

CONFIDENTIAL ITEMS 2003 – OCTOBER 2017

| # | Date | Item Title | Confidential Order Details | Item being kept confidential - Agenda/ Attachment/ Minutes | Reason regarding retention or recommend-action to release | Resolution Regarding Action | Last Review Date | Next Review Date | Date Released |
|-----|------------------|---|---|---|---|---|------------------|------------------|--|
| 111 | 5 September 2016 | Chief Executive Officer's Annual Performance Review | <p>Section 90 (3) (a) Order</p> <p>1. Pursuant to Section 90(3)(a) Pursuant to Section 90(2) of the Local Government Act 1999 the Council orders that all members of the public be excluded from attendance at the meeting for Agenda Item 17.1 Chief Executive Officer's Annual Performance Review.</p> <p>The Council is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to this Agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details of his performance review will be discussed.</p> <p>The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the Chief Executive Officer's performance may prematurely be disclosed before the details of the review have been discussed with the Chief Executive Officer.</p> <p>4. That having considered Agenda Item 17.1 Chief Executive Officer's Annual Performance Review in confidence under 90(2) and 3(a) of the Local Government Act 1999, the Council pursuant to Section 91(7) of the Act orders that attachments 1 and 3 be retained in confidence for 12 months but may be released sooner by the Mayor in consultation with the Chief</p> | Attachments 1 and 3 be retained in confidence for 12 months but may be released sooner by the Mayor in consultation with the Chief Executive Officer. | <p>The information to be received, discussed or considered in relation to this Agenda item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer in that details of his performance review will be discussed.</p> <p>The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the Chief Executive Officer's performance may</p> | 12 months but may be released sooner by the Mayor in consultation with the Chief Executive Officer. | 4 Sep 17 | 3 Sep 18 | <p><i>Report, Attachment 2 and Minute released 8 September 2016</i></p> <p><i>Attachments 1 and 3 released 13 October 2017</i></p> |

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| | | | Executive Officer. <u>Order History</u> 5 Sep 16 – 4 Sep 17 | | prematurely be disclosed before the details of the review have been discussed with the Chief Executive Officer. | | | | |
|--|--|--|---|--|---|--|--|--|--|

RELEASED

15th August 2016

Mayor Ann Ferguson
The District Council of Mount Barker
PO Box 54,
Mount Barker 5251

Dear Mayor Ferguson,

In August 2016 the Chief Executive Officer, Andrew Stuart completed a 360 degree review feedback process as part of the annual performance appraisal for his role. For consistency, the process mirrored that of his previous 2015 appraisal process which also utilised 360 degree review, again seeking a self reflection in addition to feedback from direct reports and Elected Members. This year's review also sought feedback from Community representatives.

The 360 degree review followed a structured process, using a set of behavioural indicators based around 5 key competencies:- Shapes Strategic Thinking and Change; Achieves Results; Drives Business Excellence; Forges Relationships and Engages Others; and Exemplifies Personal Drive and Professionalism. Behavioural indicators are provided for each of the competency areas and feedback sought on both a ratings level and also commentary regarding key strengths and potential improvement areas.

The feedback from this review clearly reflects that all the surveyed stakeholder groups feel that the CEO is performing consistently at levels above those expected of a CEO in all competency areas surveyed. Ratings and comments highlighted Andrew's strengths as:

- ✦ Focus and commitment to financial sustainability for the Council;
- ✦ Strong knowledge and experience, together with a high level of political astuteness; Excellent and considered communicator;
- ✦ Clear, professional, calm and composed;
- ✦ High level of dedication, motivation and commitment;
- ✦ Leadership and vision;
- ✦ Willingness to be flexible with a focus on innovation and improvement;
- ✦ Engaging of stakeholders;
- ✦ Willingness to have individual discussions, talk with community and elected members and promote open communication;
- ✦ Drives accountability and delivery on commitments.

A development plan has been constructed in consultation with the CEO and Mayor to focus on building greater accountability and capability within the executive leadership group.

Through the consultation process, the CEO's objectives for the next 12 month period were canvassed with several Elected Members and generally these objectives were focussed around:

- ✦ The Town Centre
- ✦ Sporting Facilities
- ✦ Tourism
- ✦ Wealth Creation
- ✦ Revenue Generation
- ✦ Communities

Should Council require further information please feel free to contact the undersigned.

Yours sincerely,



Christine Locher
Director
Level 16/70 Franklin Street
Adelaide
South Australia 5000

RELEASED

PERSONAL DEVELOPMENT PLAN

| | | |
|----------------------------|---|--------------------------|
| NAME: Andrew Stuart | Chief Executive, Mount Barker District Council | Date: August 2016 |
|----------------------------|---|--------------------------|

The following details Andrew Stuart's development goals for the next 12 months, based on feedback from the 360 degree feedback process conducted in August 2016 which collected feedback from both his direct reports and the Elected Members of Mount Barker District Council together with external stakeholders. The focus on this development plan is on utilising his key leadership strengths evident within this process, as described below, as well as providing a structure for further enhancing the development areas as described in the table below:

STRENGTHS:

- ✦ Strong knowledge and experience, together with a high level of political astuteness
- ✦ Excellent communicator; clear, professional, calm and composed
- ✦ High level of dedication, motivation and commitment
- ✦ Leadership and vision; willing to be flexible with a focus on innovation and improvement
- ✦ Engages stakeholders; willing to have individual discussions, talk with community and elected members and promote open communication
- ✦ Drive accountability and delivery on commitments

| NO. | DEVELOPMENT GOALS/ FOCUS AREAS FOR DEVELOPMENT The key areas I would like to focus on in the next 12 months within my role | STRATEGIES/ACTIONS The actions I will take to achieve my development goals | TIMEFRAMES When will strategies, actions and follow-up be completed? | MEASUREMENT How will I know that I am developing in this area? |
|-----|---|--|---|---|
| 1 | Creating and promoting a shared understanding of priorities within the Elected Members | ✦ Utilising the document produced by Christine Locher, which details the key priorities as seen by the Elected Members interviewed through the review process, for the direction of Mount Barker District Council. Once this document is provided to myself and the Mayor, use this to facilitate a discussion amongst the Elected Members to agree on shared vision of these priorities and what this means for the focus of the council in the coming years. <i>See Appendix A – Priority Key Result Areas</i> | Within next 2 months | |

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|-----|---|---|--|---|
| 2 | Promoting a 'managing up' culture amongst General Managers and empowering them to lead and make decisions and recommendations within their areas and across Council | <ul style="list-style-type: none"> ✦ Facilitating a discussion with General Managers to establish expectations with regard to managing up and promoting accountability within their area: <ul style="list-style-type: none"> ○ Use the 360 feedback as a tool to raise this and ask key questions to facilitate this conversation, including: <ul style="list-style-type: none"> ▪ 'What is stopping decisiveness in the GM's? ▪ What do you want to be held accountable for? ▪ What should the consequences be if things are not delivered? ▪ What can you do to manage up accountabilities, rather than this being driven from me? ▪ What do you need? ▪ How can I support you to promote better GM team functioning? ✦ Also, once new structure is embedded, having a discussion with the confirmed GM's to ensure greater awareness of each others' strengths and how they would like to see these utilised within the GM leadership team ✦ Ensuring this is also cascaded into their teams: instilling mechanisms to drive this accountability through to their leadership: <ul style="list-style-type: none"> ○ Where does this responsibility sit? | Once new structure is embedded, utilise this as the opportunity to have this discussion and reinforce this | |

REMUNERATION

¹Movements – South Australian Councils

The LGA Salary Survey data for 2016, includes comprehensive data and the following table and chart incorporate information based on previous years to demonstrate movements in remuneration levels over the past three years. With the inclusion of benefits beyond base salary, superannuation and motor vehicles the average Total Remuneration Package for Chief Executives in the current year amounts to \$216,912 (refer Table 1).

TABLE1
* CPI & Wage Price Index by courtesy of ABS

| Source | January 2016 | January 2015 | January 2014 | July 2013 |
|---|--------------|--------------|--------------|-----------|
| Average Remuneration Inc. Base Salary, Superannuation and Vehicle | 214,503 | 207,902 | 202,342 | 196,041 |
| Percentage Increase | 3.18% | 2.75% | 3.21% | - |
| Consumer Price Index (All Ords. Adelaide) | 1.04% | 1.72% | 2.25% | - |
| Wage Price Index (All Sectors) | 2.2% | 2.5% | 2.5% | - |

TABLE 2
*indicates where Mt Barker District Council CEO TRP sits against other relevant Councils

| Council | Total Remuneration Package |
|-------------------------------|----------------------------|
| Alexandrina | 279,600 |
| City of Norwood | 262,071 |
| Campbelltown Council | 258,322 |
| City of Prospect | 253,621 |
| City of Holdfast Bay | 251,249 |
| Mount Barker District Council | 250,591 |
| Adelaide Hills Council | 234,807 |
| City of Walkerville | 232,538 |
| Town of Gawler | 228,025 |

¹ SA Local Government, LGA CEO Remuneration Survey Report 2016.