

DISTRICT COUNCIL OF GRANT

ORDINARY MEETING OF COUNCIL HELD – 5 FEBRUARY 2018

REFER ITEM NUMBER 18015.1 FILE 110.62.236

18015 – CONFIDENTIAL ITEMS

1. Chief Executive Officer's Key Performance Indicators Update Report - [110.62.236] Item 14.1.1
 1. Moved Cr Bain that
 1. Pursuant to section 90(2) of the Local Government Act 1999 the Council orders that all members of the public, except TJ Smart (Chief Executive Officer), JF Fetherstonhaugh (Deputy Chief Executive Officer), LJ McEvoy (Director of Environmental Services), AA Schutz (Works Manager), DM Hutchesson (Executive Support Governance) and JA O'Hehir (Executive Support Officer) be excluded from attendance at the meeting for Agenda Item 14.1.1 – Chief Executive Officer's Key Performance Indicators Update Report.
 2. 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 the Agenda Item 14.2.1 is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), being the Chief Executive Officer of the District Council of Grant.
 3. 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 a number of matters are likely to be discussed that relate to the Chief Executive Officer's performance.

CARRIED
 2. Moved Cr Bain that Council receive and note the Chief Executive Officer's Key Performance Indicators 2017-18 Report for the Second Quarter

CARRIED
 3. Moved Cr Kuhl that having considered Agenda Item 14.1.1 – Chief Executive Officer's Key Performance Indicators Update Report in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of that Act orders that any minutes, the report and its attachments be no longer retained in confidence.

CARRIED

14.1.1 CEO KPI Update Report

DATE:	5 February 2018
AUTHOR:	Trevor Smart, Chief Executive Officer
RESPONSIBLE OFFICER:	Trevor Smart, Chief Executive Officer
APPLICANT/PROPONENT:	Nil
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING:	Nil
REFERENCES:	Nil
FILE NO:	110.62.236
ATTACHMENTS:	CEO KPI Update Report 2017/18 – 2nd Quarter Report
IN CONFIDENCE:	Yes

PURPOSE OF REPORT:

To consider the CEO KPI Update Report as per provisions of the CEO Employment Agreement.

BACKGROUND:

Clause 17.2 of the CEO Employment Agreement states:

17.2 As part of the Performance Review process, in March, September and December of each year, the CEO will address the Council in a confidential session to provide a progress report against the CEO's key performance indicators.

COMMENT:

From the CEO KPI workshop conducted on 9 October 2017 (facilitated by Kathy Jarrett, LGA), and the 1st Quarterly Report presented in November 2017, I now provide you with the 2nd Quarterly Report for your consideration.

The data supporting the KPI's is now starting to appear as more substantial, given that we are now half way through the financial year.

Generally, KPI's are on track, with the following observations:

KPI 1 – Progress towards delivering Councils adopted plan

- The Waterfront generally on track with tenders closing 2/2/18, and this will then enable progression of on-ground works, and next stage of communication to and with community.
- Minimal CAPEX at airport & saleyards to date. Some elements of Airport CAPEX program may be subject to outcomes of BBRF #2 funding application

KPI 2 – Delivery against Councils adopted capital works program

- Majority of CAPEX items are on track and largely on-budget

KPI 3 – Progress towards delivering Council's key imperatives

- Saleyards Masterplan – this is behind schedule, and should be progressed shortly following presentation from Auditor regarding financials.
- Pelican Point Seawall – Council have set a deadline for feedback from landowners

KPI 4 – Performance against Councils adopted budget

- Most Cost Centres are on track and within expected budget v actual levels.
- Social Security & Welfare (red light) – donations as per budget have largely been provided within 1st quarter, so expenditure wont increase proportionally for the remainder of financial year

KPI 5 – Delivering Council Resolutions

- Not tracking to expected levels as yet but 6 ‘resolutions’ not actioned as yet related to two items – Council Assessment Panel, and Piccaninnie Ponds project.

KPI 6 – Delivering Quality Customer Services

- Records management responsiveness is at a high acceptable level
- Customer Service Requests – tracking at a high level

KPI 7 – Human Resource Management

- Retention rates are very high, with only 1 staff member departing in 2017/18 to date.
- Employee cost comparisons to end of 2016/17 are provided, with 2017/18 data to only become available following audits of all LCLGA Councils

KPI 8 – Work Health & Safety

- LTI Injury data – Nil LTI days YTD thus far, but this will change within following quarter due to known injury/treatment.
- Based on the 5 year rolling average, high LTI days in 2013/14 will continue to have an impact on 2017/18 outcomes, but will cease to have affect in 2018/19.

I welcome your comment or questions.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

There are no known legislative requirements related to this item.

STRATEGIC IMPLICATIONS:

There are no known strategic requirements related to this item.

FINANCIAL IMPLICATIONS:

There are no known financial implications related to this item.

CONSULTATION:

Nil.

STAFF RECOMMENDATION:

That Council receive and note the CEO Key Performance Indicators 2017/18 Report for the 2nd Quarter.