



**CONFIDENTIAL SPECIAL CHIEF
EXECUTIVE OFFICER PERFORMANCE
REVIEW COMMITTEE MEETING**

CONFIDENTIAL MATTERS

5.1 Chief Executive Officer's Performance Agreement for 2016 (Attachment).....3

Released 28 November 2018

5.1 CHIEF EXECUTIVE OFFICER'S PERFORMANCE AGREEMENT FOR 2016

Contact Person: Mr Steven Watson

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because the present matter relates to information pertaining to the personal affairs of persons and the disclosure of this information would be unreasonable because the information is sensitive to those persons and is not a matter of public knowledge.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section

B. THE BUSINESS MATTER

5.1 CHIEF EXECUTIVE OFFICER'S PERFORMANCE AGREEMENT FOR 2016

See Attachment No: 1. Chief Executive Officer Performance Agreement for 2016

Why is this matter before the Council or Committee?

Matters which can be delegated to a Committee or Staff but the Council has decided not to delegate them.

Purpose

For the Committee to consider the Chief Executive Officer's Performance Agreement 2016.

STAFF RECOMMENDATION

The Committee recommended to Council the adoption of the Chief Executive Officer Performance Agreement for 2016.

Relevance to Strategic Plan

Strategy 5. Building our capabilities
Outcome 5.1 Highly performing organisation

Relevance to Public Consultation Policy

There is no requirement to consult the community on this matter.

Background

The Chief Executive Officer contract of employment was executed 22 September 2015. Since the Chief Executive Officer appointment, the Chief Executive Officer Performance Review Committee has held two meetings and have been working with Jane Jeffreys of Jane Jeffreys Consulting and the Chief Executive Officer, Mal Hemmerling towards the development of a qualitative and quantitative Chief Executive Officer Performance Agreement.

In developing the Chief Executive Officer Performance Agreement, the Committee endeavoured to align it with Council's strategic objectives to meet the qualitative requirements and the Chief Executive Officer endeavoured to align it with internal reporting mechanisms to meet the quantitative requirements.

The suggested Chief Executive Officer Performance Agreement 2016 is provided for consideration.

Analysis of Issues

In order for the Committee and Council to fairly monitor the performance of the Chief Executive Officer, one of the mechanisms available is the establishment of a qualitative and quantitative Chief Executive Officer Performance Agreement.

Options

Option 1

The Committee recommended to Council the adoption of the Chief Executive Officer Performance Agreement for 2016.

Option 2

The Committee recommended to Council the adoption of the Chief Executive Officer Performance Agreement for 2016 with the following amendments:

1. _____
2. _____
3. _____

Financial Implications

Nil.

Preferred Options and Justification

Staff do not have a preferred option on this matter.

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CHIEF EXECUTIVE PERFORMANCE AGREEMENT 2016

Key Result Area 1: Lighthouse Projects	Key Performance Indicators
Initiatives: 1.1 Commence construction on all projects in accordance with approved Project Plans. <ul style="list-style-type: none"> ▪ CBD ▪ Health ▪ Sports ▪ Freemont Park 	<ul style="list-style-type: none"> ➤ Project milestones ➤ Variance and exception reporting for each project
Key Result Area 2: Performance of City of Playford (Financial & Operational)	Key Performance Indicators
Initiatives: 2.1 Achieve budget and operational targets as approved by Council F15/16. 2.2 Establish budget and plans for F16/17 as approved by Council.	<ul style="list-style-type: none"> ➤ Budgets achieved ➤ Budget plans approved
Key Result Area 3: Organisational Performance	Key Performance Indicators
Initiatives: 3.1 Establish and monitor performance against established standards. 3.2 Bed down re-alignment of the organisation under the new Management structure. 3.3 Maintain and further improve the relationship between the CEO and Elected Members. 3.4 Review the current CRM system to achieve: <ul style="list-style-type: none"> ▪ Better service and relationships with customers ▪ More accurate and timely reporting. 	<ul style="list-style-type: none"> ➤ Service Standards results ➤ Operational Standards results ➤ Staff Satisfaction Survey ➤ CEO Annual Performance Review ➤ Quarterly updates maintained
Key Result Area 4: Customer Service Focus	Key Performance Indicators
Initiatives: 4.1 Improve relationships between the Council and Community. 4.2 Establish a marketing/communication strategy to better inform the community of Council's functions and responsibilities. 4.3 Embed high level service delivery to our customers at every interface with Council.	<ul style="list-style-type: none"> ➤ Resident Survey Results ➤ Progress against approved Marketing and Communication Strategy <ul style="list-style-type: none"> ○ Response time measurement ○ Customer Relationship System data

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CHIEF EXECUTIVE PERFORMANCE AGREEMENT 2016

Key Result Area 5: New Initiatives for the City	Key Performance Indicators
<ul style="list-style-type: none"> ▪ LED lighting of City ▪ Changing work practices ▪ Improvement in City presentation ▪ Expand the ASR Water initiative Council wide <p>Initiatives:</p> <p>5.1 Give the Community a better environment in which they live.</p> <p>5.2 More effective use of funds made available to Council in achieving this.</p>	<ul style="list-style-type: none"> ➤ Savings efficiencies as per the budget ➤ Planning approvals as per E&E ➤ Greening the City targets are achieved ➤ Strategic ASR Water Initiatives document is developed and presented to Council
Key Result Area 6: Positioning of Playford	Key Performance Indicators
<p>Initiatives:</p> <p>6.1 Continue to foster and leverage relationships at a Federal, State and Local level for the benefit of the Playford Community.</p> <p>6.2 Explore opportunities to drive the City of Playford forward through its relationships with Government, NFP's, Commerce and industry.</p> <p>6.3 Participate and develop Playford's role in the Northern Economic Plan and other Government programs.</p>	<ul style="list-style-type: none"> ➤ Report Playford progress and have input into State Strategic Plan ➤ Report activity and opportunities available in quarterly report to Council ➤ Progress Playford projects within the Northern Economic Plan

C. COUNCIL/COMMITTEE TO DECIDE HOW LONG ITEM 5.1 IS TO BE KEPT IN CONFIDENCE

Purpose

To resolve how long agenda item 5.1 is to be kept confidential.

STAFF RECOMMENDATION

That pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999 the Council orders that the following aspects of Item 5.1 be kept confidential:

- Report for Item 5.1 until adoption of a revised Chief Executive Officer Performance Agreement.
- Attachment(s) for Item 5.1 until adoption of a revised Chief Executive Officer Performance Agreement.
- Discussion for Item 5.1 until adoption of a revised Chief Executive Officer Performance Agreement.
- Decision for Item 5.1 until adoption of a revised Chief Executive Officer Performance Agreement.

Options

Option 1

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- Decision for Item 5.1 until adoption of a revised Chief Executive Officer Performance Agreement.

Option 2

The Council/Committee determines a different timeframe for any “in confidence” aspects of agenda item 5.1 to remain in confidence.

Analysis of Options

Option 1

This item is excluded from the public on the basis that it relates to Section 90 (3) (a) of the Local Government Act 1999.

Until the Council considers this matter and makes a determination, all aspects of this item should remain confidential as because the matter relates to information pertaining to the personal affairs of persons and the disclosure of this information would be unreasonable because the information is sensitive to those persons and is not a matter of public knowledge.

Option 2

The Council may determine that certain or all aspects of agenda item 5.1 remain in confidence. This item is excluded from the public on the basis that it relates to Section 90 (3) (a) of the Local Government Act 1999.

Until the Council considers this matter and makes a determination, all aspects of this item should remain confidential as because the matter relates to information pertaining to the personal affairs of persons and the disclosure of this information would be unreasonable because the information is sensitive to those persons and is not a matter of public knowledge.