

Notice of CEO Performance and Remuneration Review Committee



MEMBERSHIP

Cr Lucas Jones (*Presiding Member*)

Cr Alicia Schlueter
Cr Lyn Petrie

Cr Brett Rankine
Cr Peter Field

NOTICE is given pursuant to Sections 87 and 88 of the Local Government Act 1999 that the next **CEO PERFORMANCE AND REMUNERATION REVIEW COMMITTEE** will be held in the Civic Centre, 571 Montague Road, Modbury on **WEDNESDAY 7 JULY 2021** commencing at **6.30 pm**.

A copy of the Agenda for the above meeting is supplied.

Council may restrict or limit access to members of the public physically attending the meeting to ensure compliance with current restrictions. Priority will be given to members of the public who wish to speak in the Public Forum and Deputation section of the agenda and have obtained prior approval from Council.



JOHN MOYLE
CHIEF EXECUTIVE OFFICER

Dated: 01 July 2021

CITY OF TEA TREE GULLY

CEO PERFORMANCE AND REMUNERATION REVIEW COMMITTEE 7 JULY 2021

AGENDA

1. Opening and Welcome

Acknowledgement of Country Statement - to be read out as arranged by the Presiding Member

2. Attendance Record:

- 2.1 Present
- 2.2 Apologies
- 2.3 Record of Officers in Attendance
- 2.4 Record of Number of Persons in the Public Gallery
- 2.5 Record of Media in Attendance

3. Confirmation of Minutes to the Previous Meeting

That the Minutes of the CEO Performance and Remuneration Review Committee held on 20 July 2020 be confirmed as a true and accurate record of proceedings.

4. Public Forum

Available to the public to address the Committee on policy, strategic matters or items that are currently before the Committee. Total time 10 mins with maximum of 2 mins per speaker. For more information refer to Council's website www.teatreegully.sa.gov.au

5. Deputations

Requests from the public to address the meeting must be received in writing prior to the meeting and approved by the Mayor. For more information refer to Council's website www.teatreegully.sa.gov.au

6. Presentations

Requests to present to the meeting must be received in writing 5 days prior to the meeting and approved by the Mayor. For more information refer to Council's website www.teatreegully.sa.gov.au

7. Petitions - Nil

8. Declaration of Conflicts of Interest

Members are invited to declare any material, actual and/or perceived conflicts of interest in matters appearing before the Committee.

9. Motions Lying on the Table - Nil

10. Adjourned Business Nil

11. Management Reports

Office of the Chief Executive Officer - Nil

Assets & Environment - Nil

Organisational Services & Excellence

11.1 Proposed CEO Key Performance Indicators (KPIs) for 2021-22..... 5

Community & Cultural Development - Nil

12. Notice(s) of Motions

Due to staff working arrangements, the agenda is finalised and produced on Thursdays noting that Notices of Motions may be submitted by 5 pm, Thursday, 1 July 2021. Should any Notices of Motions be received after 5 pm, Thursday 1 July 2021, they will be sent out under separate cover.

13. Motions without Notice

14. Questions on Notice

Due to staff working arrangements, the agenda is finalised and produced on Thursdays noting that Notices of Motions may be submitted by 5 pm, Thursday, 1 July 2021. Should any Notices of Motions be received after 5 pm, Thursday 1 July 2021, they will be sent out under separate cover.

15. Questions without Notice

16. Other Business

17. Status Report on Resolutions

17.1 Status Report on Committee Resolutions..... 15

18. Section 90(2) Local Government Act 1999 – Confidential Items

A record must be kept on the grounds that this decision is made.

19. Date of Next Meeting

1 September 2021

20. Closure



REPORT FOR

**CEO PERFORMANCE AND
REMUNERATION REVIEW
COMMITTEE**

MEETING DATE

07 JULY 2021RECORD NO:
REPORT OF:
TITLE:**D21/42526
ORGANISATIONAL SERVICES & EXCELLENCE
PROPOSED CEO KEY PERFORMANCE INDICATORS
(KPIs) FOR 2021-22**

PURPOSE

To provide the Committee with an opportunity to consider the proposed draft Chief Executive Officer's (CEO's) Key Performance Indicators (KPIs) for 2021-22 financial year.

RECOMMENDATION

Either of the two recommendations are submitted for the Committee's consideration

- A. That the draft Chief Executive Officer's (CEO's) Key Performance Indicators (KPIs) for the 2021-22 financial year provided in Attachment 2 to the report titled "Proposed CEO Key Performance Indicators (KPIs) for 2021-22" and dated 7 July 2021, be returned to the next ordinary Committee meeting for further consideration.

OR

- B. That the CEO Performance & Remuneration Review Committee recommends to Council:

That Council adopts the Chief Executive Officer's (CEO's) Key Performance Indicators (KPIs) for the 2021-22 financial year provided in Attachment 2 to the report titled "Proposed CEO Key Performance Indicators (KPIs) for 2021-22" and dated 7 July 2021.

1. BACKGROUND

Performance on 2022-21 CEO KPIs

Mr John Moyle, Chief Executive Officer (CEO) will provide an overview of performance against the CEO Key Performance Indicators that were established for the 2020-21 financial year at an Elected Member Workshop planned for 20 July 2021.

The adopted KPIs for 2020-21 are provided in Attachment 1 as background information and for comparison against those being proposed for 2021-22.

2. DISCUSSION

Establishing 2021-22 CEO KPIs

To ensure that CEO KPIs for 2021-22 are established early in the financial year, it is anticipated that the Committee will discuss proposed draft CEO KPIs for 2021-22 financial year and consider any suggested amendments at this meeting. The proposed draft KPI topics (detailed in Attachment 2) are summarised as follows:

KPIs linked to the Strategic Plan 2025

- Disability Access & Inclusion Plan and Public Health Plan
- Climate Change Focus
- Capital Works Budget and Program
- Community Wastewater Management System (CWMS)
- Local Government Act changes from June 2021

KPIs linked to the Organisation Plan 2025

- Community Value Program
- Continuous Improvement
- Operating Budget
- Work Health & Safety

These proposed KPIs have been provided for the Committee's consideration and approval (subject to any final amendments that the Committee may choose to make). Previous advice reported to the Committee has been that it is generally considered that of the order of 9-10 KPIs is about the right number of key focus areas. The draft document as included in Attachment 2 currently has nine (9) KPIs listed for discussion.

In the event that the Committee is satisfied with the proposed CEO KPIs for 2021-22, these could then be recommended to Council for adoption (with any suggested amendments incorporated). Alternatively, the proposed KPIs could be returned to the next scheduled ordinary Committee meeting (currently anticipated for 1 September 2021) for further consideration and/or amendments. While this is an option for the Committee to consider, it is not the recommended approach, given almost a quarter of the financial year would have passed at this point which results in reduced time for delivery and implementation of the new KPIs.

It is preferable to have any KPI's for 2021-22 in place as early in the year as possible in order to drive the correct priorities through the organisation starting with Council's Directors and Managers and then following this through the organisation.

FINANCIAL

The CEO KPIs established for 2021-22 will need to be able to be delivered within the parameters of the 2021-22 financial year budget and Annual Business Plan (ABP) for 2021-22 which was endorsed by the Council in June 2021. The draft KPIs for 2021-22 submitted are based on Council's adopted ABP. Any new KPIs or shift in priorities that may result in variations to the budget or Annual Business Plan will require consideration by Council as part of a budget review.

3. STRATEGIC OBJECTIVES

Strategic Plan

The review of the CEO's performance is closely aligned to the delivery of Council's strategic management plans, including the Strategic Plan, Long Term Financial Plan and the Annual Business Plan.

The CEO's KPIs have been drafted with reference to each theme in Council's Strategic Plan 2025 and Organisation Plan 2025. Specific references are noted within Attachment 2.

4. LEGAL

The CEO's Employment Agreement contains specific clauses regarding a review of performance which must be undertaken each year. The employment agreement requires the establishment of KPIs on which part of the performance review is based.

Given this item is considering the establishment of CEO KPIs for 2021-22 and does not propose to consider the personal affairs or prior performance of the CEO for the 2020-21 performance cycle, it has not been proposed to consider this matter in confidence. It is anticipated that the CEO and any other staff in attendance will be present for the discussion of this item.

5. RISK – IDENTIFICATION AND MITIGATION

There is a risk that CEO KPIs could be established that are inconsistent with previous resolutions, strategies or business plans already adopted by Council. The Committee should consider this when determining any new CEO KPI's for the 2021-22 financial year.

6. ACCESS AND INCLUSION

There is currently a CEO KPI that relates to the progress and implement actions from Disability Access & Inclusion Plan in accordance with defined timeframes. It is proposed that continuation of this work also be included in the KPIs for 2021-22.

7. SOCIAL AND COMMUNITY IMPACT

The community are impacted by the majority of decisions made by Council and its Committees, as well as through the overall performance of Council and the CEO in meeting specific objectives, however, there is no direct impact to the community or stakeholders (other than the CEO) as a result of this particular report.

8. ENVIRONMENTAL

N/A

9. ASSETS

N/A

10. PEOPLE AND WORK PLANS

Key Performance Indicators are a measurement tool used to determine how well an organisation or person meets set operational and strategic goals and objectives. Establishing CEO KPIs assists the Committee (and subsequently Council) in establishing clear direction and priorities for the year, and provides a tool to define and measure the CEO's progress in leading the organisation to meet these specific goals and objectives. The CEO's KPIs are delivered through the work of staff throughout the organisation and therefore are likely to have a direct impact on staff work plans and priorities.

11. COMMUNITY AND STAKEHOLDER ENGAGEMENT

No community engagement has been undertaken in relation to the draft CEO KPIs for 2021-22.

12. COMMUNICATIONS OF COUNCIL DECISION

The CEO will be kept informed of any decision regarding this matter.

13. INTERNAL REPORT CONSULTATION

No formal report consultation has been undertaken in relation to this report, however relevant staff have been consulted in the preparation of the draft CEO Key Performance Indicators for 2021-22 (in Attachment 2).

Attachments

1. [↓](#) Chief Executive Officer Key Performance Indicators - CEO KPIs for 2020-21 9
2. [↓](#) DRAFT CEO Key Performance Indicators KPIs 2021-22..... 12

Report Authorisers

Deana Taglierini Governance Advisor	8397 7263
Ilona Cooper Manager Governance and Policy	8397 7310
Ryan McMahon Director Organisational Services & Excellence	8397 7297
John Moyle Chief Executive Officer	8397 7201



DRAFT Chief Executive Officer Key Performance Indicators (KPIs) – 2020-21

The following KPIs and focus areas are in addition to the general major responsibilities set out in the adopted Position Description for the Chief Executive Officer of Council

KPIs linked to the Strategic Plan 2025

Strategic Plan Aspiration	Ref	CEO KPI
<p>Community</p> <p>We create opportunities for people to connect with one another and to their local community</p>	1.	<p>Disability Access & Inclusion Plan</p> <p>Finalise a draft Disability Access & Inclusion Plan and present to Council for consideration, then implement associated actions in accordance with defined timeframes.</p>
<p>Environment</p> <p>We are leaders in how we manage and care for our environment, we minimise the impacts of climate change, protect our community from public and environmental health risks, and actively promote sustainable and healthy living.</p>	2.	<p>Waste Management Review</p> <p>Implement:</p> <ul style="list-style-type: none"> • Actions from Council’s 2020 Waste Management Review • Revised Waste Management contracts and services in line with Council decisions, policy and objectives.
	3.	<p>Capital Works Budget and Program</p> <p>Ensure that the capital works program as set out in Council’s Annual Business Plan for 2020-21 is delivered. This will be evidenced by reporting on projects completed (by project line), with a focus of a 90% completion rate (and 98% commenced by 30 June 2021) and within a negative 5% to positive 5% range of Council’s third quarter budget review based on each budget category.</p> <p>The progress of this KPI to be reported to Council at the end of each quarter.</p>
<p>Places</p> <p>We create places where people enjoy living and spending time because they are appealing, safe, accessible and interesting</p>	4.	<p>Planning Reform</p> <p>Ensure Council is ready to transition to the Planning and Design Code and implementation of the <i>Planning, Development & Infrastructure Act 2016</i> by the due date as set by the Minister for Planning.</p>

Ref: D20/48256



Proposed Chief Executive Officer Key Performance Indicators (KPIs) – 2020-21

<p>Places</p> <p>We create places where people enjoy living and spending time because they are appealing, safe, accessible and interesting</p>	<p>5.</p> <p>Community Wastewater Management System (CWMS)</p> <p>Continue to progress transition negotiations with SA Water and State Government and determine an appropriate course of action for the CWMS network, with regular reporting to Council on an as needs basis.</p>
	<p>6.</p> <p>Playspace Guide / Playground Guide</p> <p>Present to Council for consideration a revised Playspace Guide to be renamed as Council’s Playground Guide and provide a forward plan for playgrounds renewal, replacement and upgrades based on this guide.</p>
<p>Leadership</p> <p>We are trusted to make good decisions that are in the best interests of our community</p>	<p>7.</p> <p>COVID-19 Impacts</p> <p>Continue to manage COVID-19 related impacts in line with relevant directions / notices, with Council’s operations transferring to a new standard sustainable operating approach to accommodate further restrictions and that meets changing customer demands and expectations.</p>



Proposed Chief Executive Officer Key Performance Indicators (KPIs) – 2020-21

KPIs linked to the Organisation Plan 2025

Organisation Plan Theme & Aspiration	Ref	CEO KPI
Customer Care We are a high performing, customer focussed organisation	8.	Service Level Framework Develop a Minimum Service Level (MSL) Framework for a range of Council services and progressively present these to Council for consideration.
Future Capability We are building the capacity and capability of our people, the community and businesses through the continuous improvement of our services and operations	9.	Continuous Improvement Complete at least 25 Continuous Improvement initiatives for 2020-21 reporting a summary of the outcomes to Elected Members throughout the year.
Sustainable Operations Our management practices contribute to the long-term sustainability and adaptability of our services and operations	10.	Operating Budget Deliver robust and accurate financial planning and reporting that incorporates a balanced budget delivery where operating expenditure is within a negative 1% - positive 2% range of Council’s third quarter budget review
	11.	Work Health & Safety Develop and commence implementation of Council’s new Work Health & Safety Plan 2021-24 and the achievement of the associated plan targets focussing on the CEO showing Council’s Executives Commitment to providing a safe work environment to all employees and providing an annual reports to Council on Council’s achievements in this area. <i>Note: The above focus is on internal safety which contributes to community safety.</i>
	12.	Organisation Review Complete an organisational review and report to Council on progress monthly in accordance with the resolution of Council.

Ref: D20/48256



Chief Executive Officer Key Performance Indicators (KPIs) – 2021-22

The following KPIs and focus areas are in addition to the general major responsibilities set out in the adopted Position Description for the Chief Executive Officer of Council

KPIs linked to the Strategic Plan 2025

Strategic Plan Aspiration	Ref	CEO KPI	Responsibility / Reporting	Progress Update
Community We create opportunities for people to connect with one another and to their local community	1.	Disability Access & Inclusion Plan and Public Health Plan Progress and implement actions from Disability Access & Inclusion Plan and Public Health Plan in accordance with defined timeframes.	Carla Leversedge Carol Neil	
Environment We are leaders in how we manage and care for our environment, we minimise the impacts of climate change, protect our community from public and environmental health risks, and actively promote sustainable and healthy living.	2.	Climate Change focus Develop and present a refocused revised Environment Sustainability Policy, including the Urban Landscape Master Plan and Climate Change Adaptation Plan to Council's relevant Committee that focusses on at least Biodiversity, Water and Climate Change as set out as priorities in Council's Strategic Plan.	Jon Foong Thornton Harfield Ingrid Wilkshire	
Places We create places where people enjoy living and spending time because they are appealing, safe, accessible and interesting	3.	Capital Works Budget and Program Ensure that the capital works program as set out in Council's Annual Business Plan for 2021-22 (as adopted in June 2021) is delivered. This will be evidenced by reporting on projects completed (by project line), with a focus of a 90% completion rate (and 98% commenced by 30 June 2022) and within a negative 5% to positive 5% range of Council's third quarter budget review based on each budget category. The progress of this KPI to be reported to Council at the end of each quarter. It is noted that this includes additional Grant projects such as the Harpers Field Community Building at approximately \$12m.	Scott Reid (for project reporting) All project managers Thornton Harfield Justin Robbins & Rebecca Baines (Finance reporting) Ryan McMahon	

Ref: D21/39249

Chief Executive Officer Key Performance Indicators (KPIs) – 2021-22



Strategic Plan Aspiration	Ref	CEO KPI	Responsibility / Reporting	Progress Update
<p>Places (cont...)</p> <p>We create places where people enjoy living and spending time because they are appealing, safe, accessible and interesting</p>	4.	<p>Community Wastewater Management System (CWMS)</p> <p>Complete a Prudential Review and continue with negotiations with SA Water regarding SA Water’s Transition Plan for the best interest of the whole of Council’s community.</p>	<p>Jon Foong</p> <p>Thornton Harfield</p>	
<p>Leadership</p> <p>We are trusted to make good decisions that are in the best interests of our community</p>	5.	<p>Local Government Act changes from legislative Review from June 2021</p> <p>Ensure a plan is developed and delivered in accordance with the introduction of amendments to Local Government Act (as part of Local Government Review Bill 2020).</p>	Ilona Cooper	

Ref: D20/66258



Chief Executive Officer Key Performance Indicators (KPIs) – 2021-22

KPIs linked to the Organisation Plan 2025

Organisation Plan Theme & Aspiration	Ref	CEO KPI	Responsibility	Progress Update
Customer Care We are a high performing, customer focussed organisation	6.	Community Value Program Continue with reviews for Council services and progressively present these to the Service Reviews Committee for consideration. Deliver a program of works as endorsed by the Steering Committee.	All Directors	
Future Capability We are building the capacity and capability of our people, the community and businesses through the continuous improvement of our services and operations	7.	Continuous Improvement Complete at least 25 Continuous Improvement initiatives for 2021-22 reporting a summary of the outcomes to Elected Members throughout the year.	All Directors Ilona Cooper	
Sustainable Operations Our management practices contribute to the long-term sustainability and adaptability of our services and operations	8.	Operating Budget Deliver robust and accurate financial planning and reporting that incorporates a balanced budget delivery where operating expenditure is within a negative 1% - positive 2% range of Council's third quarter budget review.	Rebecca Baines Justin Robbins Ryan McMahon	
	9.	Work Health & Safety Ongoing implementation of Council's Safety and Wellbeing Strategy 2021-2024 and the achievement of the associated targets focussing on the CEO demonstrating Council's Executives Commitment our culture of caring for and supporting each other and providing an annual reports to Council on Council's achievements in this area. Note: The above focus is on internal safety which contributes to community safety.	Janet Halls Julie Short Ryan McMahon	

Ref: D20/66258

Status Report on Committee Resolutions 07 JULY 2021

Note: This report is provided as information only. Actions relating to confidential minutes may not be included in the Status Report.

Note: This report will be presented on a monthly basis, to the first meeting each month.

Pending Actions

Nil

Completed Actions

Minute No.	Meeting Date	Officer	Subject	Completed
15	20/07/2020	Cooper, Ilona	Appointment of Acting Chief Executive Officer	30/07/20
D20/62711				
<i>30 Jul 2020 4:58pm, Ilona Cooper</i>				
Action completed by: Cooper, Ilona, Process in place				

Minute No.	Meeting Date	Officer	Subject	Completed
16	20/07/2020	Cooper, Ilona	CEO Key Performance Indicators 2019-20 and 2020-21	30/07/20
D20/62711				
<i>30 Jul 2020 4:59 pm, Ilona Cooper</i>				
Action completed by: Cooper, Ilona, Matter referred to Council for adoption. Adopted as recommended.				

Minute No.	Meeting Date	Officer	Subject	Completed
18	20/07/2020	Cooper, Ilona	CEO Performance and Remuneration Review Outcomes 2019-20	30/07/20
D20/62711				
<i>30 Jul 2020 5 pm, Ilona Cooper</i>				
Action completed by: Cooper, Ilona, Matter referred to Council for consideration. Adopted as recommended.				