

27.3 CEO KEY PERFORMANCE INDICATORS 2023/2024 - STATUS UPDATE**Document #:** 24/10670**Department:** Executive Services

Pursuant to Section 90(2) and (3) of the Local Government Act 1999, the information to be received, discussed or considered in relation to this agenda item is:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

PURPOSE

For Elected Members to receive and consider the Chief Executive Officer's Key Performance Indicator Status Update.

RECOMMENDATION

That Council receive the Chief Executive Officer's Key Performance Indicator Status Update as presented.

and

RECOMMENDATION**Section 91 Order**

That having considered report 27.3 CEO Key Performance Indicators 2023/2024 - Status Update in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999 (the Act) the Council, pursuant to Section 91 (7) and 91 (9) of the Act orders that the agenda report, attachments, minutes and supporting documentation relevant to report 27.3 CEO Key Performance Indicators 2023/2024 - Status Update be retained in confidence and not available for public inspection for a period of 12 months.

LINK TO STRATEGIC PLAN**Goal:** 5 Responsible Governance and Leadership**Strategy:** 5.2 Effective leadership and informed decision making**BACKGROUND**

The Chief Executive Officer (CEO) is required to undertake an annual performance appraisal process in line with contractual and legislative obligations (the Review). The Review provides an effective measure of the quality of work undertaken by the CEO.

The CEO Annual Performance Review Working Party (the Working Party), consisting of all 12 Elected Members, appointed by the Council, is required to evaluate the CEO's performance.

DISCUSSION

The CEO's Key Performance Indicators 2023/2024 (KPIs) have been developed by the Council with regard to the Key Result Areas, CEO responsibilities, Council's Strategic Plan 2020-2024 and the 2023-2024 Annual Business Plan and Budget. KPIs are used as a tool to measure performance against the identified objectives (Attachment 1).

This report provides an update of the actions undertaken by the CEO against the agreed KPIs.

COMMUNITY ENGAGEMENT PLAN

Confidential Report - Not Applicable

CONSULTATION PROCESS

In preparing this report, the following Yorke Peninsula Council officers were consulted:

- Director Assets and Infrastructure Services
- Director Corporate and Community Services
- Director Development Services

In preparing this report, the following external parties were consulted:

- Nil

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

A budget allocation exists in the 2023-2024 budget for the employment of a CEO in accordance with Section 96 of the Local Government Act 1999.

Budget allocations have been allocated and endorsed by Council where necessary.

RISKS/LEGAL/LEGISLATIVE/ IMPLICATIONS

The employment contract between Council and the CEO requires the establishment of Key Performance Indicators to provide for a fair, transparent and accountable evaluation performance review process.

ATTACHMENTS

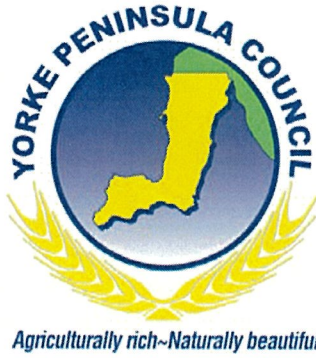
1. **CEO's Key Performance Indicators 2023/2024** [↓](#) 

CEO – Key Performance Indicators 2023/2024

	Key Performance Indicators	Key Result Area	Strategic Plan	Measures	Expected completion date	Budget allocation required	Status
1.	Finalise the review of the Transport Asset Management Plan (TAMP)	Financial and Asset Management	Goal 2 - Community connected through infrastructure	Transport AMP updated.	December 2024 after HV Access strategy adoption by Council (June 2024), noting the September 2023 draft HV Access Strategy was laid on the table, likely to be lifted for further debate early 2024. Also considering the delivery of significant major capital works and further scoping (Marion Bay Boat Ramp) (Stansbury Sea Wall) (NCR) (Maitland Main Street Upgrade)	Included in annual budget	Report to March 2024 Council meeting to consult on draft HV Access Strategy.
2.	Finalise Council determination of the proposed Food Organic and Green Organics (FOGO) service	Operational Management and Major Projects	Goal 3 - Valued and restored Environment	YPC regional waste management plan/strategy developed and/or a final determination made on FOGO.	June 2024	In house staff resources to be used in conjunction with the Legatus regional approach. Any proposed cost changes would be funded through a change to the Fees and Charges reflecting full cost recovery for adoption and implementation in the 2024/2025 financial year.	Council decision 17 January 2024 to leave current service as is and not introduce FOGO. Complete.
3.	Implementation of ERP Solution	Operational Management and Major Projects	Goal 4 - Community Engaged and supported	Implementation phase rolled out commencing January 2024.	December 2024	Yes – included in Long Term Financial Plan and Annual Budgets	Service agreements / contracts finalised. Project implementation plans (GANTT) finalised. Prioritised software modules commenced.
4.	Conduct an annual employee opinion survey	Human Resource Management	Goal 5 - Responsible Governance & Leadership	Identify key themes from the employee opinion survey and initiate an action strategy to address any significant identified issues.	December 2023	No – in-house confidential survey	Survey completed December 2023 – results currently being collated.
5.	Develop a new Strategic Management Plan 2025-2029	Operational Management	Goal 5 - Responsible Governance & Leadership	New SMP adopted by Council.	August 2024	Independent third party to oversee a significant overview of the SMP. Included in annual budget.	Contract for services awarded to Holmes Dyer. Initial Project Review briefing meeting held (staff) 18 January 2024. Desktop research and data analysis of existing consultation reports/studies underway. Identification of opportunities and constraints. Workshop with Elected Members and senior staff – March 2024.
6.	Undertake a general rates review	Financial Management	Goal 5 - Responsible Governance & Leadership	General Rates Review reported to Council after community consultation.	May 2024	Independent third party to oversee a significant overview of Council's rating structures. Included in annual budget.	Rates review underway to consolidate with valuation movements: Considerations <ul style="list-style-type: none"> • Increase to fixed charge • Vacant @ 1.5 x residential • Viterra @ 4.25 x residential • Extractive industries @ 4.25 x residential • Primary production relativity
7.	Coordinate a follow up leadership workshop with Elected Members and the Corporate Management Team	Advice and relationship with Council	Goal 5 - Responsible Governance & Leadership	Workshop undertaken.	March 2024	Included in annual budget for EM training and development.	Rowena McLean from the Local Government Association is booked to undertake a follow up leadership workshop on 13 March 2024.

CEO – Key Performance Indicators 2023/2024

	Key Performance Indicators	Key Result Area	Strategic Plan	Measures	Expected completion date	Budget allocation required	Status
8.	Minlaton Childcare Centre completion and handover to provider	Operational Management and Major Projects	Goal 1 – Economically Prosperous Peninsula Goal 2 – Community Connected through Infrastructure Goal 4 – Community Engaged and Supported.	Operator appointed. Minlaton Centre constructed and open as an operational facility.	January 2024	Yes – included in 2023/2024 budget.	Construction delays with Romaldi’s along with latent conditions have delayed the opening of the Minlaton Childcare Centre by one month.
9.	Organisational - Annual Performance Appraisals	Human Resource Management	Goal 5 - Responsible Governance & Leadership	100% staff completion of individual performance appraisals. Individual Training and Development Plan implemented from the review process	December 2023	No – in-house	Complete.
10.	Facilitate six monthly Confidential CEO forums with the Mayor and Elected Members	Advice and relationship with Council	Goal 5 - Responsible Governance & Leadership	Two briefings held.	June 2024	N/A	Briefing 14 February 2024. Consideration of Elected Members District Tour May/June 2024.



CONFIDENTIAL MINUTES

Council Meeting

14 February 2024

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**CONFIDENTIAL MINUTES OF COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, MINLATON TOWN HALL, 57 MAIN STREET, MINLATON
ON WEDNESDAY, 14 FEBRUARY 2024 AT 6.19PM**

WELCOME

Mayor Darren Braund welcomed everyone to the meeting and declared the meeting open.

PRESENT: Mayor Darren Braund, Cr Naomi Bittner, Cr Richard Carruthers, Cr Trevor Clerke, Cr Alan Headon, Cr Kylie Gray, Cr Scott Hoyle, Cr Roger Johns, Cr Adam Meyer, Cr Kristin Murdock, Cr Michael O'Connell, Cr Tania Stock

IN ATTENDANCE: Andrew Cameron (CEO)

LEAVE OF ABSENCE

Nil

APOLOGIES

Nil

CONFLICT OF INTEREST

Mayor Darren Braund reminded all Elected Members of the requirement to disclose any conflict of interest in relation to any matters before Council.

27 CONFIDENTIAL ITEMS

27.3 CEO KEY PERFORMANCE INDICATORS 2023/2024 - STATUS UPDATE

PURPOSE

For Elected Members to receive and consider the Chief Executive Officer's Key Performance Indicator Status Update.

RESOLUTION

Moved: Cr Scott Hoyle

Seconded: Cr Richard Carruthers

That Council receive the Chief Executive Officer's Key Performance Indicator Status Update as presented.

CARRIED 041/2024 (14/02/2024)



RESOLUTION

Moved: Cr Michael O'Connell

Seconded: Cr Tania Stock

Section 91 Order

That having considered report 27.3 CEO Key Performance Indicators 2023/2024 - Status Update in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999 (the Act) the Council, pursuant to Section 91(7) and 91(9) of the Act orders that the agenda report, attachments, minutes and supporting documentation relevant to report 27.3 CEO Key Performance Indicators 2023/2024 - Status Update be retained in confidence and not available for public inspection for a period of 12 months.

CARRIED 042/2024 (14/02/2024)

CLOSURE

The meeting closed at 6.32pm.

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Mayor Darren Braund

13 March 2024

