



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

CONFIDENTIAL MATTERS

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

Released 28 November 2018

5.1 CHIEF EXECUTIVE OFFICER'S PERFORMANCE AGREEMENT 2016

Contact Person: 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 2016

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

Option 2

The Committee recommended to Council the adoption of Attachment 1 Chief Executive Officer Performance Agreement 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.

2016 CHIEF EXECUTIVE PERFORMANCE AGREEMENT - CONFIDENTIAL

Revised 08 March, 2016



| Revised Key Result Area | Measurement Source/Tool | Proposed KPI |
|---|--|---|
| FOCUS AREA: STRATEGY | | |
| 1. Strategic Delivery | <ul style="list-style-type: none"> Annual Business Plan | Maintain and or improve Targets <i>NB: Targets, Page 40, 2015/16 Annual Business Plan</i> |
| 2. Lighthouse Project Delivery Initiative: 2.1 Commence construction on all projects in accordance with approved Project Plans. <ul style="list-style-type: none"> CBD Health Precinct Sport Precinct Fremont Park | <ul style="list-style-type: none"> Project Plans | <ul style="list-style-type: none"> Project Milestones: <ol style="list-style-type: none"> CBD <ol style="list-style-type: none"> Site works at Prince George Plaza commenced Sports <ol style="list-style-type: none"> Tennis Centre construction has commenced Bowling club detailed design completed Health <ol style="list-style-type: none"> Design work to Street scape commenced Landscaping to roundabout and signage commenced Fremont Park <ol style="list-style-type: none"> New strategy presented to Council by June 2016 Variance and exception reporting for each project <i>NB: Milestones to be achieved by the 1st of September 2016</i> |
| FOCUS AREA: ORGANISATIONAL PERFORMANCE | | |
| 3. Service Delivery Initiatives: 3.1 Establish and monitor performance against established standards. 3.2 Bed down re-alignment of the organization under the new management structure | <ul style="list-style-type: none"> Service Standards | <ul style="list-style-type: none"> Service Standards and Targets endorsed by Council Service standards results Operational standards results <i>NB: Milestone to be achieved by the 1st of September 2016</i> |

2016 CHIEF EXECUTIVE PERFORMANCE AGREEMENT - CONFIDENTIAL

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|--|---|--|
| 3.3 Give the community a better environment in which they live 3.4 More effective use of funds made available to Council in achieving this New initiatives: <ul style="list-style-type: none"> • LED lighting of the City • Changing work practices • Improvement in City presentation • Expand the ASR Water Initiatives Council wide | | <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 |
| 4. Financial Performance Initiatives: 4.1 Achieve budget and operational targets as approved by Council 15/16 4.2 Establish budget and plans for 16/17 as approved by Council | <ul style="list-style-type: none"> • Budget | <ul style="list-style-type: none"> • The audited EOY result is within the budget set by Council (budgets achieved) • Successful implementation of specific business improvement initiatives • Legislative reporting requirements are met • Budget plans achieved |
| 5. Customer Service Initiatives: 5.1 Review the current CRM system to achieve: <ul style="list-style-type: none"> • Better service and relationships with customers • More accurate and timely reporting 5.2 Embed high level service delivery to our customers at every interface with Council. | <ul style="list-style-type: none"> • Resident Satisfaction Survey (Annual Measure) • CRM System | <ul style="list-style-type: none"> • Quarterly updates maintained • Overall satisfaction score of 3.5 or greater (3.5 achieved in 2015) • Project commenced focused on improvements to the CRM system to deliver better service and improve relationships with customers |
| FOCUS AREA: ORGANISATIONAL CULTURE | | |

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| Revised Key Result Area | Measurement Source/Tool | Proposed KPI |
|---|---|--|
| 6. Relations Initiatives: 6.1 Continue to foster and leverage relationships at a Federal, State and Local level for the benefit of the Playford community. 6.2 Explore opportunities to drive the City of Playford forward through its relationships with Government, NFP's, Commerce and Industry 6.3 Participate and develop Playford's role in the Northern Economic Plan and other Government Programs 6.4 Lead and drive China program to align with other key priority initiatives 6.5 Maintain and improve relationships with the Elected Members 6.6 Improve relationships between the Council and Community 6.7 Staff satisfaction 6.8 Establish a marketing/communication strategy to better inform the community of Council's functions and responsibilities | <ul style="list-style-type: none"> • External • Staff Survey (bi-yearly) • Council • Communications | Quarterly updates provided to Council <ul style="list-style-type: none"> • Report activity and opportunities • Progress Playford projects in Northern Economic Plan • Resident Survey Results • Staff Satisfaction Survey • Develop and implement a Communications Strategy NB: Milestone to be achieved by the 30th of June 2017 |
| 7. Work Health Safety | <ul style="list-style-type: none"> • Legislation | <ul style="list-style-type: none"> • Legislative requirements are met • WHS culture is maintained and or improved |

NB: Unpredictable events and or influences which are outside of the Chief Executive Officer's control may impact or affect the outcomes detailed in this Performance Agreement. Such occurrence(s) will be conveyed in order to ensure fair evaluation of the Chief Executive Officer's performance occurs.

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

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:

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- 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.

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.