



AGENDA

FOR CEO REVIEW COMMITTEE MEETING TO BE HELD ON

19 APRIL 2016 AT 8:30 PM

IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY

MEMBERS

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

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 11 January 2016.

REPORTS

Administration

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8.0.2	Appointment of an Independent Advisor	23

CLOSE



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

11 JANUARY 2016

MEMBERS PRESENT

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

STAFF

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

The meeting commenced at 7:07 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies were received from Cr D Pilkington and Cr S Bedford as proxy.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Caruso
Seconded Cr D Proleta

The Minutes of the CEO Review Committee Meeting held on 12
October 2015, be taken and read as confirmed.

CARRIED

REPORTS

Administration

8.0.1 Appointment of Deputy Chairman - CEO Review Committee

Moved Cr B Vermeer

Seconded Cr L Caruso

1. The Elected Member holding the office of Deputy Mayor be appointed as Deputy Chairman of the CEO Review Committee for the remainder of the term of the Council, commencing 01/03/2016, and the Terms of Reference for the CEO Review Committee be amended to reflect this.

CARRIED

Reports

8.1.1 CEO Key Performance Indicators Status Update

Moved Cr B Vermeer

Seconded Cr J Woodman

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

CARRIED

The meeting closed at 7:30 pm.

CHAIRMAN.....

DATE.....

ITEM	8.0.1
	CEO REVIEW COMMITTEE
DATE	19 April 2016
HEADING	CEO Key Performance Indicators Update
AUTHOR	Gail Page, Manager People and Culture, Business Excellence
CITY PLAN LINKS	<p>4.1 To have a workforce that is planned, dynamic and skilled that enables the organisation to achieve excellence</p> <p>4.4 To ensure informed and transparent decision-making that is accountable and legally compliant</p> <p>4.5 To apply business and resource management that enables excellent service delivery and financial sustainability</p>
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. Status Update - CEO Key Performance Indicators

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 third 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. A further Attachment will be tabled at the meeting which identifies key matters/activities/projects delivered from January 2016 to March 2016 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 4 (June 2016).

CO-ORDINATION

Officer: CEO
Date: 14/04/2016

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16

Agreed Indicator	Agreed Timeframe	Status Update
Key Direction 1 – The Prosperous City		
<p><i>Salisbury City Centre Revitalisation program:</i></p> <ul style="list-style-type: none"> Progress the implementation of the Revitalisation program including: <ul style="list-style-type: none"> Concept development of City Centre Community Hub and administration building(s) Investment attraction for development on Council land and on private and government land holdings in the centre Finalisation and implementation of the SCC Urban Design Framework Finalisation of the Salisbury Oval Precinct Master Plan Finalisation of the SCC Development Plan Amendment 	<p>June 2016 for specific projects</p> <p>Ongoing in relation to the revitalisation program</p> <p>December 2015</p> <p>May 2016</p> <p>February 2016</p>	<ul style="list-style-type: none"> Council resolved on 28/9/15 to investigate further a preferred option for the proposed Community Hub and an update was provided through the Elected Member Workshop in February 2016. Discussions are continuing with external parties and internally in relation to the development of options. An external expert Advisory Group has been established to provide advice on the options and process for delivery of the Community Hub and has been meeting regularly since January 2016. The outcomes of the Community Hub option investigation will then allow confirmation of a preferred site for the Community Hub and office, and the resultant Council land available for investment and development, and a program in relation to that land. A report to Council on this phase of the project is anticipated by July 2016 following endorsement by Council in February 2016. Provision has been made in the draft 2016/17 budget and beyond for the delivery of the project. 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, and public consultation or the DPA closes at the end of April 2016. Key land owners in the SCC are also being provided with individual briefings. 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. Informal Strategy with Elected Members have been held regarding the concept development for oval and environs. Two concepts are being developed for the Salisbury Oval Precinct Master Plan. These concepts will be submitted to Council in June 2016 at which

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STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16

Agreed Indicator	Agreed Timeframe	Status Update
Key Direction 1 – The Prosperous City		
		<p><i>time endorsement will be sought for one concept. Community consultation will commence in August 2016 of the preferred concept.</i></p> <ul style="list-style-type: none"> <i>Negotiations with the Salisbury Bowling Club regarding future development options occurred in August and September with a report provided to Council in October 2015, agreeing Council position and direction. A further report was provided in January confirming direction.</i>
<p><i>Salisbury City Centre Regional Community Hub</i></p> <ul style="list-style-type: none"> - Finalise an architectural concept for the Salisbury City Centre Regional Community Hub and civic administration facilities, and develop a funding and procurement model. 	June 2016	

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16

Agreed Indicator	Agreed Timeframe	Status Update
Key Direction 1 – The Prosperous City		
<p><i>Growth Action Plan</i></p> <ul style="list-style-type: none"> Ensure the finalisation and effective ongoing implementation of the Growth Action Plan <ul style="list-style-type: none"> Urban Infill/ Regeneration Ridley Development Tranche 2 of Strategic Property Development (in accordance with Council Program) Transport Plan 	<p>Ongoing</p> <p>September 2015</p>	<ul style="list-style-type: none"> The review of the 30 Year Plan for Greater Adelaide by the State Government has been delayed. This was originally proposed to be an input to the Growth Action Plan but due to the delays the Growth Action Plan will now be finalised for presentation to Council in July 2016. Further investigation has been required in relation to residential growth and demand. Upon release of the revised 30 Year Plan the Growth Action Plan will be reviewed further to take into account the 30 Year Plan projections. 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. Council staff continue to liaise with Epic Group, Ridley and State Government agencies in relation to the project. 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 for Walpole Road Stage 3 and civil design documentation, tendering, and the finalisation of a sales strategy, are completed and civil construction is underway. Sales and marketing has commenced. The Integrated Transport Plan was originally scheduled for consideration to 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. The Integrated Transport Plan is now scheduled for presentation to Council by June 2016, taking into account the Northern Economic Plan directions, the further detail available in relation to the Northern Connector project, and the findings of the draft Growth Action Plan. A budget new initiative bid for traffic modelling was submitted for consideration in the 2016/17 budget.

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CEO Key Performance Indicators – 2015/16

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STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16

Agreed Indicator	Agreed Timeframe	Status Update
Key Direction 1 – The Prosperous City		
<i>Capital Works Program</i> <ul style="list-style-type: none"> Delivery of Capital Works Program (exclusive of IT, Strategic Property and WBU) within 85% of budget 	June 2016	<ul style="list-style-type: none"> Monthly Capital Works reports are reported to Works and Services Committee, and a full Capital Works report included in each Quarterly Report. Key project update: St Kilda redevelopment Precinct 1 successfully completed and launched 22 November 2015. Underdown Park – Buildings – Tender evaluation completed with award in April 2016. Construction April 2016-October 2016 North Pines Club Rooms – Construction well underway. Completion by June 2016. Para Hills Library – Concept design development to be complete by June 2016. Bridgestone Development – Under construction. Tender evaluation for above ground amenities underway. Target for works to be completed in July 2016.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 2 – The Sustainable City		
<p><i>Asset Management:</i></p> <ul style="list-style-type: none"> Finalise development of Asset Management Plans across all key categories Undertake and implement operational review of data capture and input into the Asset Management System (Audit) 	<p>November 2015</p> <p>June 2016</p>	<ul style="list-style-type: none"> Complete. Asset Management Plans, Strategy and Policy were presented to the Audit Committee in July 2015. Council endorsed the Strategy and Policy and approved the plans for public consultation in July 2015. Public consultation documentation was developed and advertised in the Messenger 29 September 2015. Asset Management Plans endorsed by Council in November 2015. 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. A NIB has been included for consideration by Council to undertake the Asset Management Improvement Project in 2016/17 which will deliver enhanced and efficient asset management processes and improved customer service. The initiative is subject to a detailed business case prior to proceeding An internal audit action was undertaken by GHD consultants to determine a best practice framework to deliver Strategic Asset Management and this is being reported to the Audit Committee in April 2016. The audit has identified that the organisation has a mature asset management practice and the staff are well briefed in regard to their roles and responsibilities across the Asset Management System.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 2 – The Sustainable City		
<i>Northern Adelaide Region Adaptation Plan</i> <ul style="list-style-type: none"> Complete the preparation of the Northern Adelaide Region Adaptation Plan as a jointly-funded project with the City of Playford 	June 2016	<ul style="list-style-type: none"> Informal Strategy for Elected Member input and update occurred in September 2015. A draft of the adaptation plan is scheduled for presentation to Council in May 2016 through Informal Strategy. A New Initiative Bid is included for consideration in the draft 2016/17 budget to resource implementation of the plan.
<i>Civic Building Management Plan</i> <ul style="list-style-type: none"> 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 	December 2015	<ul style="list-style-type: none"> The consultant's report is completed. The findings have been included as an input into the Salisbury Community Hub project. Progress will be reported as part of Key Direction 1 – Salisbury City Centre Revitalisation Program. Upgrade works such as roofing replacement held in abeyance until Community Hub position determined. No further action for this indicator.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 3 – The Living City		
<i>Paddocks Community Centre</i>		
<ul style="list-style-type: none"> Agree on future location and scope of the Paddocks Community Centre – to inform the design phase 	September 2015	<p><i>Complete.</i></p> <p><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></p>
<ul style="list-style-type: none"> Concept Design and Development of upgraded facility at Para Hills east 	June 2016	<p><i>A tender for the Council Panel of pre-qualified Architects was conducted in February and Thompson Rossi was awarded the business and signed the brief for Services on 30/3/2016. Fortnightly meetings are taking place from 4 April 2016 with the Consultants.</i></p>
<i>Burton Community Hub</i>		
<ul style="list-style-type: none"> Determine option for the future development and use of the Burton Childcare Centre to complement and enhance the existing facilities at the Hub 	December 2015	<p><i>A project brief has been developed and project team is working towards a preferred direction. Report to Council in March 2016. This matter was considered by Executive in March and a Council report will be presented in April 2016.</i></p>

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 3 – The Living City		
<i>St Kilda Master Plan</i>		
<ul style="list-style-type: none"> - Implementation of play space development: <ul style="list-style-type: none"> • Castle • Volcano • Amenity building and tram stop relocation - Development of four precinct plans arising from Structure Plan - Note Stage 2 by June 2016 	<p>July 2015 September 2015 November 2015</p> <p>June 2016</p>	<ul style="list-style-type: none"> • Works for stage 1 of the master plan complete. • Volcano, Castle and Amenity building completed prior to the Opening event on Sunday 22 November, attended by over 11,000 people. • 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 by May 2016. • Concept plan for Stage 2 of the St Kilda Master Plan is being developed for presentation to Council in June 2016. • Initial planning workshops have been undertaken. • Consultation has been undertaken with key St Kilda stakeholders, DENR and DPTI. • Constraints and issues have been identified and will be documented. • Further investigations are still to occur and concept plan prepared for consideration as a part of 16/17 Budget.
<i>Communications Strategy</i>		
<ul style="list-style-type: none"> - Develop an integrated communications strategy 	September 2015	<ul style="list-style-type: none"> • 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. • Draft strategy presented to Council in March. Further development and discussions with Elected Members to take place and be presented to Council in June.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 3 – The Living City		
<i>Customer Service Improvement Program</i> <ul style="list-style-type: none"> - Implementation of Program for Elected Members and Staff <ul style="list-style-type: none"> • Program of Works established 	June 2016	<ul style="list-style-type: none"> • Stage 1 of draft Customer Service Improvement Project (CSIP) Action Plan, outlining the proposed objectives and outcomes, was presented to Executive in October. • 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. • Feedback was also sought from Elected Members at the Informal Strategy in November 2015. • Executive to review the final draft CSIP Action Plan in January 2016 for endorsement. • 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. • Report presented back to Executive in March. Proposed projects have been endorsed by Executive. Implementation plan for the endorsed projects be presented back to Executive at the end of April 2016.
<i>Public Health</i> <ul style="list-style-type: none"> - Delivery of the public health agenda <ul style="list-style-type: none"> • Interim report to Council 	June 2016	<ul style="list-style-type: none"> • Elected Member briefing occurred in June 2015. • A status update was presented to October Council meeting. • Final report on activities to State Government in September 2016.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 3 – The Living City		
<i>Vitality of the City Centre</i> - 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)	Ongoing & June 2016	<ul style="list-style-type: none"> • <i>The Town Centre Association has undergone a significant change in leadership, and are in the process of redefining their role. CEO and GM Community Development and GM City Development will be in discussions with the Association regarding ongoing partnership.</i> • <i>2016 Salisbury Secret Garden Program developed and delivered. Program saw the creation of the “Garden” venue within the Civic Square.</i> • <i>Early estimates indicate that 10,000 people attended the 2016 Salisbury Secret Garden.</i> • <i>Discussions have occurred with the Traders Association regarding their role in the program.</i> • <i>Traders Association provided sponsorship for the 2016 Secret Garden.</i> • <i>Movie night program developed. One held, one cancelled due to high winds, last one scheduled in April (to coincide with Youth Week)</i> • <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> • <i>Christmas pageant delivered by Traders Association following extensive discussions and support provided by Council.</i>

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 4 – Achieving Excellence		
<i>Financial Management</i>		
<ul style="list-style-type: none"> 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 & targets: <ul style="list-style-type: none"> Operating Surplus Ratio: between 0% and 5% Net Financial Liabilities Ratio: less than 40% Asset Sustainability Ratio: between 90% and 110% MOA Enterprise Bargaining agreement 2015/2016 signed LGE Enterprise Bargaining Agreement 2016/17 – 17/18 	<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. The LGE EBA negotiations commenced in February 2016 and in progress</i></p>
<i>Organisational integrity</i>		
<ul style="list-style-type: none"> Ensure appropriate systems and process are implemented to deliver on integrity obligations related to relevant legislation, including but not limited to the Independent Commissioner Against Corruption Act and Local Government Act. Develop an action plan that will identify and map the process for enhancing the management of key corporate risks 	Ongoing	<ul style="list-style-type: none"> <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 expected to be completed in April 2016.</i> <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> <i>Risk Management framework and identification of Risks has been completed and will be discussed at the Audit Committee Workshop in November.</i> <i>Business Continuity and Incident Management Plans for the organisation have been completed and will be regularly reviewed.</i>

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 4 – Achieving Excellence		
<i>Organisational and Service Review</i> <ul style="list-style-type: none"> Continue the Program Review across the organisational functions as agreed with Council. Completion of planned reviews and delivery of agreed outcomes and reporting via the Program Review Sub-Committee 	Ongoing	<ul style="list-style-type: none"> Update Report considered by Council in December 2015 and a revised program of reviews endorsed. 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. The Program Review has continued with recent completion of Development Services, and People & Culture, Information Services. The outcomes of these reviews are being implemented. Parks & Landscape and Civil has been endorsed by Council and staff are currently being consulted. The Contracts & Procurement, Waste Transfer Station, Technical Services, Project Services (Capital), Property and Buildings and Business Support are being progressed. Waste Transfer Station is being reviewed internally with QA as required by consultant.
	February 2016	<ul style="list-style-type: none"> Technical Services and Project Services (Capital) – engagement of a consultant is completed. Review has commenced. Current Status Reports for Technical Services, Projects, Waste Transfer Station were completed and endorsed by Council in February and March 2016.
	June 2016	<ul style="list-style-type: none"> Project briefs for Public & Environmental Health, Property and Buildings, and Business Support were endorsed by Council in February and March 2016. The project brief for the Environmental Health Program review has been approved and consultants engaged to undertake the review working in conjunction with staff.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 4 – Achieving Excellence		
<i>Business Planning & Accountability Framework</i>		
<ul style="list-style-type: none"> • Deliver Business Planning and Accountability Framework for the organisation • In line with the review of the City Plan ensure the organisational accountability framework is enhanced and supporting improved organisational improvement • Enhanced Individual Performance Development Plans aligned to the City Plan • Enhanced corporate reporting against the City Plan strategic indicators. 	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. Over 90% of employees have completed PDPs and remainder will be completed before 30 June 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>

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Agreed Timeframe	Status Update
Key Direction 4 – Achieving Excellence		
<i>Safety</i> <ul style="list-style-type: none"> KPI Audit – 0 non-conformances Lost Time Injury Frequency Rate (LTIFR) of 5 or less 	At time of audit June 2016	<ul style="list-style-type: none"> KPI Audit completed in November 2015 by LGAWCS and in part by independent external auditor. WHS management system: <ul style="list-style-type: none"> 10 conformances 1 non-conformance – further work to be done Task Risk Assessments and Safe Work Method Statements (for high risk construction activities) Return to Work Management System: <ul style="list-style-type: none"> 12 conformances LTIFR tracking to June 2016: Jan 2016 – 4.1% Feb 2016 – 3.6% March 2016 – 11.1%
<i>Organisational Capability</i> <ul style="list-style-type: none"> 3 year Workforce planning is in place, aligned with City Plan and Program Reviews Succession plan for critical business positions in place 	December 2015 June 2016	3 year workforce plan linked to Departmental Plans is currently in progress Succession Planning process delayed to ensure Performance & Development Plans completed. Now due for completion June 2016.

STATUS UPDATE – April 2016 - Attachment 1

CEO Key Performance Indicators – 2015/16		
Indicator	Timeframe	Status Update
Advice to and Relationship with Council		
<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"> • <i>Informal Strategy provides primary contact and the content remains relevant and timely.</i> • <i>Project Specific briefings occur as requested/required between staff and Elected Members.</i> • <i>Responses to Elected Member enquiries remains a focus of attention.</i>
<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"> • <i>Elected Member Workshop scheduled 27 and 28 February 2016.</i> • <i>Elected Member training and development program focussed on strategic decision making delivered in September 2015.</i> • <i>Elected Member development agenda endorsed by Council in November 2015 for expected delivery by May 2016</i> • <i>A briefing on the LTFP was delivered to Elected Members at the 27 February workshop, followed by various budget workshops to assist in the development of a financially prudent budget that factors in key strategic projects like the Civic/Community Hub.</i>
<i>Civic Governance</i> - Facilitate ongoing assessment and development of elected member governance capability, including implementation of self-assessment processes for Council	Ongoing	

ITEM	8.0.2
	CEO REVIEW COMMITTEE
DATE	19 April 2016
HEADING	Appointment of an Independent Advisor
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 4.3 To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery
SUMMARY	This report seeks endorsement from the CEO Review Committee to further engage Hender Consulting as the Independent Advisor to the CEO Review Committee.

RECOMMENDATION

1. Hender Consulting is appointed as the Independent Advisor to the CEO Review Committee for the remainder of the term of the CEO Employment Agreement.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The CEO Employment Agreement indicates “The Committee may appoint at least one person who is qualified to assist it in the performance review and who is acceptable to the CEO, but such person shall not be a member of the Council, Committee or an employee of the Council.”
- 1.2 The current CEO was appointed in May 2011 and Hender Consulting was appointed on a year-by-year basis as the Independent Advisor for 2011/2012 and 2012/2013. Andrew Reed was the Consultant who conducted this work.
- 1.3 In April 2013, the Manager Governance received an exemption from the procurement process for the consulting support to the CEO Review Committee for the remainder of the term of the CEO Employment Agreement. Hender Consulting was appointed in 2013 for the balance of the term of the CEO Employment Agreement, which was due to expire on May 2016.
- 1.4 The proposal from Hender Consulting dated 10 April 2013 included provision of the service for 2013/2014, 2014/2015 and 2015/2016. The consultant capability and methodology was outlined in the proposal. The fee structure was \$6,000 per year and it was agreed to hold the fee constant at this level for the three years of the engagement. The service included:
 - 1.4.1 Development and distribution of a survey to Elected Members;

- 1.4.2 Research relevant CEO salaries from a range of sectors to establish remuneration benchmarking;
- 1.4.3 Prepare a draft report containing findings and recommendations; and
- 1.4.4 Present the report to the Committee.

1.5 The CEO Employment Agreement expires on 31 July 2020.

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 The CEO has been consulted as to whether Hender Consulting is acceptable as an Independent Advisor.

3. REPORT

- 3.1 Hender Consulting, specifically Andrew Reed, assisted the CEO Recruitment Committee with the recruitment of the CEO.
- 3.2 Hender Consulting have provided independent advice to the CEO Review Committee in relation to the performance review process and annual review of remuneration for four years.
- 3.3 In 2014/2015 this advice was provided by Andrew Reed, with support from Bernie Dyer.
- 3.4 Hender Consulting bring extensive local government experience as well as broad knowledge outside the sector. Their experience in recruitment of Chief Executive Officers and as facilitators of appraisals for other local government organisations positions them well for a strong understanding of the methodology for assessment of performance requirements and executive behaviours.
- 3.5 Hender Consulting also have the required expertise to research and establish appropriate remuneration benchmarks and comparators for CEO remuneration.
- 3.6 Andrew Reed in particular has an established relationship with the Committee and has provided objective commentary as evidenced by the Manager People and Culture during the performance review and remuneration review for 2014/2015.
- 3.7 Andrew Reed included Bernie Dyer in the process for 2014/2015 to ensure secondary support to the Committee.
- 3.8 Hender Consulting is acceptable to the CEO as the Independent Advisor.

4. CONCLUSION / PROPOSAL

- 4.1 An exemption to the procedure process is sought so that Hender Consulting are further engaged to undertake the performance appraisal and remuneration review for the CEO for the remainder of the Employment Agreement period.

CO-ORDINATION

Officer: CEO
Date: 14/04/2016