



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Presiding Member** Cr Jan Loveday

Members

Mayor Bill Spragg
Cr Jan Loveday
Cr Linda Green
Ms Paula Davies, Independent Member

Notice is hereby 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 August 2018
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



Adelaide Hills
COUNCIL

CEO PERFORMANCE REVIEW PANEL

AGENDA FOR MEETING
Thursday 9 August 2018
6.00pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

Council Vision

Nurturing our unique place and people

Council Mission

Delivering activities and services which build a resilient community, sustain our built and natural environment and promote a vibrant economy

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

3.1 CEO Performance Review Panel – 29 May 2018

That the minutes of the CEO Performance Review Panel meeting held on 29 May 2018, as supplied, be confirmed as an accurate record of the proceedings of that meeting.

4. PRESIDING MEMBER'S OPENING COMMENTS

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 COUNCIL

7. OFFICER REPORTS – DECISION ITEMS

7.1 2018 – 2019 CEO Performance Targets Update

That 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 2018 CEO Performance Review

10.2 2018 CEO Remuneration Review

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on Tuesday 6 November 2018 from 6.00pm at 63 Mount Barker Road, Stirling.

12. CLOSE MEETING

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

Members:

Presiding Member: Cr Jan Loveday

Mayor Bill Spragg
Cr Jan-Claire Wisdom
Cr Linda Green
Ms Paula Davies, Independent Member (by phone 6.02pm)

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 6.00pm.

2 Apologies/Leave of Absence

2.1 Apology

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

3 Previous Minutes

3.1 CEO Performance Review Panel Meeting – 12 April 2018

Moved Cr Jan-Claire Wisdom
S/- Cr Linda Green

PRP6/18

That the minutes of the CEO Performance Review Panel meeting held on 12 April 2018 as supplied, be confirmed as an accurate record of the proceedings of that meeting.

Carried

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

4 Presiding Member's Opening Comments

Nil

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.

Paula Davies joined the meeting by phone at 6.02pm.

6 Declaration of Interest by Members of the Committee

Nil

7 Officer Reports – Decision Items

7.1 Update on CEO Performance Targets 2017 - 2018

Moved Mayor Bill Spragg

PRP7/18

S/- Cr Jan-Claire Wisdom

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

Carried Unanimously

7.2 Proposed CEO Performance Targets 2018 – 2019

Moved Paula Davies

PRP8/18

S/- Cr Linda Green

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend Council adopt the amended proposed 2018-2019 CEO Performance Targets from the 29 May 2018 CEO Performance Review Panel.

Carried Unanimously

8 Motions Without Notice

Nil

9 Questions Without Notice

Nil

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

10 Confidential items

10.1 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Exclusion of the Public

Moved Mayor Bill Spragg
S/- Cr Jan-Claire Wisdom

PRP9/18

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

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

be excluded from attendance at the meeting for Agenda Item 10.1: (Appointment of 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 Agenda Item 8.1 is information of a confidential nature (not being a trade secret) the disclosure of which

- (i) could reasonably be expected to prejudice the commercial position of the person (firm) who supplied the information and/or convey a commercial advantage on a third party.

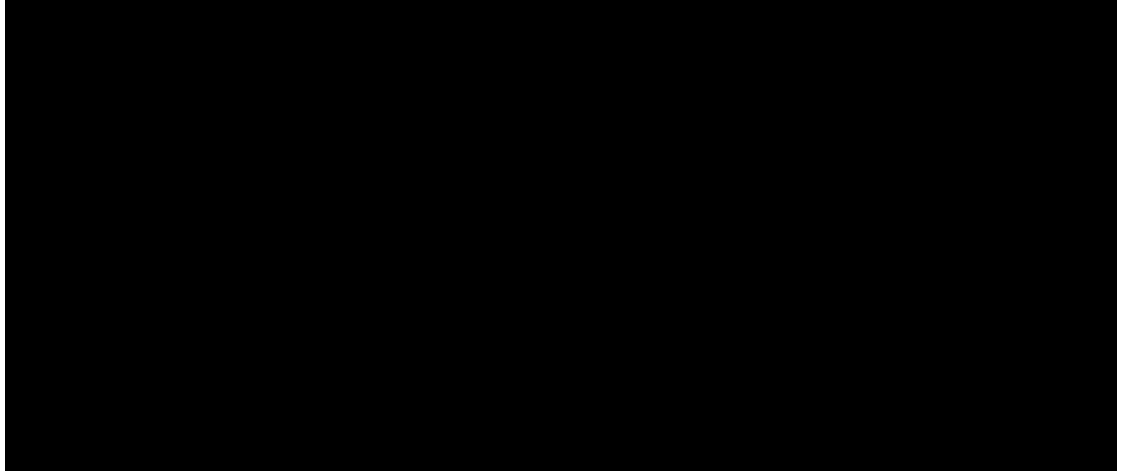
Accordingly, on this basis the principle that meetings of the Panel should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential.

Carried Unanimously

**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

10.1.1 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Confidential Item



**CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING TUESDAY 29 MAY 2018
63 MT BARKER ROAD STIRLING**

(These minutes will be confirmed at the next meeting of this Committee)

10.1.2 Appointment of Consultant to undertake CEO Performance & Remuneration Review - Period of Confidentiality

Moved Cr Jan-Claire Wisdom
S/- Cr Linda Green

PRP11/18

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 Agenda Item 10.1 in confidence under sections 90(2) and 90(3)(d) 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 the Panel and the discussion and considerations of the subject matter be retained in confidence until 7 December 2018.

Pursuant to section 91(9)(c) of the *Local Government Act 1999*, the Panel delegates the power to revoke the confidentiality order either partially or in full to the Chief Executive Officer.

Carried Unanimously

11 Next Meeting

The next ordinary meeting of the CEO Performance Review Panel will be held at 6.00pm on Thursday 9 August 2018 at 63 Mount Barker Road, Stirling.

12 Close Meeting

The meeting closed at 7.34pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 9 August 2018
AGENDA BUSINESS ITEM**

Item: 7.1

Originating Officer: Andrew Aitken, Chief Executive Officer

Subject: 2018-2019 CEO Performance Targets Update

For: Decision

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 first update on activities against the Performance Targets for 2018-2019.

RECOMMENDATION

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

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 2018-2019, 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 to, and performs against, the agreed Performance Targets.

➤ **Environmental Implications**

Not applicable.

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

Members of the Executive Leadership Team (detailed below) provided updates on progress of the performance targets (see Appendix 1).

<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 Director Corporate Services Director Infrastructure & Operations
<i>Community:</i>	Not applicable

2. BACKGROUND

In readiness for the new financial year and in accordance with the CEO's Employment Agreement, Council adopted a new suite of CEO Performance Targets on 26 June 2018 covering the 2018-2019 financial year.

12.6. CEO Performance Targets

Moved Cr Kirrilee Boyd 141/18
S/- Cr Ron Nelson

Council resolves:

1. That the report be received and noted
2. To adopt the proposed 2018-2019 CEO Performance Targets recommended by the CEO Performance Review Panel in Appendix 1 of this report.

Carried Unanimously

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.
2. That the Panel makes alternative/additional recommendations to Council relating to the current suite of Performance Targets.

5. APPENDIX

- (1) 2018-2019 CEO Performance Targets Update

Appendix 1

2018-2019 CEO Performance Targets Update

2018-2019 CEO PERFORMANCE TARGETS - UPDATE

	Target	Update
1.	<p>CWMS Review</p> <p>Provide a recommendation to Council following the EOI process on the future management model for Adelaide Hills Council's Community Wastewater Management System (CWMS).</p>	<p>IN PROGRESS:</p> <p>A confidential workshop item was held with Council Members on 1 August to provide a status update, with a report planned for the 28 August 2018 Council Meeting with a recommendation for next steps following the EOI process.</p>
2.	<p>Reconciliation Action Plan</p> <p>Establish a Reconciliation Action Plan (RAP) Working Group (comprising Aboriginal people, Council Members and local residents) to support the development of our RAP, with its membership and its draft Terms of Reference being subject to Council approval.</p>	<p>IN PROGRESS:</p> <p>A workshop was held with Council Members on 10 July 2018. A report to Council to adopt Terms of Reference is planned for 28 August 2018.</p>
3.	<p>CRM Integration</p> <p>Enhance the use of the Customer Relationship Management system (CRM) by integrating CRM with the asset management software and the call centre software to enable more seamless management of customer enquiries and requests.</p>	<p>IN PROGRESS:</p> <p>Work is underway with the initial asset classes (playgrounds and trees) being prioritised for pilot purposes.</p>
4.	<p>Recycling/Waste Strategy</p> <p>Develop a strategy, to Council's satisfaction, that considers approaches, including long term approaches, for the future collection and processing of recyclables with a view to maximising environmental outcomes, reduce contamination rates and provide a cost effective kerbside recycling service.</p>	<p>IN PROGRESS:</p> <p>The Draft Recycling Strategy is now in development. We are exploring current and new opportunities where Council can directly deliver, influence or collaborate with others to assist with sustainable approaches to responsibly manage kerbside recycling material in a local, state and national context.</p>

2018-2019 CEO PERFORMANCE TARGETS - UPDATE

	Target	Update
5.	<p>Customer Experience Survey/Action Plan</p> <p>Undertake a customer experience survey and present an action plan of identified improvement opportunities to Council Members. <i>(As a separate exercise, staff to consider a general satisfaction survey of a random sample of residents.)</i></p>	<p>IN PROGRESS:</p> <p>Staff are currently undertaking a procurement process to engage a company to undertake the survey. Currently planned for it to occur in August/September 2018.</p>
6.	<p>Library Services Review</p> <p>Review our library services to better understand community preferences in the context of a modern and progressive library service and provide the outcomes of the review with recommendations to Council.</p>	<p>IN PROGRESS:</p> <p>An initial scope for the review is being developed.</p>
7.	<p>Arts and Heritage Hub</p> <p>Provide a status report to Council on the implementation of the Business Development Framework within 6 months of the appointment of the Hub's director.</p>	<p>IN PROGRESS:</p> <p>The Arts and Heritage Hub Director commenced on 23 July 2018. The status report will therefore be due in January 2019. Activation of the site continues in earnest, with two separate SALA exhibitions running on site concurrently during August.</p>
8.	<p>Stormwater Assets</p> <p>Use the stormwater asset class as a model for refining service levels to ensure they inform and drive asset maintenance plans and report to Council.</p>	<p>IN PROGRESS:</p> <p>An initial review of industry service levels has been undertaken. The completion of this project will form a priority action for our Sustainable Assets Department.</p>

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 9 August 2018
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 10.1

Originating Officer: Megan Sutherland, Executive Manager Organisational Development

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: 2018 CEO Performance Review

For: Decision

1. 2018 CEO Performance 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:

- 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: (2018 CEO Performance 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. 2018 CEO 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.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 9 August 2018
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 10.2

Originating Officer: Megan Sutherland, Executive Manager Organisational Development

Responsible Director: Andrew Aitken, Chief Executive Officer

Subject: 2018 CEO Remuneration Review

For: Decision

1. 2018 CEO 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:

- 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 10.2: (2018 CEO 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. 2018 CEO 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 Agenda Item 10.2 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’s TEC Package has been resolved and the CEO has been advised in writing.