



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 4 June 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.

A handwritten signature in blue ink, appearing to read 'Andrew Aitken', is written over a light blue horizontal line.

**Andrew Aitken
Chief Executive Officer**



CEO PERFORMANCE REVIEW PANEL

AGENDA FOR MEETING
Thursday 4 June 2020
6.00pm
63 Mt Barker Road Stirling

ORDER OF BUSINESS

1. COMMENCEMENT

2. APOLOGIES/LEAVE OF ABSENCE

- 2.1. Apology
- 2.2. Leave of Absence
- 2.3. Absent

3. MINUTES OF PREVIOUS MEETINGS

CEO Performance Review Panel – 9 April 2020

That the minutes of the CEO Performance Review Panel meeting held on 9 April 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 CEO Performance Targets Update
- 7.2. Proposed 2020-2021 CEO Performance Targets

8. MOTIONS WITHOUT NOTICE

9. QUESTIONS WITHOUT NOTICE

10. CONFIDENTIAL ITEMS

- 10.1. Advice on preferred Consultant to undertake the CEO Performance and Remuneration Review

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on 9 July 2020 , from 6.00pm at 63 Mt Barker Road, Stirling

12. CLOSE MEETING

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 9 APRIL 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 6.01pm.

2. APOLOGIES/LEAVE OF ABSENCE

2.1 Apology - Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 4 June 2020

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 9 APRIL 2020
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 14 November 2019

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

PRP 1/20

That the minutes of the CEO Performance Review Panel meeting held on 14 November 2019 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Presiding Member, Cr Mark Osterstock, acknowledged that this is the first Panel meeting with electronic participation by all Members. Cr Osterstock thanked the Administration for putting the necessary arrangements in place.

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 9 APRIL 2020
63 MT BARKER ROAD STIRLING**

7.1 2019 – 2020 CEO Performance Targets Update

**Moved Cr Kirsty Parkin
S/- Paula Davies**

PRP 2/20

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council that the Community Perception Survey performance target be deferred until the impact of the COVID-19 restrictions have sufficiently abated.**
- 3. To recommend to Council 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. To recommend to Council 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

7.2 CEO Performance Review Panel – Independent Member Recruitment Deferral

**Moved Mayor Jan-Claire Wisdom
S/- Paula Davies**

PRP 3/20

The CEO Performance Review Panel resolves:

- 1. That the report be received and noted**
- 2. To recommend to Council to defer the recruitment of an Independent Ordinary Member until the social distancing restrictions associated with COVID-19 are sufficiently reduced/removed.**

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 9 APRIL 2020
63 MT BARKER ROAD STIRLING**

7.3 CEO PR Panel Process Determination and Schedule for 2020

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

PRP 4/20

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To recommend to Council to undertake the 2020 CEO Performance Review and TEC package review using an external consultant.
3. That the 2020 CEO Performance Review Panel Meeting and Process Schedule (as amended), as contained in Appendix 1, be adopted.

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

10. CONFIDENTIAL ITEMS

Nil

11. NEXT MEETING

The next ordinary meeting of the CEO Performance Review Panel will be held on 4 June 2020 at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 6.26pm.

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 4 June 2020
AGENDA BUSINESS ITEM

Item: 7.1

Responsible Officer: Andrew Aitken
Chief Executive Officer
CEO Office

Subject: 2019-2020 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 latest update on activities against the Performance Targets for 2019-2020.

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 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**):

<i>Council Committees:</i>	Not applicable
<i>Council Workshops:</i>	Not applicable
<i>Advisory Groups:</i>	Community & Recreation Facility Framework Internal Working Group
<i>Administration:</i>	Chief Executive Officer Director Community Capacity 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
<i>External Agencies:</i>	Not applicable
<i>Community:</i>	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 changed 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 monitor the progress 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 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 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 current suite of Performance Targets. (*Not Recommended*)

5. APPENDIX

- (1) 2019-2020 CEO Performance Targets Update – June 2020

Appendix 1

*2019-2020 CEO Performance Targets Update –
June 2020*

2019-2020 CEO PERFORMANCE TARGETS - UPDATE

	Target	Update
1.	<p>Strategic Plan</p> <p>Finalise an engagement led draft Adelaide Hills Council Strategic Plan for Council's consideration by February 2020.</p> <p>Organisational Sustainability</p>	<p>COMPLETED:</p> <p>Strategic Plan development schedule adopted on 26 March 2019 comprising 3 phases - Discover, Discuss and Decide.</p> <p>Phase 1 (Discover) completed.</p> <p>Phase 2 (Discuss) completed.</p> <p>Phase 3 (Decide) completed.</p> <p>Council adopted the Strategic Plan at its 28 April 2020 meeting.</p>
2.	<p>Carbon Management Plan</p> <p>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.</p> <p>Place</p>	<p>COMPLETED:</p> <p>New item-adopted at by Council at its 23 July 2019 meeting.</p> <p>The Corporate Carbon Management Plan (CCMP) was endorsed at the Council meeting on 22 October 2019. The CCMP includes a target of 100% renewable energy (electricity).</p>
3.	<p>Boundary Reform</p> <p>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.</p> <p>Explore</p>	<p>COMPLETED:</p> <p>On 25 June 2019 Council approved the plan to review Council's boundaries. At a high level this involves 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.</p> <p>The consultant has developed a draft Strategic Boundary Review Report 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.</p>

2019-2020 CEO PERFORMANCE TARGETS - UPDATE

	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>Connect</p>	<p>DEFERRED:</p> <p>The survey has been deferred as per Council resolution.</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 and consult with other AHC staff and Council Members as part of this process.</p> <p>Prosper</p>	<p>IN PROGRESS:</p> <p>Council's Administration are preparing delegation documents for the PDI Act based on the model delegations produced by the LGA with a view to these being reported to Council in June 2020.</p> <p>Discussions between the Council's Administration and DPTI Project staff occurred on 17/4/2020 regarding the September 2020 implementation date for the PDI Act. The advice is that the implementation date has not been impacted by Covid-19 and DPTI is pushing on with the finalisation of the Planning & Design Code and consolidation of this with the E-Development Portal to provide an end-to-end solution. The draft version of the Portal exists and has been shown to regional councils in the Phase 2 implementation stage. Adelaide Hills Council has registered with DPTI to access the Portal but as of 21/5/2020, no access has been provided.</p> <p>DPTI are developing a software tool to enable the transfer of data from the State's E-Development System to Council's data systems and provided the LGITSA group with the details. Discussions have begun with Council's software provider in order to scope and quote on the required integration work. DPTI have committed to funding this integration work.</p>

2019-2020 CEO PERFORMANCE TARGETS - UPDATE

	Target	Update
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>Prosper</p>	<p>IN PROGRESS:</p> <p>Delivery of a community consultation implementation plan for the Community and Recreation Facility Framework will be presented to Council in June 2020.</p> <p>Development and implementation of the Community and Recreation Facility Framework, through the Internal Working Group will be staged over the medium to longer term.</p>

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday, 4 June 2020
AGENDA BUSINESS ITEM

Item: 7.2

Responsible Officer: Andrew Aitken
Chief Executive Officer
CEO Office

Subject: Proposed 2020-2021 CEO Performance Targets

For: Information

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 reviewing the performance of the CEO against the position description as a priority, and then against agreed performance targets, to ensure they remain relevant and aligned to Council's strategic goals.

This report is to provide feedback to the CEO that will assist in the development of proposed performance targets for the 2020-2021 financial year. A final decision on proposed performance targets will be made by Council later in the year through a recommendation from the Panel to the Council.

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.

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.

Section 96 (Council to have a chief executive officer) of the *Local Government Act 1999*

➤ **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 KPIs 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 will need to be accommodated in the draft Annual Business Plan if not already provided for.

➤ **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.

<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 Development and Regulatory Services Director Infrastructure and Operations Director Corporate Services Executive Manager Organisational Development Executive Manager Governance and Performance
<i>External Agencies:</i>	Not Applicable
<i>Community:</i>	Not Applicable

2. **BACKGROUND**

CEO Performance Review Panel (the Panel)

The Panel's Terms of Reference were adopted by Council on 25 July 2017 and state the Panel's specific functions 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.

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

Preliminary work has been undertaken to develop an appropriate suite of CEO Performance Targets and are attached at **Appendix 1**. These Performance Targets have been reviewed to ensure alignment with Council's Strategic and Annual Business Plans.

3. ANALYSIS

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

In considering the 2020-2021 CEO's 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 are 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 to provide feedback to the CEO that will assist in further conversations with Council on the proposed 2020-2021 CEO Performance Targets. Consultation with the Council Members will take place in June.

A final decision will be made by Council on the suite of performance targets through a recommendation from the Panel to the Council.

4. OPTIONS

The Panel has the following options:

- I. To discuss this suite of proposed 2020-2021 CEO Performance Targets and provide feedback to the CEO.

5. APPENDICES

- (1) Proposed 2020-2021 CEO Performance Targets

Appendix 1

Proposed 2020-2021 CEO Performance Targets

PROPOSED 2020-2021 CEO PERFORMANCE TARGETS

	Strategic Plan	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>This proposed performance target has been carried over via a Council resolution due to the impact of the COVID-19 pandemic.</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 consideration by Council based on an approach that has consistency, equity and shared responsibility.</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 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>Kerbiste Waste Audit and Education Program</p> <p>Complete a kerbside waste audit to inform an ongoing education program with the aim of reducing recycling contamination levels and reducing waste to landfill.</p>	

PROPOSED 2020-2021 CEO PERFORMANCE TARGETS

	Strategic Plan	Target	Comment/Update
4.	O6.1 – Progressively strengthen Council’s systems security to minimise the impact of cyber attack.	IT 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.	Finalise Carbon Inventory Complete 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.	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.	Recovery Action Plan Provide quarterly progress reports to Council on implementation of the Council’s Bushfire Recovery Action Plan and initiatives supporting recovery from the Covid-19 pandemic.	

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 4 June 2020
CONFIDENTIAL AGENDA BUSINESS ITEM**

Item: 10.1

Responsible Officer: Megan Sutherland
Executive Manager Organisational Development
Corporate Services

Subject: Advice on preferred Consultant to undertake the CEO
Performance and Remuneration Review

For: Decision

1. Advice on preferred Consultant to undertake the CEO Performance and Remuneration Review – Exclusion of the Public

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.

3. Advice on preferred Consultant to undertake the 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 Council's decision(s) in this matter in the performance of the duties and responsibilities of office, the CEO Performance Review Panel, 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* that the report, related attachments and the minutes of the CEO Performance Review Panel and the discussion and considerations of the subject matter be retained in confidence until the final CEO Performance and remuneration review report is received by Council.

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