



CEO PERFORMANCE REVIEW PANEL

NOTICE OF MEETING

To: **Members**

Cr Mark Osterstock, Presiding Member

Mayor Jan-Claire Wisdom

Cr Nathan Daniell

Cr Chris Grant

Ms Janet Miller, Independent Member

Notice is given pursuant to the provisions under Section 87 of the *Local Government Act 1999* that the next meeting of the CEO Performance Review Panel will be held on:

**Thursday 12 May 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.

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 12 May 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 – 17 February 2022

That the minutes of the CEO Performance Review Panel meeting held on 17 February 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. CEO Performance Targets 2021-22 Update

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

7.2. CEO Proposed Performance Targets 2022-23

- 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.*

8. MOTIONS WITHOUT NOTICE

9. QUESTIONS WITHOUT NOTICE

10. CONFIDENTIAL ITEMS

10.1. CEO PRP Advice on Consultant

11. NEXT MEETING

The next CEO Performance Review Panel meeting will be held on Thursday 4 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 17 FEBRUARY 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 6.00pm.

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 _____ 12 May 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 17 FEBRUARY 2022
63 MT BARKER ROAD STIRLING**

3. MINUTES OF PREVIOUS MEETINGS

3.1 CEO Performance Review Panel Meeting – 11 November 2021

Moved Cr Nathan Daniell
S/- Cr Chris Grant

PRP1/22

That the minutes of the CEO Performance Review Panel meeting held on 11 November 2022 as distributed, be confirmed as an accurate record of the proceedings of that meeting

Carried

4. PRESIDING MEMBER'S OPENING COMMENTS

Welcome to the last calendar year of the Panel for the Elected Members. Hoped all Members had a happy Christmas and New Year. Looking forward to Panel's deliberations in 2022.

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 Status of 2021-22 CEO Performance Targets

Moved Mayor Jan-Claire Wisdom
S/- Janet Miller

PRP2/22

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

Carried

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 17 FEBRUARY 2022
63 MT BARKER ROAD STIRLING**

7.2 CEO Performance Review Process and Schedule 2022

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

PRP3/22

The CEO Performance Review Panel resolves:

1. That the report be received and noted.
2. To recommend to Council to undertake the 2022 CEO Performance Review and Remuneration Review using an external consultant.
3. To recommend to Council that the 2022 CEO Performance Review Panel Meeting and Process Schedule – External (Caretaker Period) as contained in Appendix 2, be adopted and the CEO PRP Presiding Member be delegated to amend the Process Schedule meeting/workshop dates as required in consultation with the Administration.

Carried

7.3 Remuneration Tribunal Submission on CEO Remuneration

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

PRP4/22

The CEO Performance Review Panel resolves:

1. That the report be received and noted
2. To suspend formal meeting procedure for the purposes of workshopping matters to be incorporated into the Council's submission to the Remuneration Tribunal of South Australia's 2022 Review of Local Government CEO Minimum and Maximum Remuneration.

Carried

8. MOTIONS WITHOUT NOTICE

Nil

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL COMMITTEE
MINUTES OF MEETING
THURSDAY 17 FEBRUARY 2022
63 MT BARKER ROAD STIRLING**

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 Thursday 12 May 2022, from 6.00pm at 63 Mt Barker Road Stirling.

12. CLOSE MEETING

The meeting closed at 7.17pm.

ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 12 May 2022
AGENDA BUSINESS ITEM

Item: 7.1

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

Subject: 2021-2022 CEO Performance Targets Update

For: Decision

SUMMARY

The role of the Chief Executive Officer (CEO) Performance Review Panel (the Panel) includes reviewing the performance of the CEO against the agreed 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.

Council adopted the suite of CEO Performance Targets on 22 June 2021 covering the 2021-2022 financial year. In assessing the performance against these targets, the Panel should also consider that the targets remain relevant, achievable and aligned to Council's strategic objectives across the year.

The purpose of this report is to provide an update to the Panel on the work achieved and still intended against each of the CEO's Performance Targets, provided in **Appendix 1**.

RECOMMENDATION

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

1. 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

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.

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.

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**

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 directly applicable.

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

Consultation on the development of this report was as follows:

Council Committees: Not applicable

Council Workshops: Not applicable

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 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.

A summary of the targets and updates are provided in **Appendix 1**.

3. 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*)

4. APPENDIX

- (1) CEO Performance Targets 2021-22 Update – May 2022

	Project ID	Performance Target	Strategic Link	May Update
1	O2001	<p>New Council website and e-services Review and renew Council's website with a focus on customer experience, content management and contemporary technology solutions. Present renewed website features and functionality to Council Members.</p>	<p><i>Strategic Priority O2.1 – Develop our digital channels to better meet customers' current and future needs.</i></p> <p><i>Strategic Priority O2.2 – Modernise our services and enhance the customer experience by making service delivery faster, more convenient and more proactive.</i></p>	<p>SimpleGov was awarded the contract for the supply and development of the new website. Development work is now underway and progressing well.</p> <p>New website features and functionality will be presented to Council Members at their Professional Development session on 17 May 2022. 'Go live' is scheduled for late June 2022.</p>
2	O5001	<p>Service Review Using the Service Review Framework (currently under development) complete an external service review.</p> <p>Present the service review report, recommendations, management responses and draft action plan to Council for its consideration.</p>	<p><i>Strategic Priority O2.4 – Continuously strive to measure and improve performance and service delivery across all functions.</i></p>	<p>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.</p> <p>The Review brief was finalised in February and the consultant (Epic Project and Consulting) was appointed.</p> <p>Fieldwork commenced in March with the finalisation of the recommendation report anticipated in mid to late May 2022.</p>
3	C6001	<p>Fabrik Activation Complete working drawings/schedules and final designs to enable the preparation of the CAP development application and tender documentation.</p> <p>Submit the development application to CAP.</p> <p>Provide an update on these completed tasks to Council Members and the community.</p>	<p><i>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.</i></p>	<p>The Planning component of the project was approved at Council's Assessment Panel (CAP) Meeting on 13 April 2022.</p> <p>Building Rules Consent was submitted in March to a private certifier and approval is expected in May 2022.</p> <p>Following Building Rules consent, full Development Approval will be provided.</p> <p>Tenders for the construction of the project closed 1 May 2022, and are now being assessed.</p>

	ABP ID	Performance Target	Strategic Link	May 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>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 <i>Phytophthora</i></i></p>	<p>The planned community education program has been undertaken and included a social media ad campaign, print media and signage around the Council area. Council has also included an announcement in the quarterly rates notice.</p> <p>Council also finalised the "Happy Cat" competition with the winner being reported on in the Adelaide Hills Herald. Council's Communications team presented the completed plan to Council Members in 2021.</p> <p>Since the start of this education program Council's cat registrations have increased from approx 450 to over 1200, 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>The draft Libraries Strategy was presented to Council at its meeting on 22 March 2022 and it was approved for public consultation. Consultation commenced on 13 April and closed on 3 May.</p> <p>Outcomes of the consultation will be reported back to Council at its 24 May 2022 meeting, at which time the final strategy will be considered for adoption.</p>

Appendix 1

CEO Performance Targets 2021-22 Update – May 2022

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 12 May 2022
AGENDA BUSINESS ITEM**

Item: 7.2

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

Subject: Proposed 2022-2023 CEO Performance Targets for
recommendation to Council

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).

The role of the CEO Performance Review Panel (the “Panel”) includes advice to Council on proposed performance targets for the forthcoming 12 months.

This report is to provide a recommendation to Council on the proposed 2022-2023 CEO Performance Targets (*Appendix 1*).

RECOMMENDATION

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*.
-

1. BACKGROUND

CEO Performance Review Panel (the Panel)

The role of the Panel and its specific functions are contained in the Panel's Terms of Reference adopted by Council on 25 July 2017 and state the following:

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 current 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

Discussions have been undertaken with the Executive Leadership Team on proposed priority CEO Performance Targets for 2022-2023, with consideration given to alignment with Council's draft *2022-23 Annual Business Plan* to manage effective resourcing and prioritisation for the coming year.

2. ANALYSIS

➤ Strategic Management Plan/Functional Strategy/Council Policy Alignment

Strategic Plan 2020-24 – A brighter future

Goal 5 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*.

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 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 (depending on the final project brief) has either been accommodated in the draft *2022-23 Annual Business Plan* (the “ABP”) or will be addressed in budget reviews.

Selection of projects from the draft ABP will facilitate the effective resourcing and prioritisation for project works for the coming year.

➤ **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.

Council Committees: Not applicable.

Council Workshops: Not applicable

Advisory Groups: Not Applicable

External Agencies: Not Applicable

Community: Not Applicable

Performance Target Selection

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

In finalising the 2022-2023 CEO Performance Targets (**Appendix 1**) for recommendation to Council, 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.

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.

The proposed Performance Targets have been selected from strategic initiatives and business-as-usual within the draft ABP. As such there is limited ability to alter the proposed Targets without a corresponding change to the draft ABP. It is also important to ensure the suite of Performance Targets is achievable over that coming year.

It is recommended that the Panel, with the CEO, critically analyses 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 for the Panel to make recommendation to the Council on the proposed 2022-2023 CEO Performance Targets.

3. OPTIONS

The Panel has the following options:

- I. To recommend to Council to adopt the proposed 2022-2023 CEO Performance Targets per **Appendix 1**. (Recommended)
- II. To recommend to Council not to adopt a suite of CEO Performance Targets. This course of action is not recommended as the current Employment Agreement provides for some form of Targets
- III. To discuss an alternative suite of 2022-2023 CEO Performance Targets with Council, in consultation and agreement with the CEO. The resource, timing and financial implications of any alternate Targets will need to be carefully considered as they may necessitate changes to the Draft ABP.

4. APPENDIX

- (1) Proposed 2022-2023 CEO Performance Targets

Appendix 1

Proposed 2022-2023 CEO Performance Targets



	Project ID	Performance Target (as per Initiatives and brief description)	Strategic Link	Additional Notes/Context
1	O4001 & O4002	<p>Local Governance Election Support and Council-elect Induction</p> <ol style="list-style-type: none"> 1. Conduct Candidate Information Sessions at two physical locations and make available an online version by 2 September 2022 (nominations close 6 September 2022). 2. Make available the prescribed mandatory induction training to Council Members by 28 February 2023. 	<p>Strategic Priority O4.2</p> <p>Attract and develop a diverse and capable elected body that represents, promotes and reflects the composition of the community.</p>	<p>Council has a legislative obligation to assist the Electoral Commission of SA in conducting the 2022 Local Government Election. Council's role includes conducting information sessions for potential candidates; promoting the election in conjunction with the LGA; providing advice and assistance for candidates and voters; and equipping and inducting the new Council Members.</p>
2	N4001	<p>User Pays Bin Collection Study</p> <p>Complete the following high level studies by February 2023 which considers:</p> <ol style="list-style-type: none"> 1. introducing a fee incentive for use of the kerbside bin service 2. benefits of providing a weekly green organic bin collection, and 3. voluntary fortnightly waste collection. 	<p>Strategic Priority N4.1</p> <p>We will work with partners to analyse the benefits and feasibility of introducing a fee incentive to property owners to produce less waste in relation to the kerbside bin service</p>	<p>These studies, along with high level work already completed on providing a green organics bin to all properties, will identify areas for Council to further focus on that provide the best environmental and financial outcomes for Council and the community.</p> <p>This will ultimately aid in prioritising actions to contribute to Council's targeted increase of Waste to Landfill Diversion by >52%.</p>



	ABP ID	Performance Target	Strategic Link	Additional Notes/Context
3	No ID	<p>Savings Strategies</p> <p>Achieve the agreed savings and efficiencies measures captured within the 2022/23 Annual Business Plan by 30 June 2023. Report on progress against these through the quarterly corporate performance report.</p>	<p>Strategic Priority O3.1 Ensure the delivery of agreed strategic plan requirements whilst meeting endorsed long term targets for a sustainable operating surplus and level of debt.</p>	<p>Savings strategies have been included within the draft 2022/23 Annual Business Plan to ensure the ongoing financial sustainability of the organization achieved.</p> <p>An additional \$100,000 savings through initiatives to be identified during the year has also been included.</p>
4	C1004	<p>Gumeracha Library Upgrade</p> <p>Upgrade the Gumeracha Library with a new layout configuration to make a more welcoming and functional space for the local community. Report on the progress of this project through the quarterly corporate performance report.</p>	<p>Strategic Priority C1.1 Provide welcoming spaces and places for the community through our libraries, community centres, and Council and community facilities</p>	<p>This initiative has also identified in the proposed Libraries Strategy, this is one of the LRCIP funded projects. The opportunity to create more useable space has been identified by staff through engagement with volunteers and community members.</p>



	ABP ID	Performance Target	Strategic Link	Additional Notes/Context
5	New-5	<p>New Dog and Cat Facility</p> <p>Complete Scoping Study and present options to Council Members for impounding dogs and cats, including the option of upgrading the current holding facility at Heathfield.</p>	<p>Strategic Priority 05.2</p> <p>Make evidence-based decisions and prudently assess the risks and opportunities to our community before taking action.</p>	<p>We currently don't have a formal Council facility that allows us to impound cats. In 2021-22 we transferred 56 cats and 4 dogs to third party holding facilities. With the commencement of cat confinement we are expecting the number of cats requiring impounding to increase.</p> <p>There are two accredited pound services available to Council, namely the RSPCA and AWL. These facilities are located at Lonsdale and Wingfield and involve 45 min to 1 hour each way travel time.</p> <p>As an interim measure we have signed a service agreement with a privately run cat boarding facility in the Hills. This is not expected to provide a long term solution.</p> <p>A longer term option could include upgrading our current holding facility to include cats. There have also been early conversations with surrounding councils that have indicated a possible interest in also utilising a joint pound facility/approach.</p>



	ABP ID	Performance Target	Strategic Link	Additional Notes/Context
6	B3002	<p>Central Irrigation System</p> <p>Investigate and implement the central irrigation control system. Report on the progress of this project through the quarterly corporate performance report.</p>	<p>Strategic Priority B3.1 <i>Improve water security by maximising water reuse opportunities, reducing reliance on ground water and improving water efficiencies for open space irrigation and building facilities</i></p> <p>Strategic Priority N1.2 <i>Manage reserves and open space to support the community, whilst balancing biodiversity conservation, resource use and environmental impacts</i></p>	<p>The central irrigation control system project will implement a Centralised irrigation control system to 12 sites. This is a smart system that can be accessed through website/mobile app that assists with monitoring current water flow; alerts if there is high water usage; adjusts watering programs in line with current weather conditions, etc. This will ensure water usage is efficient, and any identified issues can be addressed swiftly.</p>
7	N2004	<p>Unformed Public Roads Review</p> <p>Complete a review of Unformed Public Roads to ascertain connectivity potential and habitat value.</p>	<p>Strategic Priority N2.1 <i>Monitor and manage areas of high biodiversity or habitat value on Council reserves and Native Vegetation Marker Scheme (NVMS) sites using best practice Methodologies.</i></p> <p>AHC Biodiversity Strategy 2018-2023 Goal 1: Protect highlights the need to 'Proactively review Unformed Public Roads to ascertain connectivity potential and habitat value. Prioritise biodiversity value /connectivity potential for future management.'</p>	<p>This review will identify any priority land within Council's unformed road network where opportunities exist to preserve high value biodiversity and/or wildlife corridors. Additionally this may help inform any potential future disposals.</p> <p>Deliverables include a robust and accessible dataset and GIS layer (SSA) for Council staff use to inform Unformed Public Roads queries from the public and internally. This will include the determination of values such as biodiversity, conservation, landscape context, recreational, cultural, heritage, trail condition/slope and other land features such as watercourses, broad vegetation association, species of conservation significance, etc.</p>

**ADELAIDE HILLS COUNCIL
CEO PERFORMANCE REVIEW PANEL MEETING
Thursday 12 May 2022**

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 Reviews

For: Decision

1. Advice on preferred Consultant to undertake the CEO Performance and Remuneration Reviews – 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:

- 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.

3. Advice on preferred Consultant to undertake the CEO Performance and Remuneration Reviews – Duration 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, 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