



## AGENDA

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

**10 MARCH 2021 AT 5.30 PM**

**IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

### MEMBERS

Mayor G Aldridge (Chairman)  
Deputy Mayor, Cr C Buchanan (Deputy Chairman)  
Cr D Proleta  
Cr S Reardon  
Cr J Woodman

**REQUIRED STAFF** Chief Executive Officer, Mr J Harry  
General Manager Community and Org. Development, Ms G Page

### APOLOGIES

### LEAVE OF ABSENCE

### PRESENTATION OF MINUTES

Presentation of the Minutes of the CEO Review Committee Meeting held on 15 September 2020.

### REPORTS

#### *Administration*

9.0.1 Future Reports for the CEO Review Committee..... 5

#### *Reports*

9.1.1 CEO Key Performance Indicator Status Update ..... 7

### OTHER BUSINESS

### CLOSE





**MINUTES OF CEO REVIEW COMMITTEE MEETING HELD IN WITTBER &  
DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET,  
SALISBURY ON**

**15 SEPTEMBER 2020**

**MEMBERS PRESENT**

Mayor G Aldridge (Chairman)  
Cr J Woodman (Deputy Chairman)  
Cr C Buchanan  
Cr D Proleta

**OBSERVERS**

Cr N Henningsen

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Community and Org. Development, Ms G Page

The meeting commenced at 6.30 pm

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

**APOLOGIES**

An apology was received from Cr S Reardon.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr J Woodman  
Seconded Cr D Proleta

The Minutes of the CEO Review Committee Meeting held on  
14 July 2020, be taken and read as confirmed.

**CARRIED**

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**REPORTS**

*Administration*

**8.0.1 Future Reports for the CEO Review Committee**

Moved Cr J Woodman  
Seconded Cr D Proleta

1. The information be received.

**CARRIED**

*Reports*

**8.1.1 CEO Performance Evaluation - Proposed Personal Evaluation System for FY2020/2021**

Moved Cr C Buchanan  
Seconded Cr J Woodman

1. Information be received.
2. The Personal Evaluation System to apply to the CEO for the FY2020/2021 review period, comprising a Performance Appraisal Survey and Key Performance Indicators (both documents attached) be endorsed subject to the inclusion of Community Housing within the Welcoming and Liveable City, and localised upgrading of Waterloo Corner and Kings Road within the Growing City Direction.
3. Andrew Reed from Hender Consulting is further engaged as Independent Advisor to the CEO Review Committee.

**CARRIED**

The meeting closed at 6.54 pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	9.0.1
	<b>CEO REVIEW COMMITTEE</b>
<b>DATE</b>	10 March 2021
<b>HEADING</b>	Future Reports for the CEO Review Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the CEO Review Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

**2. REPORT**

- 2.1 At the time of preparing this report, there are currently no resolutions of Council requiring a further report to be presented to the CEO Review Committee.

**3. CONCLUSION / PROPOSAL**

- 3.1 Future reports for the CEO Review Committee have been reviewed and there are none that require a report to be presented at this point in time.

**CO-ORDINATION**

Officer:

Date:



<b>ITEM</b>	9.1.1
	<b>CEO REVIEW COMMITTEE</b>
<b>DATE</b>	10 March 2021
<b>HEADING</b>	CEO Key Performance Indicator Status Update
<b>AUTHOR</b>	Gail Page, General Manager Community and Org. Development, Community & Org. Development
<b>CITY PLAN LINKS</b>	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.
<b>SUMMARY</b>	This report provides a status update on progress towards achievement of endorsed Key Performance Indicators for the Chief Executive Officer for the 2020/2021 performance review period.

#### **RECOMMENDATION**

1. Information be received.
2. Progress towards achievement of the 2020/2021 Key Performance Indicators be noted and endorsed.

#### **ATTACHMENTS**

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

1. CEO KPI 2nd Quarter 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 2020, the CEO Review Committee agreed the Personal Evaluation System to apply to the CEO for the 2020/2021 review period, comprising Key Performance Indicators (as per attachment to item 8.1.1., CEO Review Committee Meeting, 15/09/2020).

#### **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 2020/2021 Key Performance Indicators.

**4. REPORT**

4.1 This report provides a status update for Quarter 2, ending 31 January 2021. Refer Attachment 1.

**5. CONCLUSION / PROPOSAL**

5.1 The next consideration of Key Performance Indicators achievement will occur following the end of Quarter 3 (ending 31 March 2021).

**CO-ORDINATION**

Officer:

Date:





## A WELCOMING AND LIVEABLE CITY

### PROJECTS & INITIATIVES

- Upgrade community hub at Burton
  - Quarter 2 Update**
  - Design development complete by end of May 2021.
  - Construction complete by 30 June 2022 and commissioning in July 2022.
- Provide at least 15% affordable housing through Council's development projects, incorporating community housing.
  - Quarter 2 Update**
  - 3 properties settled in the first 6 months of the 2020/21 financial year were below the State Government's affordability price points at Boardwalk.
  - Complete sale of land at Hoyle Green consisting of 13 sites (Average price point \$200k)
  - Concept plan to March Strategic Property Committee incorporating housing affordability target for Walkley's Road Corridor.
- Implement the regional public health plan and wellbeing agenda.
  - Quarter 2 Update**
  - Council continues to implement actions in its current Regional Public Health Plan and is commencing the process of developing its second regional public health plan.
- Develop a place activation strategy.
  - Quarter 2 Update**
  - Place activation for both economic development and recreational services completed (PAS) – as considered/endorsed by Council.
  - Community Facilities (Formal Recreation Plan) presented at the Elected Member Workshop in February 2021, with report to follow in April 2021.
  - Informal recreation criteria signed off and budget to accelerate updated playground and play spaces are in place.
- Update the 'City Pride' strategy
  - Quarter 2 Update**
  - Consultant to be engaged to review and be completed by June 2021.
- Salisbury Oval Development – St Jays site EOI
  - Quarter 2 Update**
  - EOI placed in the market in February closing end of March 2021 for further consideration.
- School Traffic Management Framework
  - Endorsed by Council
  - Projects underway with various priority Schools across the City.
  - Part of the COVID-19 budget to accelerate this work.

## SUSTAINABLE CITY



### PROJECTS & INITIATIVES

- Replace all Council owned street lights with energy-efficient lighting
  - Quarter 2 Update**
    - Procurement contract endorsed February 2021, rollout replacement of lights across the City commencing now through to the next financial year.
    - Legal advice on warranty terms being investigated.
- Use recycled or re-used materials where possible in construction and maintenance programs.
  - Quarter 2 Update**
    - Glass recycled stockpile being used as part of the pilot program and rollout and inclusion in council footpaths of the order of 23k tonnes.
    - New reseat specifications being developed for procurement going forward.
    - All civil projects, where possible, reuse/recycle onsite materials.
- Review Council's sustainability strategy to include waste and energy management, cooler suburbs, biodiversity and water.
  - Quarter 2 Update**
    - Assessment of Climate Risk Governance Audit underway with the purpose of identifying appropriate governance frameworks to drive environmental sustainability from the perspective of managing the impacts of climate change through adaption and mitigation strategies.
    - To be incorporated within the Council Risk Register for higher profile.
    - Review Energy Plan complete by April in Draft form for discussion with Council.
    - Sustainability framework and directions agenda by 30 June 2021.
- Investment in programs that reduce waste to landfill such as incentives to increase recycling and 'circular economy' initiatives
  - Update Quarter 3**
    - Investment in programs to reduce waste to landfill.
    - Considerable work has been done to establish initial concept viability of alternative waste management facilities.
    - Report to Council seeking endorsement to continue work following endorsement by NAWMA with the expectation of no-go decision by end of December 2021.
    - Council initiative to expand green bin collection in 2021/22 budget.

## A GROWING CITY THAT CREATES NEW OPPORTUNITIES



### PROJECTS & INITIATIVES

- Enhance the Salisbury City Centre by upgrading Church and John Streets and attracting investment by the private sector into surplus Council sites

#### Quarter 2 Update

- Public consultation on final design to occur April/May 2021.
- Construction to commence October 2021.

- Deliver a residential development program by using surplus Council land

#### Quarter 2 Update

- Hoyle Green – completely sold.
- Negotiation on Boardwalk outstanding sites (20) still underway with developer outcomes.
- Walkley's Road Concept Plan to Council for consideration in March 2021.

- Develop a structure plan for the land west of Port Wakefield Road to open up new development opportunities while preserving the existing character of Globe Derby and St Kilda

#### Quarter 2 Update

- Draft Structure Plan prepared and discussed at Elected Member Workshop in February 2021.
- This Structure Plan has been discussed with Government and Opposition Parties as part of a Council's advocacy program to brief local State Members and Dept of Mines and Energy in relation to St Kilda Mangroves.

- Develop guidelines and policies to improve the quality of infill development, starting with Ingle Farm.

#### Quarter 2 Update

- The need for improved infill development policy was included in Council's response to the Planning and Design Code. Advice provided to State Government on its proposed Design Review Process/Service.
- Free internal design review process established for developers, including those seeking to undertake infill development.
- Infill guidelines for narrow frontage homes and verge reinstatement developed and have been made available to the public.
- Initial work being shaped by Walkley's Rd strategic property development.

- Improvements to east-west roads including duplication, increasing the capacity and safety of Kings Road and Waterloo Corner Rd west of Burton, duplication and extension of Elder Smith Road and road/rail grade separation of Park Terrace and Kings Road

#### Quarter 2 Update

- Implementation of Council decision to do concept design and cost estimates of Kings and Waterloo Corner Roads from Salisbury Highway to Burton Road respectively to Port Wakefield Road by end of June 2021.

- Planning brief prepared for transport requirements including East/West connectivity and presented to DIT in a formal meeting.
- Appropriate and well planned development of the Dry Creek Salt Fields (Progress towards).
- Edinburgh Parks to be business ready as a modern industrial area with efficient freight routes to the Northern Connector, fast digital connectivity and access to alternative energy sources and recycled water.

**Quarter 2 Update**

- Continue potential expansion of recycled water and alternate energy to support ongoing development particularly food processing industries.

## INNOVATION AND BUSINESS DEVELOPMENT



### PROJECTS & INITIATIVES

- Implement a change plan so Council provides an exceptional community experience, delivers quality outcomes and is a great place to work

#### Quarter 2 Update

- Leadership development program to be completed by June 2021.
- Exceptional Community Experience project phase 1 (scoping of project plan and outcomes) to be completed by May 2021.

- Upgrade Council's Operations Centre at Cross Keys Road to support business transformation

#### Quarter 2 Update

- To market tender by 30 June 2021.
- Construction commence October 2021 – Complete before June 2022.

- Deliver Council's COVID-19 response package

#### Quarter 2 Update

- Response package delivered successfully to community/business/sporting groups while maintaining business services and promises during COVID-19.

- Develop a digital strategy and framework to implement technology-based initiatives to improve the management of the City

#### Quarter 2 Update

- Rollout of Smart Salisbury Digital Strategy as endorsed by Council and supported by capital bids for IT infrastructure in 2021/22.

- Develop deeper and more effective relationships with government agencies and other organisations to progress the priorities identified in the City Plan and its supporting strategies.

#### Quarter 2 Update

- Collaboration with Technology Park companies and Renewal SA with the intent to construct better connectivity with Lot Fourteen.
- Development of cross Government, Local Government and Heads of Departments planning team for West of Pt Wakefield Rd, consequent of Buckland/Dry Creek development and environmental management of mangrove sites.
- Ongoing discussions with northern economic leaders group, currently chaired by Franz Knoll, to enhance application of circular economy strategies for take up by local business.
- Advocacy Briefing Sessions with State Government and Opposition Members regarding strategic direction and priorities for City of Salisbury.

- Review of Property and Buildings and Strategic Property

#### Quarter 2 Update

- Completion of implantation of actions by 30 June 2021.