



## **AGENDA**

**FOR CEO REVIEW COMMITTEE MEETING TO BE HELD ON**

**11 JANUARY 2016 AT**

**IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY**

### **MEMBERS**

Mayor G Aldridge (Chairman)  
Cr D Balaza  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta  
Cr J Woodman  
Cr Brad Vermeer (Deputy Chairman) (Deputy Chairman)

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
Manager People and Culture, Ms G Page

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the CEO Review Committee Meeting held on 12 October 2015.

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## REPORTS

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## CLOSE



**MINUTES OF CEO REVIEW COMMITTEE MEETING HELD IN COMMITTEE  
ROOMS, 12 JAMES STREET, SALISBURY ON**

**12 OCTOBER 2015**

**MEMBERS PRESENT**

Cr B Vermeer (Deputy Chairman)  
Cr D Balaza  
Cr L Caruso  
Cr D Pilkington  
Cr D Proleta

**OBSERVERS**

Cr D Bryant

**STAFF**

Chief Executive Officer, Mr J Harry  
Manager People and Culture, Ms G Page

The meeting commenced at 6:55 pm.

The Chairman welcomed the members and staff to the meeting.

**APOLOGIES**

Apologies have been received from Mayor G Aldridge and Cr J Woodman.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr L Caruso  
Seconded Cr D Pilkington

The Minutes of the CEO Review Committee Meeting held on 07 July  
2015, be taken and read as confirmed.

**CARRIED**

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Moved Cr L Caruso  
Seconded Cr D Proleta

The Minutes of the Confidential CEO Review Committee Meeting held  
on 07 July 2015, be taken and read as confirmed.

**CARRIED**

## **REPORTS**

### *Administration*

#### **8.0.1 CEO Key Performance Indicators Status Update**

*Cr D Balaza declared an interest in the item dealing with the St Kilda  
Master Plan due to his employment.*

Moved Cr D Pilkington  
Seconded Cr L Caruso

1. Information be received and progress towards achievement of  
endorsed 2015/16 Key Performance Indicators noted.

**CARRIED**

The meeting closed at 7:32 pm.

CHAIRMAN.....

DATE.....

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<b>ITEM</b>	8.0.1
	<b>CEO REVIEW COMMITTEE</b>
<b>DATE</b>	12 January 2016
<b>HEADING</b>	Appointment of Deputy Chairman - CEO Review Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
<b>SUMMARY</b>	In accordance with Council resolution, this report addresses the requirement for Council to make a new appointment for the position of Deputy Chairman of the CEO Review Committee.

### RECOMMENDATION

1. Cr \_\_\_\_\_ be appointed as Deputy Chairman of the CEO Review Committee for a term of 12 months commencing 01/03/2016.

### ATTACHMENTS

There are no attachments to this report.

### 1. BACKGROUND

- 1.1 In February 2015 Cr Brad Vermeer was appointed as Deputy Chairman of the CEO Review Committee for a one year term. Council is now required to make a new appointment for this position.

### 2. REPORT

- 2.1 In February 2015 Cr Brad Vermeer was appointed as Deputy Chairman of the CEO Review Committee for a one year term.
- 2.2 The terms of reference for the CEO Review Committee specify:
  - *The Deputy Chairman will be appointed at the first meeting of the Committee for a period of 12 months, after which time the Committee will make a new 12 month appointment.*
- 2.3 The term of the current appointment will expire next month. Council is now required to make a new appointment for the position of Deputy Chairman of the CEO Review Committee.

### 3. CONCLUSION / PROPOSAL

- 3.1 Council is asked to make an appointment for the position of Deputy Chairman of the CEO Review Committee.

### CO-ORDINATION

Officer: MG  
Date: 07/12/2015

**ITEM 8.1.1****CEO REVIEW COMMITTEE****DATE** 11 January 2016**HEADING** CEO Key Performance Indicators Status Update**AUTHOR** Gail Page, Manager People and Culture, Business Excellence

**CITY PLAN LINKS** 4.1 To have a workforce that is planned, dynamic and skilled that enables the organisation to achieve excellence  
4.4 To ensure informed and transparent decision-making that is accountable and legally compliant  
4.5 To apply business and resource management that enables excellent service delivery and financial sustainability

**SUMMARY** This report provides a status update on progress towards achievement of the endorsed Key Performance Indicators for the Chief Executive Officer for the 2015/2016 performance review period.

**RECOMMENDATION**

1. Information be received and progress towards achievement of the endorsed 2015/2016 Key Performance Indicators to be noted and endorsed.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. KPI Status Update - Jan 2016
2. Key Matters/Activities/Projects Report

**1. BACKGROUND**

- 1.1 The CEO Employment Agreement provides that the CEO will undergo a performance review in accordance with the Personal Evaluation System in May each year for the Term of the Agreement.
- 1.2 In June 2015, the CEO Review Committee agreed the Personal Evaluation System to apply to the CEO for the 2015/2016 review period, comprising Key Performance Indicators and the Performance Appraisal Survey (as per attachments to item 8.1.1., CEO Review Committee Meeting, 09/06/2015), with the addition of a process for reporting outcomes achieved by Departments.
- 1.3 In addition, the CEO Review Committee agreed as part of the Personal Evaluation System, Key Performance Indicators be formally rated by the CEO Review Committee at the end of the review period, with an overall performance rating applied, based on the results of the Performance Appraisal Survey and achievement of KPIs.

- 1.4 In accordance with past practice, a status update on Key Performance Indicators is provided on a quarterly basis. This report provides the second status update for 2015/2016. Refer Attachment 1.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

- 2.1.1 The Executive team have been consulted and provided input to the Key Performance Indicators status update.

## **3. REPORT**

- 3.1 Attachment 1 to this report sets out the agreed KPIs for the 2015/16 performance review period and provides a brief report in relation to each item, where applicable. This attachment, together with any other matters members of the Committee wish to raise should form the basis of discussion at the meeting.
- 3.2 With reference to the additional requirement in Section 1.2 of this report (“with the addition of a process for reporting outcomes achieved by Departments”), it was reported in October 2015 the CEO will report on the other initiatives across the organisation in the Performance Review report following each quarter review of finances by Council. The intent of this approach is to provide a reporting basis which is consistent and aligned with the periodic review of the Councils overall performance. Attachment 2 identifies key matters/activities/projects delivered from July 2015 to December 2015 arranged by Key Strategic Directions and Departments. Please note that these items included in this report are additional to those matters covered in the CEO’s PDR. It is also worth noting that this schedule does not include the entire Capital Works Program which is reported separately on a monthly basis and in summary form at each Quarterly Financial Review.

## **4. CONCLUSION / PROPOSAL**

- 4.1 The next consideration of Key Performance Indicators achievement and reporting of outcomes achieved by Departments will occur following the end of Financial Year Quarter 3 (March 2016).

## **CO-ORDINATION**

Officer:

Date:





## STATUS UPDATE – January 2016 - Attachment 1

## CEO Key Performance Indicators – 2015/16

Agreed Indicator	Agreed Timeframe	Status Update
<b>Key Direction 1 – The Prosperous City</b>		
<p><i>Salisbury City Centre Revitalisation program:</i></p> <ul style="list-style-type: none"> <li>Progress the implementation of the Revitalisation program including: <ul style="list-style-type: none"> <li>Concept development of City Centre Community Hub and administration building(s)</li> <li>Investment attraction for development on Council land and on private and government land holdings in the centre</li> <li>Finalisation and implementation of the SCC Urban Design Framework</li> <li>Finalisation of the Salisbury Oval Precinct Master Plan</li> <li>Finalisation of the SCC Development Plan Amendment</li> </ul> </li> </ul>	<p>June 2016 for specific projects</p> <p>Ongoing in relation to the revitalisation program</p> <p>December 2015 May 2016 February 2016</p>	<ul style="list-style-type: none"> <li>Council resolved on 28/9/15 to investigate further a preferred option for the proposed Community Hub, with a further report on outcomes scheduled for early 2016.</li> <li>A working agreement has been established and an initial meeting has been held with a potential project participant, and an expert Advisory Panel is being established to provide advice on options as they are developed.</li> <li>The outcomes of the Community Hub option investigation will then allow confirmation of Council land available for investment and development, and a program in relation to that land.</li> <li>The SCC DPA has been reviewed in the context of the outcomes of the Salisbury Oval Precinct Master Plan and Urban Design Framework to enable the outcomes to be reflected in the DPA.</li> <li>Both the SCC Urban Design Framework and SCC DPA are scheduled to be reported to Council in January 2016.</li> <li>The public consultation commenced late October 2015 for the development of a master plan for the Salisbury Oval. Master Plan to be reported to Council in April 2016.</li> <li>Informal Strategy with Elected Members have been held regarding the concept development for oval and environs.</li> <li>Negotiations with the Salisbury Bowling Club regarding future development options have occurred in August and September with a report provided to Council in October 2015, agreeing Council position and direction. Further report to Council in January regarding negotiations to date.</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

<p><i>Salisbury City Centre Regional Community Hub</i></p> <ul style="list-style-type: none"> <li>- Finalise an architectural concept for the Salisbury City Centre Regional Community Hub and civic administration facilities, and develop a funding and procurement model.</li> </ul>	June 2016	
<p><i>Growth Action Plan</i></p> <ul style="list-style-type: none"> <li>• Ensure the finalisation and effective ongoing implementation of the Growth Action Plan <ul style="list-style-type: none"> <li>• Urban Infill/ Regeneration</li> <li>• Ridley Development</li> <li>• Tranche 2 of Strategic Property Development (in accordance with Council Program)</li> <li>• Transport Plan</li> </ul> </li> </ul>	<p>Ongoing</p> <p>September 2015</p>	<ul style="list-style-type: none"> <li>• The Growth Action Plan has been re-scheduled for reporting to Council upon release of the State Government's review of the 30 Year Plan for Greater Adelaide, to enable the outcomes of the review to be incorporated into the GAP projections. Timing of finalisation of the review of the 30 Year Plan is not confirmed.</li> <li>• The Ridley Corporation have completed an expression of interest process in relation to the Salt Fields and a sale agreement has been entered into with Epic Group, a company associated with Adelaide Resource Recovery. The announcement by the State and Federal Governments of funding for the Northern Connector will assist the timing and viability of the Dry Creek salt fields urban development.</li> <li>• The program for the Tranche 2 Strategic Property Development was approved by Council in September 2015, including approval of the business case for Walpole Road Stage 3. Land division approval has been received for Walpole Road Stage 3 and civil design documentation, tendering, and the finalisation of a sales strategy, are targeted for completion by February/March 2016.</li> <li>• The Integrated Transport Plan was scheduled for consideration by Council in December 2015 to enable further review as a consequence of the Northern Connector announcement and in expectation that the Northern Economic Plan would have been completed. With the NEP now scheduled to be launched on 28 January 2016, finalisation of the integrated Transport Plan has been deferred until February 2016 to enable alignment with the NEP.</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

<p><i>Partnering</i></p> <ul style="list-style-type: none"> <li>Develop and review new or existing opportunities and processes that achieve effective partnering and optimisation of resources with adjoining councils, private sector entities and State and Federal Government, specifically:             <ul style="list-style-type: none"> <li>Northern Economic Leaders – Co-Chair</li> <li>Economic development opportunities with the City of Playford and City of Port Adelaide Enfield</li> <li>University of South Australia</li> <li>State and Federal Government Manufacturing and Automotive industry transformation</li> <li>Northern Adelaide Economic Plan (State Government, Private Sector &amp; Local Government)</li> </ul> </li> </ul>	<p>Ongoing</p> <p>October 2015 &amp; ongoing</p>	<ul style="list-style-type: none"> <li><i>The transition of Northern Economic Leaders to a northern Adelaide region business representative group is underway, with briefings held with Port Adelaide Enfield and Playford businesses, and support from existing NEL members.</i></li> <li><i>The Northern Economic Plan provides a platform to progress a number of economic agendas, including a regional approach to economic development with Playford and Port Adelaide Enfield, and transitioning to a post-automotive industry economy. University of SA is engaged in the process, and the CEO is also a member of the NEP Implementation Group.</i></li> <li><i>The Northern Economic Plan is nearing completion and is scheduled for launch by the Premier and the Minister on 28 January 2016. Draft considered by Council in November 2015.</i></li> <li><i>Monthly meetings are held between CEO's of Playford and Port Adelaide Enfield.</i></li> </ul>
<p><i>City Plan</i></p> <ul style="list-style-type: none"> <li>Develop and adopt new City Plan</li> </ul>	<p>February 2016</p>	<ul style="list-style-type: none"> <li><i>Elected Member Workshops were held across 2015 on various elements of the City Plan, and extensive community consultation has occurred to inform the Plan content.</i></li> <li><i>A final draft of the City Plan will be presented to Council in January 2016 for approval for the final round of community consultation, with the City Plan scheduled for consideration and adoption by Council in April 2016.</i></li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

<p><i>Capital Works Program</i></p> <ul style="list-style-type: none"> <li>• Delivery of Capital Works Program (exclusive of IT, Strategic Property and WBU) within 85% of budget</li> </ul>	June 2016	<ul style="list-style-type: none"> <li>• <i>Monthly Capital Works reports are reported to Works and Services Committee, and a full Capital Works report included in each Quarterly Report.</i></li> <li>• <i>Key project update:</i></li> <li>• <i>St Kilda redevelopment Precinct 1 successfully completed and launched 22 November 2015.</i></li> <li>• <i>Underdown Park – Buildings – Tender in February 2016. Construction March 2016-September 2016</i></li> <li>• <i>North Pines Club Rooms – Contract for construction let. To commence in January/February 2016.</i></li> <li>• <i>Para Hills Library – Concept design development to be complete by June 2016.</i></li> <li>• <i>Bridgestone Development – Under construction for passive recreation. To be completed by June.</i></li> </ul>
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## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 2 – The Sustainable City</b>		
<p><i>Asset Management:</i></p> <ul style="list-style-type: none"> <li>Finalise development of Asset Management Plans across all key categories</li> <li>Undertake and implement operational review of data capture and input into the Asset Management System (Audit)</li> </ul>	<p>November 2015</p> <p>June 2016</p>	<ul style="list-style-type: none"> <li>Complete.</li> <li>Asset Management Plans, Strategy and Policy were presented to the Audit Committee in July 2015.</li> <li>Council endorsed the Strategy and Policy and approved the plans for public consultation in July 2015.</li> <li>Public consultation documentation was developed and advertised in the Messenger 29 September 2015.</li> <li>Asset Management Plans endorsed by Council in November 2015.</li> <li>Executive had endorsed Stage One of the project that will deliver enhanced systems and processes to ensure information is accurate and timely for decision making and improving customer response.</li> </ul>
<p><i>Northern Adelaide Region Adaptation Plan</i></p> <ul style="list-style-type: none"> <li>Complete the preparation of the Northern Adelaide Region Adaptation Plan as a jointly-funded project with the City of Playford</li> </ul>	<p>June 2016</p>	<ul style="list-style-type: none"> <li>Informal Strategy for Elected Member input and update occurred in September 2015.</li> <li>A draft of the adaptation plan is scheduled for presentation to Council in April 2016.</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 2 – The Sustainable City</b>		
<i>Civic Building Management Plan</i>		
<ul style="list-style-type: none"> <li>Develop a strategy/plan to address long term operational requirements for the James Street building ensuring alignment with City Centre revitalisation process and Community Hub Project</li> </ul>	December 2015	<ul style="list-style-type: none"> <li>The consultant's report is completed. The findings have been included as an input into the Salisbury Community Hub project.</li> <li>Progress will be reported as part of Key Direction 1 – Salisbury City Centre Revitalisation Program.</li> <li>Upgrade works such as roofing replacement held in abeyance until Community Hub position determined.</li> <li>No further action for this indicator.</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 3 – The Living City</b>		
<i>Paddocks Community Centre</i>		
<ul style="list-style-type: none"> <li>Agree on future location and scope of the Paddocks Community Centre – to inform the design phase</li> </ul>	September 2015	<i>Complete.</i> <i>A report was prepared for the September Policy and Planning Committee. The Council resolved to develop a concept design in consultation with the local community for a new Community Centre at Para Hills and demolition of the existing Paddocks facility.</i>
<ul style="list-style-type: none"> <li>Concept Design and Development of upgraded facility at Para Hills east</li> </ul>	June 2016	
<i>Burton Community Hub</i>		
<ul style="list-style-type: none"> <li>Determine option for the future development and use of the Burton Childcare Centre to complement and enhance the existing facilities at the Hub</li> </ul>	December 2015	<i>A project brief has been developed and project team is working towards a preferred direction. Report to Council in March 2016.</i>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 3 – The Living City</b>		
<i>St Kilda Master Plan</i>		
<ul style="list-style-type: none"> <li>- Implementation of play space development: <ul style="list-style-type: none"> <li>• Castle</li> <li>• Volcano</li> <li>• Amenity building and tram stop relocation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>July 2015</li> <li>September 2015</li> <li>November 2015</li> </ul>	<ul style="list-style-type: none"> <li>• Works for stage 1 of the master plan complete.</li> <li>• Volcano, Castle and Amenity building completed prior to the Opening event on Sunday 22 November, attended by over 11,000 people.</li> <li>• Design works completed on the tram stop. Tram stop relocation and additional lawn area, seating and BBQs budget approved November 2015. Works will be completed May 2016.</li> <li>• Master Plan for presentation to Council by June 2016.</li> <li>• Initial planning workshops have been undertaken.</li> <li>• Constraints and issues have been identified and will be documented.</li> <li>• Further investigations are still to occur and detailed plan prepared for consideration as a part of 16/17 Budget.</li> </ul>
<ul style="list-style-type: none"> <li>- Development of four precinct plans arising from Structure Plan</li> <li>- Note Stage 2 by June 2016</li> </ul>	<ul style="list-style-type: none"> <li>June 2016</li> </ul>	
<i>Communications Strategy</i>		
<ul style="list-style-type: none"> <li>- Develop an integrated communications strategy</li> </ul>	<ul style="list-style-type: none"> <li>September 2015</li> </ul>	<ul style="list-style-type: none"> <li>• The draft structure, strategic themes and objectives have been presented to Executive and Elected Members. The Communications Strategy will be presented to Council for endorsement early in 2016.</li> </ul>



## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 3 – The Living City</b>		
<i>Customer Service Improvement Program</i>  - Implementation of Program for Elected Members and Staff <ul style="list-style-type: none"> <li>Program of Works established</li> </ul>	June 2016	<ul style="list-style-type: none"> <li>Stage 1 of draft Customer Service Improvement Project (CSIP) Action Plan, outlining the proposed objectives and outcomes, was presented to Executive in October.</li> <li>Stage 2 to develop to the final draft CSIP Action Plan, involving interviews with all General and Divisional Managers to define the required tasks, was completed in December.</li> <li>Feedback was also sought from Elected Members at the Informal Strategy in November 2015.</li> <li>Executive to review the final draft CSIP Action Plan in January 2016 for endorsement.</li> <li>The staged implementation of the Action Plan will commence in January following Executive endorsement with a number of key milestones to be delivered before June 2016.</li> </ul>
<i>Public Health</i>  - Delivery of the public health agenda <ul style="list-style-type: none"> <li>Interim report to Council</li> </ul>	June 2016	<ul style="list-style-type: none"> <li>Elected Member briefing occurred in June 2015.</li> <li>A status update was presented to October Council meeting.</li> <li>Final report on activities to State Government in September 2016.</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 3 – The Living City</b>		
<i>Vitality of the City Centre</i>		
<ul style="list-style-type: none"> <li>- Enhance the vitality of the City Centre in partnership with the Town Centre Association through the implementation of a schedule of activities (as part of ongoing implementation of the City Pride agenda)</li> </ul>	Ongoing & June 2016	<ul style="list-style-type: none"> <li>• <i>The Town Centre Association is undergoing a significant change in leadership, and will be redefining their role. CEO and GM Community Development and GM City Development will be in discussions with the Association regarding ongoing partnership.</i></li> <li>• <i>2016 Salisbury Secret Garden program has been developed and is being promoted.</i></li> <li>• <i>Discussions have occurred with the Traders Association regarding their role in the program.</i></li> <li>• <i>Traders Association providing sponsorship for the 2016 Secret Garden.</i></li> <li>• <i>Movie night program developed.</i></li> <li>• <i>Meetings to occur with the Traders Association in relation to the development of other place activation strategies including the potential multi-cultural festival and Christmas carols.</i></li> <li>• <i>Christmas pageant delivered by Traders Association following extensive discussions and support provided by Council.</i></li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 4 – Achieving Excellence</b>		
<i>Financial Management</i>		
<ul style="list-style-type: none"> <li>Maintain sound financial health as the basis for achieving the Council's vision for the future and subject to Council decisions, achieve the budgeted outcomes for the following financial indicators &amp; targets: <ul style="list-style-type: none"> <li>Operating Surplus Ratio: between 0% and 5%</li> <li>Net Financial Liabilities Ratio: less than 40%</li> <li>Asset Sustainability Ratio: between 90% and 110%</li> <li>MOA Enterprise Bargaining agreement 2015/2016 signed</li> <li>LGE Enterprise Bargaining Agreement 2016/17 – 17/18</li> </ul> </li> </ul>	<p>June 2016</p> <p>December 2015 August 2016</p>	<p><i>The current forecast results are in line with the approved budget and within the agreed targets.</i></p> <p><i>Completed and agreed within agreed parameters.</i></p>
<i>Organisational integrity</i>	Ongoing	<ul style="list-style-type: none"> <li><i>Outcomes from the Contracts and Procurement audit are being implemented to further enhance systems and incorporated into the current program review of Contracts and Procurement Division.</i></li> <li><i>The final results from the external audit of our internal controls has shown a high level of maturity in systems that minimise risks to the organisation.</i></li> <li><i>Risk Management framework and identification of Risks has been completed and will be discussed at the Audit Committee Workshop in November.</i></li> <li><i>Business Continuity and Incident Management Plans for the organisation have been completed and will be regularly reviewed.</i></li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 4 – Achieving Excellence</b>		
<i>Organisational and Service Review</i> <ul style="list-style-type: none"> <li>Continue the Program Review across the organisational functions as agreed with Council.</li> <li>Completion of planned reviews and delivery of agreed outcomes and reporting via the Program Review Sub-Committee</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Update Report considered by Council in December 2015 and a revised program of reviews endorsed.</li> <li>Approximately \$1.5 million in savings has been achieved to date along with enhanced processes and customer service outcomes. Services are being aligned to customer needs.</li> <li>The Program Review has continued with recent completion of Development Services, and People &amp; Culture, Information Services. The outcomes of these reviews are being implemented.</li> <li>Parks &amp; Landscape and Civil has been endorsed by Council and staff are currently being consulted.</li> <li>The Contracts &amp; Procurement, Waste Transfer Station, Technical Services and Project Services (Capital) are being progressed.</li> <li>Waste Transfer Station is being reviewed internally with QA as required by consultant.</li> <li>Technical Services and Project Services (Capital) – engagement of a consultant is by mid-February 2016.</li> <li>Current Status Reports for Technical Services, Projects, Waste Transfer Station.</li> </ul>
	February 2016	
	June 2016	

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 4 – Achieving Excellence</b>		
<i>Business Planning &amp; Accountability Framework</i> <ul style="list-style-type: none"> <li>• Deliver Business Planning and Accountability Framework for the organisation</li> <li>• In line with the review of the City Plan ensure the organisational accountability framework is enhanced and supporting improved organisational improvement</li> <li>• Enhanced Individual Performance Development Plans aligned to the City Plan</li> <li>• Enhanced corporate reporting against the City Plan strategic indicators.</li> </ul>	December 2015	<p><i>The Accountability Framework has been endorsed including the process of implementing including a new Performance Development Plan (PDP) process to ensure alignment of individual objectives to organisational outcomes. Majority of employees have completed PDP with balance to be complete by January 2016.</i></p> <p><i>Simultaneously Business Plans for Departments and Divisions for 3 year periods are being completed and aligned with revised City Plan for commencement of the 16/17 financial year.</i></p> <p><i>The draft City Plan incorporates a number of indicators under each strategic direction to enable monitoring of progress against the Plan.</i></p>
<i>Safety</i> <ul style="list-style-type: none"> <li>• KPI Audit – 0 non-conformances</li> <li>• Lost Time Injury Frequency Rate (LTIFR) of 5 or less</li> </ul>	At time of audit June 2016	<ul style="list-style-type: none"> <li>• KPI Audit completed in November 2015 by LGAWCS and in part by independent external auditor.</li> <li>• WHS management system: <ul style="list-style-type: none"> <li>○ 10 conformances</li> <li>○ 1 non-conformance – further work to be done Task Risk Assessments and Safe Work Method Statements (for high risk construction activities)</li> </ul> </li> <li>• Return to Work Management System: <ul style="list-style-type: none"> <li>○ 12 conformances</li> </ul> </li> <li>• Continue LTIFR tracking to June 2016</li> </ul>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
<b>Key Direction 4 – Achieving Excellence</b>		
<i>Organisational Capability</i>		
<ul style="list-style-type: none"> <li>3 year Workforce planning is in place, aligned with City Plan and Program Reviews</li> <li>Succession plan for critical business positions in place</li> </ul>	<p>December 2015</p> <p>June 2016</p>	<p><i>3 year workforce plan linked to Departmental Plans</i></p> <p><i>Succession Planning process delayed to ensure Performance &amp; Development Plans completed (December 2015). Now due for completion June 2016.</i></p>

## STATUS UPDATE – January 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Timeframe	Status Update
<b>Advice to and Relationship with Council</b>		
<i>Elected Member/Administration Relationships</i> - Provide opportunities to enhance the ongoing working relationship between elected members and administration to ensure effective governance of the City of Salisbury	Ongoing	<ul style="list-style-type: none"> <li>• <i>Informal Strategy provides primary contact and the content remains relevant and timely.</i></li> <li>• <i>Project Specific briefings occur as requested/required between staff and Elected Members.</i></li> <li>• <i>Responses to Elected Member enquiries remains a focus of attention.</i></li> </ul>
<i>Elected Members Strategic Planning</i> - Facilitate a process that provides Elected Members with appropriate information for strategic decision-making	Ongoing	<ul style="list-style-type: none"> <li>• <i>Elected Member Workshop scheduled 27 and 28 February 2016.</i></li> <li>• <i>Elected Member training and development program focussed on strategic decision making delivered in September 2015.</i></li> <li>• <i>Elected Member development agenda endorsed by Council in November 2015 for expected delivery by May 2016</i></li> </ul>
<i>Civic Governance</i> - Facilitate ongoing assessment and development of elected member governance capability, including implementation of self-assessment processes for Council	Ongoing	





## KEY MATTERS/ACTIVITIES/PROJECTS DELIVERED JULY 2015 – DECEMBER 2015

(Includes matters considered by Council and is additional to matters addressed in CEO PDR) Attachment 2

## CEO Key Performance Indicators – 2015/16

Indicator	Department	Status Update
<b>Work Initiatives Achieved in the last 6 months</b>		
<b>Key Direction 1: Prosperous City</b>		
Waterloo Corner Road Development Plan Amendment SA Water Expression of Interest	City Development Business Excellence	
Main Roads (Salisbury Highway and Main North Road) Development Plan Amendment	City Development	
Planning Development Infrastructure Bill 2015	City Development	
China Strategy and Linyi Delegation including signing of Friendly City arrangements	Community and City Development	
Ministerial Existing Activity Centres Policy Review DPA for Consultation	City Development	
Rural (Aircraft Noise) Direk Residential and Industry Interface Development Plan Amendment	City Development	
Mawson Lakes Development Plan Amendment	City Development	
Strategic International Business Partnership Opportunities	Community Development	
Salisbury City Centre Way finding/Stage 2 Implementation – Salisbury Highway Overpass Sign	City Development	
Proposed Greater Edinburgh Parks Precinct Authority	City Development	
Development Assessment Agendas and Applications	City Development	

## KEY MATTERS/ACTIVITIES/PROJECTS DELIVERED JULY 2015 – DECEMBER 2015

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## CEO Key Performance Indicators – 2015/16

Indicator	Department	Status Update
<b>Work Initiatives Achieved in the last 6 months</b>		
<b>Key Direction 2: Sustainable City</b>		
Tree Management Framework	City Infrastructure	
Landscape Design Policy for Endorsement	City Infrastructure	
Submission on Consultation Papers to develop a new Climate Change Strategy for South Australia	City Development	
NAWMA – Appointment of Independent Chair and amended Charter	City Infrastructure	
Penfield Sporting Association: Water Pricing for Member Clubs	Business Excellence	
Inghams Water Supply Agreement	Business Excellence	
<b>Key Direction 3: Living City</b>		
Mawson Lakes Pedestrian and Cycle Access Across the Rail Corridor	City Infrastructure	
Community Playground to Accommodate for increased residential area within 'The Boulevard', 'The Glades' and 'Emerald Green' Parafield Gardens	Community Development	
Salisbury Residential 1 Zone – Development Assessment guide and policy matters	City Development	
Social Enterprise Model Pizza Oven	Community Development	
2016 Fringe Street Art Explosion Program	Community Development	
Nine Network Partnership	Community Development	
Traffic Management Options – Elder Smith Road, Mawson Lakes	City Infrastructure	
Walpole Road Stage 3 Prudential Report	City Development	
Change to Road Rules to accommodate Cyclists – application within City of Salisbury	City Infrastructure	
Request for Variation to Deed of Arrangement for the Dennison Centre	Community Development	
City of Salisbury Ageing Strategy 2015-2020 – 'Age Friendly Salisbury'	Community Development	

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**KEY MATTERS/ACTIVITIES/PROJECTS DELIVERED JULY 2015 – DECEMBER 2015**

(Includes matters considered by Council and is additional to matters addressed in CEO PDR) Attachment 2

**CEO Key Performance Indicators – 2015/16**

Indicator	Department	Status Update
<b>Work Initiatives Achieved in the last 6 months</b>		
Little Para Par 3 Golf Course – Further Information and Future Development	City Infrastructure	
Youth Council Review	Community Development	
Review of Verge Development by Residents Guidelines	Community Development	
Aged Strategy (Developed and Endorsed) 2015-2020	Community Development	
Stage End – Tour Down Under 2017	Community Development	
Sports, Recreation and Grants Agenda (Grants and Minor Capital Works Program	Community Development	
By Laws Review 2015	City Development	
2015/2016 and 2016/2017 Road Safety Black Spot Projects – Signalisation of the Bolivar Road and Kings Road T-Junction at Paralowie	City Infrastructure	
Acquisition of a Portion of 37 Park Terrace Salisbury to facilitate construction of a footpath	City Infrastructure	
Dog Control within Enclosed Play Spaces	City Development	
Home and Community Care (HACC) Funding Changes	Community Development	
Collaboration Agreement between Council and Community Centres	Community Development	
6 Citizenship Ceremonies	CEO Office	
<b>Key Direction 4: Business Excellence</b>		
First Quarter Budget Review 2015	Business Excellence	
Review of the Public Consultation Policy and Community Engagement Framework	Business Excellence Governance CEO Office	
Local Government Association of SA Governance Review and City of Salisbury Membership Status	Business Excellence Governance CEO Office	

## KEY MATTERS/ACTIVITIES/PROJECTS DELIVERED JULY 2015 – DECEMBER 2015

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CEO Key Performance Indicators – 2015/16		
Indicator	Department	Status Update
<b>Work Initiatives Achieved in the last 6 months</b>		
Submission on Rate Capping	Business Excellence	
Asset Policy Review	City Infrastructure	
Treasury Policy	Business Excellence	
Draft Annual Report 2014/15	Business Excellence	
Treasury Report for Year Ended 30 June 2015	Business Excellence	
City of Salisbury contribution to Local Government Association	Business Excellence	
Negotiation and agreement of MOA EB in November 2015	Business Excellence	
Commencement of LGE EB negotiations	CEO Office	
	Business Excellence	
Code of Conduct Investigation and Reporting	CEO Office	
Support for Elected Members – Notice of motions, IT, general advice and customer service	Governance	
Discretionary Rate Rebate Application – Adelaide Benevolent Society	Business Excellence	
Asset Management Plans, Strategy and Policy	Business Excellence	
	City Infrastructure	
Internal Audit Plan 2015-16 Financial Year	Business Excellence	
	Governance	
Review of Prudential Management Policy	Business Excellence	
Certification of the 2015 Annual Financial Statements	Business Excellence	
Events delivered by City of Salisbury includes:		
St Kilda Playground Opening		
Mobara Festival		
Salisbury Writers Week Festival		
Salisbury Christmas Pageant		
Asbestos Victims Ceremony		

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CEO Key Performance Indicators – 2015/16		
Indicator	Department	Status Update
Work Initiatives Achieved in the last 6 months		
Vietnam Veterans Celebration Legends Award Cocktail Function Mayor's Christmas Breakfast		