



AGENDA

FOR CEO REVIEW COMMITTEE MEETING TO BE HELD ON 13 FEBRUARY 2017 AT THE CONCLUSION OF SPORT, RECREATION AND GRANTS COMMITTEE 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 October 2016.

PRESENTATIONS

REPORTS

Administration

- 8.0.1 Updated Terms of Reference: Chief Executive Officer Review Committee 5
- 8.0.2 CEO Key Performance Indicators Update 11

CLOSE



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

11 OCTOBER 2016

MEMBERS PRESENT

Mayor G Aldridge (Chairman)
Cr L Caruso
Cr D Pilkington (*via telephone*)
Cr D Bryant (*proxy for Cr D Proleta*)

OBSERVERS

Nil

STAFF

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

The meeting commenced at 6:04 pm.

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

APOLOGIES

Apologies were received from Cr D Balaza, Cr D Proleta, Cr J Woodman and Cr B Vermeer.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr L Caruso
Seconded Mayor G Aldridge

The Minutes of the CEO Review Committee Meeting held on 13
September 2016, be taken and read as confirmed.

CARRIED

REPORTS

Reports

8.1.1 CEO Key Performance Indicators Update

Moved Cr L Caruso

Seconded Cr D Bryant

1. Information be received.
2. Progress towards achievement of the endorsed 2016/2017 Key Performance Indicators be noted and endorsed.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 6:10 pm.

CHAIRMAN.....

DATE.....

| | |
|------------------------|--|
| ITEM | 8.0.1 |
| | CEO REVIEW COMMITTEE |
| DATE | 13 February 2017 |
| HEADING | Updated Terms of Reference: Chief Executive Officer Review Committee |
| AUTHOR | Tami Norman, Manager Governance, CEO and Governance |
| CITY PLAN LINKS | 4.3 Have robust processes that support consistent service delivery and informed decision making. |
| SUMMARY | <p>The Terms of Reference for the CEO Review Committee have been amended to:</p> <ul style="list-style-type: none"> • reflect position titles, as opposed to names, within the membership section of the document; • assign roles of Chairman and Deputy Chairman in accordance with previous council resolutions; • clarify timing of the CEO Review Committee meetings; and • reflect necessary changes to legislative references. <p>This report presents the updated Terms of Reference for the Chief Executive Officer Review Committee to Council for endorsement.</p> |

RECOMMENDATION

1. The Terms of Reference for the Chief Executive Officer Review Committee, as set out in Attachment 1 to this report (Item No. 8.0.1, CEO Review Committee, 13/02/2017) be endorsed.

ATTACHMENTS

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

1. CEO Review Committee - Terms of Reference

1. BACKGROUND

- 1.2 The Terms of Reference of the CEO Review Committee have been reviewed and amended to reflect the membership of the Committee in terms of position title rather than names of Elected Members, allocation of the roles of Chairman and Deputy Chairman in accordance with previous resolutions of Council, clarification of timing of committee meetings and updates to legislative references.

2. REPORT

- 2.1 A review of the Terms of Reference of the Chief Executive Officer Committee was conducted, with changes made to reflect:

2.1.1 Membership to comprise:

- Mayor
- Deputy Mayor
- Chairman, Policy and Planning Committee
- Chairman, Budget and Finance Committee
- Chairman, Works and Services Committee
- Chairman, Resources and Governance Committee
- Chairman, Sport, Recreation and Grants Committee

With Elected Members holding the position of Deputy Chairman of the above committees appointed as proxy members and in the absence of the appointed member will act as full members of the committee.

Membership information previously included the names of Elected Members holding the above positions, which then requires an update to the terms of reference when an individual ceases to hold the position that entitles them to membership.

2.1.2 Consistent with previous resolutions of Council, the Chairman and Deputy Chairman positions are identified as being held by the Mayor and Deputy Mayor respectively.

2.1.3 Meetings to occur at a minimum twice a year or as required, ordinarily in the second week of the month (sub-committee week in Council's four weekly meeting cycle). Specific scheduling of a CEO Review Committee meeting will be communicated via the Notice of Meetings, which is published on the City of Salisbury website.

2.1.4 Changes to legislative references.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the CEO Review Committee have been updated to reflect the adoption of its membership details in terms of position title rather than names of Elected Members, allocation of the roles of Chairman and Deputy Chairman in accordance with previous resolutions of Council, clarification of timing of committee meetings and also changes to legislative references and are now presented to Council for endorsement.

CO-ORDINATION

Officer: MG
Date: 31/01/2017



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

1. Purpose

- 1.1 The Chief Executive Officer (CEO) Review Committee has been established to manage the performance review process for the CEO.
- 1.2 The CEO's performance will be reviewed (at least) annually by the CEO Review Committee.
- 1.3 The Review Committee will:
 - By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
 - Develop a Performance Plan for the CEO;
 - Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
 - Facilitate the conduct of the CEO's annual performance and remuneration reviews;
 - Receive reports from the CEO regarding the performance of the organisation;
 - Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided in the contract of employment.
- 1.4 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed in the Purpose of the Committee above.
- 2.2 This Committee will exist for the term of the Council.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

3. Meeting Details

- 3.1 Meetings to occur at a minimum twice a year or as required, ordinarily in the second week of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the CEO Review Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and CEO Review Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the CEO Review Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the CEO Review Committee comprises Elected Members holding the following positions:
 - Mayor (Chairman)
 - Deputy Mayor (Deputy Chairman)
 - Chairman, Policy and Planning Committee
 - Chairman, Budget and Finance Committee
 - Chairman, Works and Services Committee
 - Chairman, Resources and Governance Committee
 - Chairman, Sport, Recreation and Grants Committee
 Elected Members holding the position of Deputy Chairman of the above Committees are appointed as proxy members to the CEO Review Committee and in the absence of the appointed member will act as a full member of the Committee.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

- 4.3 Members of the CEO Review Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Mayor will hold the position of Chairman of the CEO Review Committee.
- 5.2 The Deputy Mayor will hold the position of Deputy Chairman of the CEO Review Committee.

6. Voting Rights

- 6.1 All members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to Council for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the CEO Review Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each CEO Review Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the CEO Review Committee unless prohibited by resolution of the Committee/Council under the confidentiality provisions of section 91 of the *Local Government Act 1999*.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 6 members, the quorum is 4 (that is, 6 divided by 2 = 3 + 1).

9 Delegations

- 9.1 Council has formally delegated to the CEO Review Committee the power to:
- By agreement with the CEO, appoint an independent advisor to assist with the CEO performance appraisal process; and
 - determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.

10. Reporting Requirements

- 10.1 The CEO Review Committee reports to Council.
- 10.2 The CEO Review Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where, in its view, action or improvement is needed.
- 10.3 Recommendations made by the CEO Review Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.
- 10.4 Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.

| | |
|------------------------|--|
| ITEM | 8.0.2 |
| | CEO REVIEW COMMITTEE |
| DATE | 13 February 2017 |
| HEADING | CEO Key Performance Indicators Update |
| AUTHOR | Gail Page, Manager People and Culture, Business Excellence |
| CITY PLAN LINKS | 4.2 Develop strong capability and commitment to continually improve Council's performance. 4.3 Have robust processes that support consistent service delivery and informed decision making. 4.4 Embed long term thinking, planning and innovation across the organisation. |
| SUMMARY | This report provides a status update on progress towards achievement of endorsed Key Performance Indicators for the Chief Executive Officer for the 2016/2017 performance review period. |

RECOMMENDATION

1. Information be received.
2. Progress towards achievement of the endorsed 2016/2017 Key Performance Indicators be noted and endorsed.

ATTACHMENTS

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

1. CEO KPI Performance Indicators Update

1. BACKGROUND

- 1.1 The Chief Executive Officer (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 September 2016, the CEO Review Committee agreed the Personal Evaluation System to apply to the CEO for the 2016/2017 review period, comprising Key Performance Indicators and the Performance Appraisal Survey (as per attachments to item 8.0.1., CEO Review Committee Meeting, 13/09/2016).

2. CITY PLAN CRITICAL ACTION

- 2.1 Improve communication within the organisation and with our community to ensure integrated programs, projects and processes that meet community expectations, and delivers good customer service.
- 2.2 Continue to develop the capability of our people to deliver transformative projects, innovate and engage with the community.

3. CONSULTATION / COMMUNICATION

3.1 Internal

- 3.1.1 The Executive Group has been consulted regarding progress towards the achievement of the 2016/2017 Key Performance Indicators.

4. REPORT

- 4.1 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 2016/2017, for the second Quarter to 31 December 2016 and up to 31 January 2017. Refer Attachment 1.

5. CONCLUSION / PROPOSAL

- 5.1 The next consideration of Key Performance Indicators achievement will occur following the end of Quarter 3 (March 2017).

CO-ORDINATION

Officer:

Date:

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | Agreed Timeframe | Status Update |
|---|------------------|---|
| Key Direction 1 – The Prosperous City | | |
| <i>Salisbury City Centre Revitalisation program:</i> | | |
| <ul style="list-style-type: none"> Commencement concept and initial design development of City Centre Community Hub and administration building(s) Finalise an architectural concept for the Salisbury City Centre Regional Community Hub and civic administration facilities, and develop a funding and procurement model. Commencement of principal contracts for procurement and novation of design team. | November 2016 | <ul style="list-style-type: none"> Turner and Townsend Thinc have been engaged as Project Client Representative (PCR) to project manage the Community Hub project on behalf of Council. An approved procurement plan for the project prepared by the PCR has been implemented. A two stage procurement process for the Design Team commenced with an REOI in October 2016 and a short list tender process in November 2016. Finalisation of the engagement of an architectural design team is now scheduled to be completed in February 2017. A detailed project program prepared by the PCR has been presented to the Project Control Group and will be updated upon appointment of the Design Team, and presented to Council at the February Elected Members Workshop. The delays to date through the procurement process are expected to be able to be re-gained through the design and construction phases of the project program. The Hub Project will also incorporate further upgrades to the Civic Square Existing Council-owned sites that will be freed up by the Hub project will be investigated during the project delivery time frame for opportunities for private investment attraction through development. Regular meetings are being held with Salisbury Centre Business Association Manager David Waylen to provide improved integration of activities and initiatives as part of the revitalisation process. |
| | Feb 2017 | |
| | Feb 2017 | |
| | Ongoing | |
| <p>Progress Revitalisation of the Salisbury City Centre including:</p> <ul style="list-style-type: none"> Investment attraction for development on Council land and on private and government land holdings in the centre Improving place management and activation (upgrade public space) | | |

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | Agreed Timeframe | Status Update |
|--|---|---|
| Key Direction 1 – The Prosperous City | | |
| Growth Action Plan <ul style="list-style-type: none"> Finalisation of Growth Action Plan and Strategic Land Review Framework to address Urban infill/regenerations. Maximise Development opportunities at Dry Creek Salt plans through involvement in Master Plan Development with Renewal SA and EPIC. Completion of Tranche 2 Business Case Development of Strategic Property Development (in accordance with Council Program) | <p>March 2017</p> <p>Ongoing Dec 2017</p> | <ul style="list-style-type: none"> The Growth Action Plan was endorsed by Council in August 2016. An update and presentation on the Strategic Land Review was presented to the Strategic Property Development Sub-Committee in September 2016, and a further report will be presented in March 2017 in relation to priority projects identified from the Strategic Land Review. Jensen Planning and Design have been appointed by Renewal SA and EPIC as the lead consultants in the review of the Dry Creek Salt Fields Master Plan. Council representatives are included on the project group, providing input to the consultants, but are not privy to the commercial aspects of the review. The Boardwalk on Greentree project at Paralowie has completed civil construction and sales have commenced with strong market response. A number of allotments have settled and housing construction has commenced. The balance of the Tranche 2 projects Feasibility Studies are programmed for progressive presentation to the Strategic Property Development Sub-Committee from March 2017. |

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | Agreed Timeframe | Status Update |
|--|--|--|
| Key Direction 1 – The Prosperous City | | |
| <p><i>Transport Plan</i></p> <ul style="list-style-type: none"> • Complete and get Council endorsement • Unlock opportunities arising from the construction of the Northern connector including: <ul style="list-style-type: none"> - maximising local employment and procurement during the project - Identifying and promoting economic development opportunities along the corridor • Ensuring the Northern Connector facilitates integrated east-west transport access across the City and upgrade – specifically extension of Elder Smith and Kings Road. | <p>March 2017 Ongoing</p> <p>Ongoing</p> | <ul style="list-style-type: none"> • A draft Transport Plan has been prepared aligned to the City Plan 2030 and in the format consistent with our strategic framework and is scheduled for consideration by Council in March 2017. • The Manager Strategic Relations – Infrastructure is actively engaged with DPTI and LendLease as the lead contractor in relation to the Northern Connector Project, and is coordinating Council inputs to the project. Significant staff time and resources have been devoted to review of the design packages as they have been progressively released by DPTI. • The Economic Development and Urban Policy Division is in regular contact with DPTI staff regarding planning and land use outcomes for the corridor between the Northern Connector and Port Wakefield Road, but timing is somewhat dependent upon DPTI. • We continue to lobby at every opportunity for the extension and duplication of Elder Smith Road to connect with Port Wakefield Road, as a priority transport project for the State Government. This project is also included in a draft election priorities document to be considered at the February Elected members weekend workshop • Council has engaged AECOM to undertake the business case traffic modelling for Elder Smith Road duplication and extension. • Continued consideration of opportunities for stormwater capture and re-use as part of Northern Connector, and a funding submission prepared in collaboration with the City of Playford for the Federal Building Better Regions Fund for Greater Edinburgh Parks stormwater headworks as part of the Northern Connector project will be considered at the February Works and Services Committee meeting. Also pursuing sale of recycled water to Lendlease for use during construction of Northern Connector. |

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | | Agreed Timeframe | Status Update |
|--|------------|------------------|---|
| Key Direction 1 – The Prosperous City | | | |
| <i>Economic Development</i> | | | |
| <ul style="list-style-type: none"> Engage with the Northern Economic Plan and shape how it is implemented in the region Roll out the 'Business Friendly Council' Program across the organisation Implement China Action Plan, and further progress Council's relationship with Linyi City and manage incoming business delegations Enhance and commence delivery of key initiatives of Tourism Strategy Reposition and further development Technology Park Mawson Lakes to be the centre for innovation-led economic growth in northern Adelaide, in conjunction with Uni SA Campus Enhance the Polaris Centre's ability to support industry development (including food processing and green industries), international trade, entrepreneurship and engage meaningfully with business Complete Program Review of Economic Development function | Ongoing | | <ul style="list-style-type: none"> The Mayor, CEO and Council staff are actively engaged at different levels in relation to the implementation of the NEP (Community Leaders Group/NEP Implementation Team. Key areas of focus are: Food Production and Processing Small/Medium Business Development Health Sector - NDIS |
| | June 2017 | | |
| | June 2017 | | <ul style="list-style-type: none"> A project report for the 'Business Friendly Council' program will be prepared for consideration in the first quarter of 2017. However as opportunities for improvement in the way we engage with businesses are identified, operational changes are implemented as part of a continuous improvement program. |
| | March 2017 | | |
| | Ongoing | | <ul style="list-style-type: none"> We continue to be actively engaged with China and Linyi in particular through hosting of delegations and exploration of opportunities for local businesses. We have engaged Norman Waterhouse Lawyers to deliver a program of initiatives including forums for business on engagement with China and the development of strategies to position Council and the Polaris Centre. A survey of businesses to gauge their level of readiness to engage in trade and investment with China has been undertaken to enable us to focus resources on those businesses with an interest and capacity. |
| | Ongoing | | |
| | March 2017 | | <ul style="list-style-type: none"> The Economic Development and Urban Policy Division Program Review was completed and recommendations endorsed by Council in December 2016. Recommendations are being implemented, and where relevant will also be considered as New Initiative Bids for the 2017/18 budget. The Program Review assisted in confirming the role and services provided by the Division The Review confirmed the role we have in developing small business, and a position paper has been prepared for the Northern Economic Plan Community Leaders Group seeking a common understanding and approach to small business support in Northern Adelaide through the auspices of the NEP. Working with AAL and their consultants on identifying opportunities to access recycled water as part of the Food Park feasibility study. Council endorsed the Northern Economic Assessment framework that considers local employment and businesses in procurement decisions. Continued participation in Meet the Buyers initiative that links local business with Council. |

Page 4

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | Agreed Timeframe | Status Update |
|---|----------------------|---|
| Key Direction 1 – The Prosperous City | | |
| <p><i>Partnering</i></p> <ul style="list-style-type: none"> 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"> Northern Economic Leaders – Participation Economic development opportunities with the City of Playford and City of Port Adelaide Enfield University of South Australia State and Federal Government Manufacturing and Automotive industry transformation Northern Adelaide Economic Plan (State Government, Private Sector & Local Government) Council Solutions Regional Subsidiary (Procurement) Advisory Board Member for : <ul style="list-style-type: none"> Food Park Development Northern Adelaide Irrigation System (NAIS scheme) Member of Salt Fields Development Planning Team | Ongoing | <ul style="list-style-type: none"> <i>We are actively supporting and assisting Northern Economic Leaders in their transition to a sustainable and self-sufficient regional business representative group, aligned with NEP region of Salisbury, Playford and Port Adelaide Enfield. An AGM date for the ‘new’ NEL is set for March to formally establish the organisation.</i> <i>Partnering opportunities with Playford and Port Adelaide Enfield are being pursued under the auspices of the NEP, and are continuing in relation to regional service delivery with Playford through the Polaris Centre. However whilst Playford has re-committed for the current financial year, commitment to on-going regional services beyond this is uncertain.</i> <i>We are actively engaged with the Automotive Industry task force at a staff level and also through the CEO’s membership on the task force.</i> <i>Continue discussions with the City of Playford and SA Water in regard to opportunities to capitalise on Northern Adelaide Irrigation Scheme across the region.</i> <i>Continue to pursue enhanced procurement outcomes through Council Solutions and embarking on opportunities to explore unified communications platform across the constituent Councils that is likely to deliver cost savings and improved capacity.</i> |
| <p><i>City Plan</i></p> <ul style="list-style-type: none"> Develop and adopt new City Plan Ongoing rollout and delivery of Councils City Plan and implementation of identified critical actions | Oct 2016 and ongoing | <ul style="list-style-type: none"> <i>The City Plan was formally ‘launched’ within the organisation in October as part of a program to raise awareness across the organisation of the City Plan and the importance of aligning services to the City Plan.</i> <i>A new strategic planning framework has been developed which reinforces the role of the City Plan and clarifies the function and content of other plans – action plans, implementation plans, long term financial plan etc – and their relationship back to the City Plan.</i> |

CEO Key Performance Indicators – 2016/17 – 31 January 2017

| Agreed Indicator | Agreed Timeframe | Status Update |
|--|------------------|--|
| Key Direction 1 – The Prosperous City | | |
| <p><i>Capital Works Program</i></p> <ul style="list-style-type: none"> Delivery of Capital Works Program (exclusive of IT, Strategic Property and WBU) within 85% of budget | June 2017 | <p><i>Work continues to reduce carry forward, in particular reviewing procurement processes to consolidate similar procurements and enhanced planning.</i></p> <p><i>Program reviews of the Projects and Technical service areas are underway and will be presented to Council in February 2017.</i></p> <p><i>Monthly Capital Works reports are reported to Works and Services Committee, and a full Capital Works report included in each Quarterly Report.</i></p> <p><i>Key project update:</i></p> <p><i>Review and setting new service levels for verge mowing completed January 2017.</i></p> <p><i>Underdown Park</i></p> <ul style="list-style-type: none"> <i>Building – Construction completed December 2016.</i> <i>Open space – due for completion February 2017.</i> <p><i>Salisbury Bowling Club land acquisition – all contracts have been signed and plan of division has been completed and been deposited at the LTO. Settlement is expected to be at the end of February 2017.</i></p> <p><i>City Streetscape (tree) renewal program –tenders underway for panel to deliver works.</i></p> <p><i>Bridgestone Development – Construction completion due February</i></p> <p><i>Road reseal /reconstruction on schedule for completion</i></p> <p><i>Documentation for Para Hills Hub well advanced (to Council in February 2017)</i></p> <p><i>Contract awarded for Building Renewal Program of work</i></p> <p><i>Drainage and waterways works in progress</i></p> |
| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |

| Indicator | Agreed Timeframe | Status Update |
|---|------------------|--|
| Key Direction 2 – The Sustainable City | | |
| <i>Asset Management:</i> <ul style="list-style-type: none"> Delivery of Asset Management Improvement Project across all key categories as per 2016/17 NIB. Completion and ongoing implementation of project will roll into 2017/18 | June 2017 | <ul style="list-style-type: none"> 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. |
| <i>Northern Adelaide Region Adaptation Plan</i> <ul style="list-style-type: none"> Rollout implementation of the endorsed Northern Adelaide Region Adaptation Plan as per 2016/17 NIB | June 2017 | <ul style="list-style-type: none"> Funding has been secured from Salisbury and Playford for a 12 month resource to implement the Adaptation Plan, particularly to progress the Green Industries components of the Plan. A progress report will be provided to Council in March, with an end of financial year report in June 2017. |
| <ul style="list-style-type: none"> Review and Update – ‘Game Plan’ Action Plan | June 2017 | <ul style="list-style-type: none"> Review not yet commenced, and will be considered as a part of the review of Community Planning and Vitality being undertaken by General Manager Community Development. Expected date to Council is March 2017. |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|--|-------------------------------------|--|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 3 – The Living City | | |
| <i>Redevelopment of Salisbury Oval Precinct</i> <ul style="list-style-type: none"> • Council consideration of Master Plan for Public Consultation • Public Consultation of Master Plan – Complete • Commence site works at St Jays • Land Revocation Process (12 months) | Sept 2016 Dec 2016 March 2017 | <ul style="list-style-type: none"> • Masterplan went to Council in September and was endorsed for Consultation. Consultation has been completed – an update will be provided to the February Elected Member weekend workshop with a report to Council in March 2017. • Subject to Council's decision this will then trigger the land revocation process and initiation of site works at St Jays. |
| <i>Delivery of new Community Hub at Para Hills library facility</i> <ul style="list-style-type: none"> • Complete design • Tender and commence Works | Feb 2017 June 2017 | <ul style="list-style-type: none"> • Para Hills Library –Detailed design will be completed by January 30, with a report to council in February seeking funding to move to tender for the construction phase in March. |
| Master Plan for Paddocks Stage 3 Redevelopment | June 2017 | <ul style="list-style-type: none"> • Master Planning for the Paddocks has transitioned to the Economic Development and Urban Planning Division and is scheduled to commence in March 2017. A project plan and engagement strategy will be presented to Council for consideration. |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|---|---|---|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 3 – The Living City | | |
| <i>St Kilda Development Stage 2</i> <ul style="list-style-type: none"> • Stage 2 considered by Council • Public Consultation complete • Consideration of Key Priorities - Commercial Precinct • Eco Tourism Initiatives <ul style="list-style-type: none"> - Bird Sanctuary - Mangrove trail | Sept 2016 Dec 2016 March 2017 Feb 2017 | <ul style="list-style-type: none"> • <i>Stage 2 report presented to Council in September 2016. Report was deferred until November 2016 to allow further refinement of parking.</i> • <i>Further consideration of Commercial precinct/activities and establishment of centre of excellence hub for sustainability incorporating mangrove trail and bird sanctuary will be undertaken over next 6 months.</i> • <i>Final consultation on the Stage 2 Master Plan will be undertaken in February/March 2017 with a report to Council in May 2017.</i> |
| <i>Community Hub – Development initiatives</i> <ul style="list-style-type: none"> • Commence strategy formulation and timeframe for development/upgrade of Community Hubs across the City | June 2017 | <ul style="list-style-type: none"> • <i>Refer to previous comments in relation to Salisbury City Centre and Para Hills Community Hubs projects.</i> |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|---|--|---|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 3 – The Living City | | |
| <i>Promotion of City</i> <ul style="list-style-type: none"> Rollout the initiatives as contained in adopted communications strategy. Particularly: <ul style="list-style-type: none"> Promotion of events, initiatives of Council Economic outcomes (Makes Good Business Sense/DAs/etc Proactive media initiatives to promote Salisbury as the “Flourishing City”. | | <ul style="list-style-type: none"> Continuing to build upon the daily & weekly promotion of Council services, programs and events through digital communications, publications and external communications. Delivered the July Salisbury Aware editions to all households on time and within budget. Provided communications, planning and delivery for Council major events. Continuing to build relationships with local media promoting the City and increasing the positive perception of the City and positioning the City of Salisbury as the “Flourishing City”. A strategic review of Communication and Positioning Strategies for the Council is underway in response to changing Political/Community and Financial environments of the Council . Report will be brought to Council before June 2017. |
| <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"> Agreed Customer Charter in place Specific Customer Service initiatives developed and in place for key stakeholders eg EMs Review/Development of Customer Service delivery and process for incorporation into Community Hub | Dec 2016 June 2017 June 2017 | <ul style="list-style-type: none"> The new Customer Service Framework and Charter has been endorsed by Executive. |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|--|---|---|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 3 – The Living City | | |
| <i>Service/Policy Review</i> <ul style="list-style-type: none"> Development and Agreement by Council of: <ul style="list-style-type: none"> - Wellbeing Strategy for Community - Multicultural Strategy Development of Salisbury Home and Community Service Business Model Development of Salisbury NDIS Service Model | <p>June 2017</p> <p>April 2017</p> <p>June 2017</p> <p>Jan 2017</p> | <ul style="list-style-type: none"> Options Wellbeing strategy placement within the Council strategy documents is currently being considered, once endorsed by Exec, the project team will proceed to development of the Strategy. Multicultural Strategy is currently underway due for Council Consideration in April. A round of community and staff consultations are in train. Joint consultancy with Playford to investigate the strategic position for the Salisbury NDIS Service Model and the Home and Community Service business framework will be completed in March and a report will be prepared for Council consideration. This will form the basis of the review into Community Health and Wellbeing. |
| <i>Vitality of the City Centre</i> <ul style="list-style-type: none"> Enhance the vitality of the City Centre in partnership with the City Centre Association through the implementation of a schedule of activities Delivery Salisbury Secret Garden and other City of Salisbury sponsored events | <p>Ongoing and June 2017</p> <p>March 2017</p> | <ul style="list-style-type: none"> There has been ongoing collaboration between Council and the City Centre Association on the Salisbury Secret Garden and other events such as the Multicultural Festival and the Christmas Parade. Regular planning meetings have been taking place to ensure that the Association is well connected to council representatives. The GMCD is meeting monthly with the Association CEO. <p>Preparations for Salisbury Secret Garden 2017 are well underway. Advertising of the event has commenced and an events manager has been employed on a contract basis to deliver the operational components of the event.</p> |

Item 8.0.2 - Attachment 1 - CEO KPI Performance Indicators Update

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|---|--------------------------|--|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 4 – Achieving Excellence | | |
| <p><i>Organisational and Service Review</i></p> <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 | Complete by 30 June 2017 | <p><i>Various reviews are in progress including:</i></p> <ul style="list-style-type: none"> <i>Technical Services (report to be presented to Council in February 2017)</i> <i>Capital Works (report to be presented to Council in February 2017)</i> <i>Waste Transfer Station (outcome from Council resolution being progressed)</i> <i>Property & Buildings (in progress)</i> <i>Fleet (in progress)</i> <i>Economic Development (Completed December 2016)</i> <i>Financial Services (in progress)</i> <i>Inspectorate Services (Project Brief approved by Council, consultant engaged, due for completion May 2017)</i> <i>Strategic Development Projects (Project brief to PRSC February 2017, due for completion June 2017)</i> <p><i>With the remaining reviews expected to be completed by June 2017</i></p> <ul style="list-style-type: none"> <i>Community Health & Wellbeing</i> <i>Community Planning & Vitality</i> <i>Governance/CEO</i> |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|---|---|---|
| Indicator | Agreed Timeframe | Status Update |
| Key Direction 4 – Achieving Excellence | | |
| <i>Business Planning & Accountability Framework</i> | | |
| <ul style="list-style-type: none"> Implement the Business Planning and Accountability Framework for the organisation to support delivery of City Plan Enhanced corporate reporting against the City Plan strategic indicators and Business/Community needs Develop a Corporate Wide Digital Strategy to better engage with the community Enhanced commercial and negotiation support provided to organisation including system development and reporting eg procurement, contract negotiations Delivery of Change Management Strategy necessary for incorporation of Activity Based work agenda into Community/Administration Hub. | <p>Ongoing</p> <p>March 2017</p> <p>Ongoing June 2017</p> <p>March 2017</p> | <ul style="list-style-type: none"> Accountability Framework modified to align with new City Plan and enhancing regular reporting through Business Plans. Recruitment of Manager Strategic Procurement finalised. Business Excellence engaging across the organisation in key negotiations and business modelling, eg Belgravia Rec Centre contracts, NDIS Business Modelling, Salisbury Bowling Club. Draft Change Management Strategy being presented to Executive for approval. |
| <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 2017 | <ul style="list-style-type: none"> Successfully closed out all actions from previous audit. |
| <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 | <p>March 2017</p> <p>Dec 2017</p> | <ul style="list-style-type: none"> In progress. Completed initial assessment of critical positions prior to final Executive approval. |

| CEO Key Performance Indicators – 2016/17 – 31 January 2017 | | |
|---|-------------------------------------|--|
| Indicator | Timeframe | Status Update |
| Advice to and Relationship with Council | | |
| <i>Elected Member/Administration Relationships</i> <ul style="list-style-type: none"> Provide opportunities to enhance the ongoing working relationship between elected members and administration to ensure effective governance of the City of Salisbury | | <ul style="list-style-type: none"> Ensure effective and open communication channels. Specifically use of the Elected Members Portal. EM representation on key project teams as appropriate eg City Centre Community Hub. |
| <i>Elected Members Strategic Planning</i> <ul style="list-style-type: none"> Facilitate a process that provides Elected Members with appropriate information for strategic decision-making | | <ul style="list-style-type: none"> Ongoing Informal Strategy briefings. Elected Member Workshop in February 2017 to consider strategic issues and 17/18 Budget. |
| <i>Civic Governance</i> <ul style="list-style-type: none"> Facilitate ongoing self-assessment and development of elected member governance capability, including implementation of self-assessment processes for Council Review of decision making framework for Council through assessment of committee structure Representation Review | Ongoing Nov 2016 Dec 2016 | <ul style="list-style-type: none"> Current Development Program concludes November 2016. Ongoing Actions dependent upon outcomes of the program. Report being prepared for consideration at an Elected Member Workshop in April 2017. Council Committee Structure resolved in January 2017. Representation Consultation Report to be considered in February Council meeting. |