

Chief Executive Officer - Performance Review – Quarterly Report

This quarterly report is the first report after the Chief Executive Officers (CEO) Annual Performance Review completed in May 2018.

At the Annual CEO Performance Review new Key Performance Indicators were set for the next year, these are list below;

1. Ensure Preparation and Implementation of the;
 - Strategic Plan
 - Annual Business Plan
 - Asset Management Plans
 - Long Term Financial Plan
2. Ensure the Capital Works Program for the Budgeted year is complete.
3. Develop a comprehensive works plan to support/underpin, The asset class – Council owned buildings.
4. Review all assets currently owned by Council.

Progress to date on the Key Performance Indicators

Ensure Preparation and Implementation of the;

- Strategic Plan
 - Council adopted an updated Strategic Plan in May 2018 for the period 2018 to 2020.
 - A full review of the Strategic Plan will need to occur in the first half of 2019, this timing will allow any new elected members that were elected at the Council elections in November 2018 to “understand” Council business a little before entering into the update.
 - Council will need to engage a facilitator to run the process of creating a new strategic plan.
- Annual Business Plan
 - 2018-19 Annual Business Plan has been adopted.
- Asset Management Plans
 - 100% complete, All Strategic Documents complete.
 - Maintenance Plans that “fall” out of these Asset Management Strategic Plans are currently being completed.
 - Service Level Documents for 5 areas complete.
- Long Term Financial Plan
 - Long Term Financial Plan is scheduled to be reviewed in November 2018. Preliminary data collection has commenced. The Financial Plan

will be subject to the proposed Rate Capping legislation that is currently before State Parliament.

Ensure the Capital Works Program for the Budgeted year is complete.

- Capital Works Program for 2018/19 is programmed and has commenced as per attached listing. Burnside Road, McKenzie Road, Hornsdale Barn Road have already been completed from the re sheeting program for 2018/19.

Develop a comprehensive works plan to support/underpin, the asset class – Council owned buildings.

- Building Inspections have commenced and approximately 50% of the buildings have been inspected.
- The Buildings have been inspected by external parties ie Roof inspections by Roofing companies, Building Fire Safety Committee or by our own staff.

Review all assets currently owned by Council.

- This project will commence as soon as all the inspections take place but the currently the timeline for this project is for it to be complete by February 2019.

Council Projects

We are currently commencing what I call Stage 2 of our Continuous Improvement Program.

When I commenced in February 2015 we quickly commenced updating a lot of “old fashioned’ working practices that needed to become modernised to create greater efficiencies.

Now as I have stated above we have entered Stage 2 of the Continuous Improvement Program. This stage involves the following projects;

- Land Management Project
- Legislative Change Project
- Corporate Document Control
- Return To Work
- Contractor Management
- WHS Audit Compliance
- Intranet Updated
- Electornet created

Land Management

- **Strategic Action** – Develop Governance Systems for Council Managed Land
- **Objective** – Comprehensive captured knowledge for all land management obligations of Council
- **Actions** – Review all current land assets of council, Identify all existing governance mechanisms for the land asset register, Gap analysis of registers and current mechanisms for management, Resolve anomalies identified in the Gap analysis.

Legislative Change

- Develop a system that picks all changes to legislation that has an effect on Council operations
- Determine if operational change is required to Council operations
- If operational change is required what effect does the change have on Work Health and Safety requirements.

Corporate Document Control

- Review all Council documents and forms for currency
- Develop a Corporate Document numbering system (numbering and version control)

Return to Work

- Ensure compliance with the Return to Work Act in relation to Workers Compensation claims.
- Training course held and further workshop for all Council Managers, Supervisors and staff that have any part to play in a Workers Compensation claim.
- New procedure developed for Workers Compensation claims

Contractor Management

- WHS requirements now make Council responsible to gain a lot more information from contractors who carry out work for Council – this feeds into our operational needs.
- Workshop held to develop a strategy to capture this information.
- Further work to be carried out on implementing a new system

WHS Audit Compliance

- Ensuring the WHS Audit Compliance Report is acted on.
- Program developed to meet the audit non-compliance issues
- Actions developed and timelines determined

Intranet Updated

- The current Council Intranet is no longer working and a new Intranet is being developed for staff usage only. This will contain all the operational needs of staff.

Electornet

- This is an Intranet specifically for Elected Members only. (Elected Members will use this site not the internal Intranet site).
- Currently in development, will be available in the next 2 months definitely prior to the November Council elections.
- Will give all the documents that an Elected Member needs to operate efficiently without having to search Council website or ask staff for a document. It will also provide a confidential area where all confidential documents that council has in regard to agendas and minutes.

General

The 3 court cases Council has been involved in over the last few months has taken a considerable amount of the CEO's time, preparing documentation for the court cases and attending court in Adelaide.

The court cases are slowly being resolved, the Ford matter in relation to Ford claiming he was being victimised by Council has been dismissed, the Ford matter in relation to unsightly premises has been continued to allow Ford till the 1st week in December to complete the clean-up. The Judge directed that the CEO meet with Mr. Ford on site on a fortnightly basis to ensure work is continuing.

I have attended several seminars and conferences in the last quarter relating to rate capping, governance, WHS issues and property management to ensure I am keeping up to date with all current issues.

Human Resource Management is ongoing and times takes considerable time to ensure I have staff working efficiently and on what I consider to be priority issues. This can be challenging when we are changing some past operational activities.

Property Management is becoming a time consuming issue with several Leases falling due for Council properties. Creating a new lease is not a quick exercise especially when negotiations do not go in the direction that Council would like.

Overall it has been a very challenging time over the last quarter with the number of issues that I have had to be involved with.