



**NORTHERN AREAS  
COUNCIL**

# **CEO PERFORMANCE MANAGEMENT PANEL MEETING**

**19 January 2016**

**Members of Panel**

**Mayor DV Clark**

**Councillors:**

**BJ Browne, GW Lange, SV Scarman.**

## **Notice of Meeting**

**A Panel Meeting will be held 94 Ayr Street, Jamestown on  
Tuesday 19 January 2016**

**Commencing at the conclusion of the Ordinary Council Meeting**

**The business to be considered at the above mentioned meeting  
is set out on the attached Agenda.**

**Mr Colin Byles  
Chief Executive Officer  
14/01/2015**

# Northern Areas Council

**AGENDA FOR CEO PERFORMANCE MANAGEMENT PANEL TO BE HELD AT 94 AYR STREET, JAMESTOWN ON TUESDAY 19 JANUARY 2016, (at the conclusion of the Ordinary Council Meeting).**

**PRESENT:**

**APOLOGIES:**

**ABSENT:**

**MEETING COMMENCED:**

## **1. BUSINESS**

### **1.1 CEO PERFORMANCE MANAGEMENT PANEL**

**MOVED Cr. SECONDED Cr.**

**That pursuant to section 90 (2) of the Local Government Act 1999, the Council orders that all members of the public, except Colin Byles (Chief Executive Officer), Bernadette Semler (Executive Assistant) be excluded from attendance at the meeting for Agenda Item 1.1 – Confidential Item CEO Performance Management Panel.**

**That Council is satisfied that pursuant to section 90 (9) (b) of the Act, the information to be received, discussed or considered in relation to this Agenda item is related to the employment performance of the staff member.**

**In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. 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 of the item is related to the employment performance of a staff member.**

## **3.2 BUSINESS**

1.1 Annual Performance Review of CEO

## **4. OTHER BUSINESS**

## **5. DATE OF NEXT MEETING**

## **6. MEETING CLOSED**



**MEETING:** CEO PERFORMANCE MANAGEMENT PANEL  
**DATE:** 19 January 2016

**DEPARTMENT:** Chief Executive Officer Unit  
**OFFICER:** Colin Byles, Chief Executive Officer

<b>REPORT ITEM:</b>	1.1
<b>REPORT TITLE:</b>	ANNUAL PERFORMANCE REVIEW OF CEO

<b>Implementation</b>	Immediate
<b>Budget Impact</b>	Nil
<b>Risk Assessment</b>	Low
<b>File Reference</b>	

<b>STRATEGIC REFERENCE:</b>		
<b>Goal</b>	4	Council recruits and retains highly skilled staff
<b>Outcome</b>		
<b>Action</b>	4.1	Staff are capable, approachable and have a high level of skills and knowledge about Local Government

<b>RECOMMENDATION:</b>
<p>That the written assessment against the KPI's provided by the CEO and presented to the Panel be received and accepted.</p> <p>That having reviewed the Total Employment Cost Package of the CEO, it is recommended to Council that:</p>

<b>EXECUTIVE SUMMARY:</b>
<p>CEO Employment Contract states:</p> <p><i>"Council will ensure that a review of the CEO performance is conducted annually, or more frequently, if the Council determines there is a need to do so.</i></p> <p><i>The Council shall give the CEO a minimum of 10 working days notice, in writing, that a performance review is to be conducted to enable the CEO sufficient time to prepare.</i></p> <p><i>At least two working days prior to the performance review, the CEO will submit to the CEO Performance Management Panel an assessment of his/her own performance"</i></p> <p>CEO's 12 month anniversary is 2 February 2016.</p>

The following KPI's were set by the Panel and endorsed by Council at their meeting held on 2 June 2015.

1. Demonstrate leadership and manage the organization in a way that develops and supports an innovative service and governance culture;
2. Ensure that all Managers are responsible for their Departmental budgets and timelines and report to the CEO and to Council;
3. Ensure Managers put properly costed and responsible recommendations before Council and practice due diligence;
4. Ensure Council has a workable Asset Management Plan (target completion date July 2016);
5. Ensure the effective and accountable application of financial and physical resources.

The last meeting of the CEO Performance Management Panel was held on Tuesday 15 December 2015.

At that meeting, the CEO was asked to provide a written assessment against the KPI's to the Panel prior to the January 2016 Council meeting.

This was emailed to Panel members prior to the meeting..

The CEO Performance Management Panel also agreed to review the KPI's and the Total Employment Package (TEC) of the CEO at the next Panel meeting (19 January 2016), with a recommendation being provided to Council at the Ordinary Meeting in February 2016.

## 12. TEC PACKAGE REVIEW

- 12.1. The TEC Package specified in **Schedule 2** will be reviewed annually and any such review shall not result in a decrease in the TEC Package
- 12.2. The annual review of the TEC Package shall be conducted within one month following the performance review set out in Clause 9 (if reasonably practicable), and any change to the TEC Package shall be "*backdated*" to take effect from the anniversary of the Commencement Date of this Agreement.
- 12.3. The review of the TEC Package will take into account the following;
  - 12.3.1 the agreed criteria upon which the Chief Executive Officer's performance is assessed in accordance with the Performance Review Process, and
  - 12.3.2 movements in the annual CPI (All Groups Adelaide) and the increase and movement in executive salaries within Local Government.
- 12.4. Any variation to the TEC Package must be approved by the Council.

## 13. EXPENSE OF OFFICE PAYMENTS

In addition to the TEC Package referred to in Clause 11 the Council shall meet the following expense of office payments or reimburse the Chief Executive Officer upon production of accounts or receipts for:

- 13.1. entertainment, executive and other sundry expenses reasonably and necessarily incurred by the Chief Executive Officer in the performance of his Duties; and
- 13.2. the cost and provision of a mobile telephone service; and
- 13.3. the provision of a personal computer and broadband connection for remote/home office use; and
- 13.4. the reasonable costs of the Chief Executive Officer attending conferences, seminars, training and development courses and study relevant to the performance of his Duties; and
- 13.5. membership fees and subscriptions payable by the Chief Executive Officer to professional associations, the membership of which is reasonably necessary or desirable for the Chief Executive Officer to hold in the performance of his Duties. For the purposes of this clause membership shall include without limitation Local