 3.1.2 and 3.3.3, as follows:

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

2. ANALYSIS

➤ 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 Committee of Council under the *Local Government Act 1999*.

The Performance Targets are part of the CEO Performance Review process. Amendments to the *Local Government Act 1999*, via the inclusion of s102A on 10 November 2021, have formalised the requirement for an annual review.

➤ Risk Management Implications

The process of annually updating the CEO Performance Targets through Council decision and then reporting and monitoring them throughout the year via the Panel are some 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)

➤ Financial and Resource Implications

There are no financial or resource implications in reporting on projects against the 2021-22 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 they are utilised for 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:

Council Committees: Not applicable

Council Workshops: A workshop on the status of the Performance Targets was held on 14 June 2022.

Advisory Groups: Not applicable

External Agencies: Not applicable

Community: Not applicable

➤ **Discussion**

This item provides the opportunity for the CEO to update the Panel on the final outcomes against each Performance Target (see **Appendix 1**). 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 2021-2022 CEO Performance Targets.

This report recommends to the Panel that it recommends to Council that five of the 2021-2022 Performance Targets have been completed and one Target, being the Service Review, is still in progress with the final report scheduled for Council's 26 July 2022 meeting.

3. 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 2021-2022 CEO Performance Targets as per the recommendation. (*Recommended*)
- III. That the Panel makes alternative/additional recommendations to Council relating to the status of the 2021-2022 CEO Performance Targets. (*Not Recommended*)

4. APPENDIX

- (1) CEO Performance Targets 2021-2022 Final Update – July 2021

Appendix 1

*CEO Performance Targets 2021-2022 Final Update –
July 2021*

CEO Performance Targets 2021-22

Final Update

	Project ID	Performance Target	Strategic Link	Final Update
1	O2001	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.	Strategic Priority O2.1 – Develop our digital channels to better meet customers' current and future needs. Strategic Priority O2.2 – Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.	Status: Completed New website features and functionality were presented to Council Members at their Professional Development session on 17 May 2022. Internal-only launch of the completed site occurred on 7 July 2022, with a two-week period to identify any anomalies before it is switched on to the public on 20 July 2022.
2	O5001	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.	Strategic Priority O2.4 – Continuously strive to measure and improve performance and service delivery across all functions.	Status: In Progress The Framework was adopted at the 26 October 2021 Council meeting, including the service area scoring methodology. Council resolved at its 25 January 2022 meeting for the 2022 Service Review to focus on the Civil Services Maintenance service area. The Review brief was finalised in February and the consultant (Epic Project and Consulting) was appointed. Fieldwork was completed by May, with a presentation to the Executive on 9 June. The final report is to be presented to Council at the 26 July meeting.
3	C6001	Fabrik Activation Complete working drawings/schedules and final designs to enable the preparation of the CAP development application and tender documentation. Submit the development application to CAP. Provide an update on these completed tasks to Council Members and the community.	Strategic Priority C6.1 – Develop Fabrik as a vibrant cultural hub for the Adelaide Hills, fostering community connections and creativity and presenting the significant history of the Woollen Mill site.	Status: Completed The Planning component of the project was approved at Council's Assessment Panel (CAP) Meeting on 13 April 2022. Building Rules Consent was submitted in March to a private certifier and has been issued. Full Development Approval has now been issued. Tenders for the construction of the project closed 1 May 2022 and Council appointed the successful tenderer at its June meeting.

CEO Performance Targets 2021-22

Final Update

	ABP ID	Performance Target	Strategic Link	Final Update
4	E1003	<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.</p> <p>Present the outcomes of the EOI to Council Members.</p>	<p><i>Strategic Priority E1.1 – Support and encourage local and international tourists to visit the Adelaide Hills.</i></p> <p><i>Strategic Priority E3.3 – Works with our local communities and businesses to create active attractive and vibrant places.</i></p>	<p>Status: Completed</p> <p>The expression of interest process has finished. Nine parties took part and two formal submissions were lodged.</p> <p>The outcome of the expression of interest process was considered by Council on 26 April 2022 and a resolution made to support the two sites.</p> <p>The Administration is now entering into formal negotiations with the successful parties and other statutory approval processes are underway. The sites are to be established in 2022-23.</p>
5	n/a	<p>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 By-law No.6 - Cats implementation.</p> <p>Present the completed plan to Council Members.</p>	<p><i>Strategic Priority N2.2 – Explore opportunities and take appropriate actions to monitor current and emerging threats to biodiversity including feral cats and Phytophthora</i></p>	<p>Status: Completed</p> <p>The community education plan was presented to Council Members at a workshop on 17 August 2021.</p> <p>Cat confinement signage remains up across the district with regular social media posts reinforcing the message. The Cat confinement selfie stand is currently at Gumeracha and the service centres have all received a hanging chipper creative to reinforce the cat confinement message with displays.</p> <p>Since the start of this education program Council's cat registrations have increased from approx. 450 to over 1400, allowing Council Rangers to return more cats if cats are found wandering.</p>
6	n/a	<p>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.</p>	<p><i>Strategic Objective C1 – A community for everyone – that is inclusive, welcoming and accessible</i></p>	<p>Status: Completed</p> <p>The final Libraries Strategy was adopted by Council at its meeting held on 24 May 2022.</p>