



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 11 November 2021

6.00pm

63 Mt Barker Road Stirling

A copy of the Agenda for this meeting is supplied under Section 87 of the Act.

Committee meetings are open to the public and members of the community are welcome to attend. Public notice of the Agenda for this meeting is supplied under Section 88 of the Act.

Andrew Aitken
Chief Executive Officer



CEO PERFORMANCE REVIEW PANEL

AGENDA FOR MEETING
Thursday 11 November 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 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 August 2021

That the minutes of the CEO Performance Review Panel meeting held on 12 August 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. LG Reform CEO-related legislative changes
The CEO Performance Review Panel resolves that the report be received and noted.

7.2. 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

Nil

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on Thursday 17 February 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 AUGUST 2021
63 MT BARKER ROAD STIRLING**

In Attendance

Presiding Member: Cr Mark Osterstock

Members:

Ms Janet Miller	Independent Member
Mayor Jan-Claire Wisdom	
Cr Nathan Daniell	(via electronic participation)
Cr Chris Grant	

In Attendance:

Andrew Aitken	Chief Executive Officer
Lachlan Miller	Executive Manager Governance & Performance
Megan Sutherland	Executive Manager Organisational Development
Richard Altman	Consultant

1. COMMENCEMENT

The meeting commenced at 6.10pm.

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

Nil

2.2 Leave of Absence

Nil

2.3 Absent

Nil

Presiding Member _____ 11 November 2021

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 AUGUST 2021
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 8 July 2021

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP9/21

That the minutes of the CEO Performance Review Panel meeting held on 8 July 2021 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

The Presiding Member thanked Members and Officers for attending.

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 – 2022 Update

Moved Janet Miller
S/- Cr Chris Grant

PRP10/21

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

Carried

8. MOTIONS WITHOUT NOTICE

Nil

9. QUESTIONS WITHOUT NOTICE

Nil

ADELAIDE HILLS COUNCIL
 CEO PERFORMANCE REVIEW PANEL COMMITTEE
 MINUTES OF MEETING
 THURSDAY 12 AUGUST 2021
 63 MT BARKER ROAD STIRLING

10. CONFIDENTIAL ITEMS

RELEASED 27 AUGUST 2021

10.1 2021 CEO Performance and Remuneration Review – Exclusion of the Public

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

PRP11/21

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
- Richard Altman, Consultant

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.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 AUGUST 2021
63 MT BARKER ROAD STIRLING**

RELEASED 27 AUGUST 2021

10.1.1 2021 CEO Performance and Remuneration Review – Confidential Item

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

PRP12/21

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To recommend to Council that the CEO 'exceeds expectations' in relation to the 2021 CEO Performance Review.
3. To recommend to Council with regard to the performance outcome, that no specific performance improvement plan is needed as the CEO is not underperforming.

Carried

RELEASED 27 AUGUST 2021

10.1.2 2021 CEO Performance and Remuneration Review – Confidential Item

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

PRP13/21

The CEO Performance Review Panel resolves to recommend to Council to increase the CEO's TEC Package from 1 July 2021 by 2.5% in recognition of the CEO's performance exceeding expectations plus 0.5% as a market adjustment.

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 12 AUGUST 2021
63 MT BARKER ROAD STIRLING**

RELEASED 27 AUGUST 2021

10.1.3 2021 CEO Performance and Remuneration Review – Period of Confidentiality

Moved Cr Chris Grant
S/- Janet Miller

PRP14/21

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.

Carried

11. NEXT MEETING

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

12. CLOSE MEETING

The meeting closed at 8.07pm.

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 11 November 2021
AGENDA BUSINESS ITEM**

Item: 7.1

Responsible Officer: Lachlan Miller
Executive Manager Governance & Performance
Office of the Chief Executive

Subject: Local Government Reform – CEO-related legislative changes

For: Information

SUMMARY

The Local Government Legislative Reform Process has been underway for approximately two years and Council has made a number of submissions during that time. The *Statutes Amendment (Local Government Review) Bill 2020* underwent many amendments during its passage through both Houses of State Parliament.

The resultant *Statutes Amendment (Local Government Review) Act 2021* (the “Amendment Act”) was assented to by the Governor on 17 June 2021 and the Office of Local Government (OLG) has published indicative commencement schedules for each of the 210 new or amended provisions.

A number of the new or amended provisions in the *Local Government Act 1999* (the “LG Act”) relate to the office of Chief Executive Officer (CEO) and to the role of the CEO Performance Review Panel (the “Panel”).

The purpose of this report is to provide the Panel with an overview of the key legislative changes that relate to the office of the CEO that have either commenced or are to commence imminently.

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 5 A Progressive Organisation

Objective O4 We actively represent our community

Priority O4.3 Advocate to, and exert influence with, our stakeholders on behalf of our community to promote the needs and ambitions of the region

Objective O5 We are accountable, informed, and make decisions in the best interests of the whole community

Priority O5.1 Enhance governance structures and systems to prudently adapt to changing circumstances and meet our legislative obligations

➤ Legal Implications

The *Statutes Amendment (Local Government Review) Act 2021* (the Amendment Act) was assented to by the Governor on 17 June 2021.

The Amendment Act results in approximately 150+ changes to the *Local Government Act 1999* (the “LG Act”) and the *Local Government (Elections) Act 1999* and another 50+ consequential changes to other legislation (such as *Crown Land Management Act 2009*; *Equal Opportunity Act 1984*; *Planning, Development & Infrastructure Act 2016*; *Public Finance and Audit Act 1987*; *SA Local Government Grants Commission Act 1992* and *Independent Commissioner Against Corruption Act 2012*).

Rather than all the changes coming into effect on one date, a schedule of commencement is being developed which will have all changes in effect by the end of 2023. The timing of implementation is influenced by the need for the development of subordinate legislation (i.e. Regulations and Codes) and/or the establishment or re-tasking of statutory bodies (i.e. Electoral Commission of SA, Remuneration Tribunal of SA, etc.) to undertake new functions.

To date there has been one tranche that has come into effect being 20 September 2021 and another scheduled for 10 November 2021 (as at the time of report preparation).

Chapter 7, Part 1 of the LG Act sets out legislative provisions relating to the Chief Executive Officer. The Amendment Act sets out a number of changes to provisions in this Part along with new provisions, these will be detailed in the Background section of this report.

➤ Risk Management Implications

Understanding and implementing the legislative changes arising from the Amendment Act as they relate to the CEO’s employment arrangements will assist in mitigating the risk of:

Poor governance practices occur which lead to a loss of stakeholder (i.e. customer and regulator) confidence and/or legislative breaches.

Inherent Risk	Residual Risk	Target Risk
Extreme (5C)	Low (3E)	Low (3E)

➤ **Financial and Resource Implications**

Where extraordinary events occurred (i.e. termination and recruitment) there would be additional funds required through the budget review process (as necessary).

In relation to annual performance reviews and the requirement to obtain advice from a qualified independent person (see Background section), there is likely to be additional financial implications (nominally \$2-8,000) beyond current budget allocations (\$4,000 for 201-22 to fund the remuneration review) but this will require further consideration on the manner in which this advice is obtained.

The resource implications arising from the legislative changes are not considered to be onerous.

➤ **Customer Service and Community/Cultural Implications**

There is a reasonable community expectation that CEO's performance is appropriately reviewed and managed and that CEO remuneration is agreed within a structure.

➤ **Sustainability Implications**

Not applicable.

➤ **Engagement/Consultation conducted in the development of the report**

Consultation on the development of this report was as follows:

Council Committees: The Panel has received verbal updates of the Local Government Reform process at a number of meetings and written information regarding the 20 September 2021 commencements at its 12 August 2021 meeting.

Council Workshops: Council has received presentations regarding the 20 September and 10 November 2021 commencements at workshops on 17 August and 19 October 2021 respectively.

Advisory Groups: Not Applicable

Administration: Chief Executive Officer
Executive Manager Organisational Development

External Agencies: Local Government Association
Office of Local Government, Attorney-General's Department

Community: Not Applicable

2. BACKGROUND

The Local Government Legislative Reform Process has been underway for approximately two years and Council has made a number of submissions during that time. The *Statutes Amendment (Local Government Review) Bill 2020* underwent many amendments during its passage through both Houses of State Parliament.

The resultant Amendment Act was assented to by the Governor on 17 June 2021. It is however uncommenced and the underlying regulations and codes are yet to be finalised.

The Office of Local Government (OLG), in conjunction with the LGA, has released a series of indicative commencement schedules for the various legislative changes.

Legislative changes directly related to the CEO's employment are contained in Chapter 7 – Council staff, Part 1 – Chief Executive Officer of the LG Act. An overview of these changes are as follows:

Vacancy in office – s97

This is an existing section that has been amended with the insertion of s97(3a) which provides that before terminating the appointment of the CEO on the a number of specified grounds (i.e. misconduct, failed to carry out duties, breached contract, etc.) a council must have regard to advice from a qualified independent person.

For the purposes of s97, a qualified independent person means a person who is:

- (a) not a member or employee of council; and
- (b) determined by the council to have appropriate qualifications or experience in human resource management.

This subsection is scheduled to come into effect on 10 November 2021 along with Regulation 9(1) of the *Local Government (Transitional Provisions) Regulations 2021* that will provide that s97(3a) does not apply in relation to a CEO termination on grounds that arose prior to the commencement of s97(3a).

Appointment procedures – s98

This is an existing section that has been amended with the insertion of s98(4a) which provides that the council must ensure that either of both of the following applies to the process for appointing a CEO:

- (a) the council appoint at least one person who is not a member or employee of the council to the selection panel;
- (b) before making the appointment, the council obtains and considers the advice of a qualified independent person on the assessment of the applications and recommendations on the appointment.

This subsection is scheduled to come into effect on 10 November 2021 along with Regulation 9(2) of the *Local Government (Transitional Provisions) Regulations 2021* that will provide that s98(4a) does not apply in relation to a CEO vacancy that arose prior to the commencement of s98(4a).

Remuneration of the chief executive officer – s99A

Section 99A is a new section which provides a role to the Remuneration Tribunal of SA to make a determination from time to time setting out the minimum and maximum remuneration that may be paid to CEOs of councils. In making the determination the Tribunal may take into account any factors such as geographic location of a council or group of councils such that different minimums and maximums may be paid for different (classes) of councils.

While councils will retain the power to negotiate and agree the remuneration of its CEO, s99A(10) states that the remuneration must be within the minimum and maximum bounds set by the Tribunal applicable to that council.

This section came into effect on 20 September 2021 however Regulation 4(2) of the *Local Government (Transitional Provisions) Regulations 2021* provides that s99A(10) does not apply to a council until the day on which the Remuneration Tribunal determination takes effect.

Further s147(5) of the LG Act sets out transitional provisions which provides that the remuneration of a CEO holding office before the commencement of s99A is not affected during that term of office by a determination under s99A.

CEO performance review – s102A

Section 102A is a new section which provides that a council must review the performance of its CEO:

- (a) at least once on each year
- (b) if relevant, before reappointment of the CEO

Further the council must obtain and consider the advice of a qualified independent person on the above review.

This subsection is scheduled to come into effect on 10 November 2021 along with Regulation 9(3) of the *Local Government (Transitional Provisions) Regulations 2021* that will provide that the requirement for a review prior to reappointment [s102(A)(1)(b)] does not apply in relation to a reappointment taking effect before 1 February 2022.

3. ANALYSIS

Vacancy in office – s97

Matters relating to the termination of the CEO are outside the scope of the Panel's Terms of Reference and therefore the Panel would not have a direct role in relation to the operation of s97 however the Council may elect to seek advice from or commission the Panel in relation to s97.

Appointment procedures – s98

Similar to the above, matters relating to the appointment of the CEO are outside the scope of the Panel's Terms of Reference and therefore the Panel would not have a direct role in relation to the operation of s98 however the Council may elect to seek advice from or commission the Panel in relation to s98.

Remuneration of the chief executive officer – s99A

CEO remuneration is one of the specific functions of the Panel under clause 3.1.5 of the Terms of Reference. In relation to the current CEO, s147(5) means that the Council and therefore the Panel are not bound by any determination issued by the Remuneration Tribunal during his current term of office which is due to conclude on 30 June 2024.

Anecdotally, the Remuneration Tribunal is not expected to issue a determination until mid to late 2022. It is anticipated that the determination will create a remuneration structure similar to that operating in Western Australia in which councils are grouped based on geographic location, council size and resources. Remuneration bands are set for each group of councils.

CEO performance review – s102A

CEO performance review is one of the specific functions of the Panel under clauses 3.1.1 – 3.1.3 of the Terms of Reference. Since the commencement of the current CEO, annual performance reviews have been undertaken under the Panel’s oversight with the first four reviews conducted by an external consultant and thereafter rotated between internal and external reviews.

In planning its performance reviews going forward Council (and therefore the Panel) will need to ensure that it fulfils its obligations under s102A(2) regarding obtaining and considering the advice of a qualified independent person. The 2021 performance review was conducted internally and therefore external advice was only obtained for the remuneration review. In keeping with the Panel’s recent alternating schedule, the 2022 review would be contracted to an external consultant.

4. OPTIONS

As this is an information report, the Panel is limited to receiving and noting the report but may choose to provide commentary to the Administration for consideration or to consider a motion without notice in relation to the matter.

5. APPENDIX

Nil

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 11 November 2021
AGENDA BUSINESS ITEM

Item: 7.2

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, with one important part being review of performance against the agreed Performance Targets. Consideration should also be given to reviewing the CEO's Performance Targets to ensure they remain relevant, achievable and aligned to Council's strategic objectives across the year.

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 – November 2021

Appendix 1

CEO Performance Targets 2021-2022 – November 2021



CEO Performance Targets 2021-2022 – November Update

	Strategic Link	Performance Target	Description	Comment/Update
1.	ABP Project ID: O2001 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.	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.	An open tender for the new web solution ran throughout September and closed on 4 October. The tender evaluation process was conducted by the panel throughout October with the plan to notify the successful tenderer in early November.
2.	ABP Project ID: O5001 Strategic Priority O2.4 – Continuously strive to measure and improve performance and service delivery across all functions.	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.	The draft framework was adopted at the 26 October 2021 Council Meeting. The Framework includes criteria for determining the schedule of upcoming reviews. Scoring against the criteria and approval of the individual Service Review Briefs are subsequent processes to the framework adoption. These two processes are scheduled for November 2021 and January 2022 respectively.

CEO Performance Targets 2021-2022 – November 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	<p>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.</p>	<p>The concept design has been developed into an exciting architectural document with adequate detail to submit for Development approval. These documents will be submitted for planning approval in November 2021.</p> <p>Detailed construction drawings have been initiated to enable Building Rules Consent. It is anticipated these drawings will be completed in January 2022, and submitted for Building Rules consent in February 2022.</p>
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	<p>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.</p>	<p>The development of an expression of interest process is currently being uploaded into Engagement HQ and is planned to be launched at the Gumeracha Community Forum in late November.</p>

CEO Performance Targets 2021-2022 – November 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.	<p>The community education program is continuing with a social media ad campaign, print media and signage around the Council area. It was also presented at the Basket Range Community Forum. For quarter 1 Council media has consisted of campaigns using Facebook, Twitter, Hills Voice headlines (Courier), Hills Voice (eNews) and Instagram.</p> <p>The plan was presented to Council Members at a workshop on 21 September 2021.</p>
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 continuing to review and refine the draft strategy with plans to meet with the community and stakeholders by the end of November, with a view to finalising a document for Council's consideration in early 2022.