

**Southern Mallee District Council**

**Minutes of the Confidential Council Meeting held in the Council Chambers  
situated at Railway Terrace North Lameroo on  
Wednesday 16 October 2013**

22

The Mayor Cr Gordon Hancock opened the meeting at 2.17 pm and welcomed those in attendance

**1 Attendance**

Cr Gordon Hancock [ Mayor ]  
Cr Jeff Nickolls [ Deputy Mayor ]  
Cr Neville Pfeiffer  
Cr Robert Sexton  
Cr Brian Toogood  
Cr Alf Walker

Staff in Attendance

Tony Renshaw [ Chief Executive Officer ]  
Sheryn Bennier [ Manager Executive Services ]  
Shona Hyde [Customer Service Officer and Minute Secretary ]

**2 Apologies**

The Council noted the apologies of Crs Allan Dunsford and Bruce Summerton

Note : Cr Barry Lukins joined the meeting at 2.18 pm

**3 Minutes**

Cr Pfeiffer moved Cr Nickolls seconded the minutes of the Chief Executive Officer's Performance Review Committee meeting held Tuesday 17 September 2013 be received

**Carried 1 / 1013**

|                       |              |
|-----------------------|--------------|
| <b>RECEIVED</b>       |              |
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#### **4 Chief Executive Officer's Performance Review**

##### 4.1 CEO's Key Performance Indicators for the period 1 July 2013 to 30 June 2014

Cr Pfeiffer moved Cr Toogood seconded that the Council shall adopt the Chief Executive Officer's Key Performance Indicators for the period 1 July 2013 to 30 June 2014 as per Appendix 1

**Carried 2 / 1013**

4.2 Cr Toogood moved Cr Nickolls seconded that the Chief Executive Officer's Employment Contract dated the 16 July 2012 continue unchanged

**Carried 3 / 1013**

**2.18 pm** Cr Lukins joined the confidential meeting

**2.19 pm** Shona Hyde Customer Service Officer and Sheryn Bennier Manager Executive Services left meeting

The Chief Executive Officer Tony Renshaw recorded the minutes for the meeting

#### **5 Enterprise Agreement - Australian Workers Union**

Cr Toogood moved Cr Nicholls seconded that the total value of the increase to the remuneration component of the Enterprise Agreement be 2.5% each year for the 3-year period of the agreement

Cr Pfeifer moved Cr Walker seconded an amendment that the total value of the increase to the remuneration component of the Enterprise Agreement be 2.0% each year for the 3-year period of the agreement

The amendment was defeated, there being 4 votes against and 3 votes for the amendment

**The original motion was carried**

**4 / 1013**

**6 Enterprise Agreement Australian Services Union – Separate Agreement**

Cr Nickolls moved Cr Pfeifer seconded that the Council develop separate Enterprise Agreements for Southern Mallee District Council Administration Staff and Southern Mallee District Council Child Care Staff

**Carried 5 / 1013**

**7 Enterprise Agreement Australian Services Union – Southern Mallee District Council Administration Staff - Remuneration Component Increase**

Cr Toogodd moved Cr Lukins seconded that the total value of the increase to the remuneration component of the Enterprise Agreement be 2.5% each year for the 3-year period of the agreement for Southern Mallee District Council Administration Staff

**Carried 6 / 1013**

**8 Enterprise Agreement Australian Services Union – Southern Mallee District Council Child Care Staff - Remuneration Component Increase**

Cr Toogodd moved Cr Sexton seconded that the total value of the increase to the remuneration component of the Enterprise Agreement be NIL each year for the 3-year period of the agreement for Southern Mallee District Council Child Care Staff

**Carried 7 / 1013**

**9 New Employees and Negotiations**

Cr Nickolls moved Cr Pfeifer seconded that ;

**9.1 New Employees**

All new employees who commence employment with the Council after the date of the implementation of the new Enterprise Agreements between the Council and the Australian Services Union and the Council and the Australian Workers Union will be employed on Award Conditions Only and that they will not be not linked and or tied to the Australian Workers Union and or Australian Service Union Enterprise Agreements

**9 New Employees and Negotiations**

**9.2 Negotiations**

The conditions of the offers to the Australian Services Union and the Australian Workers Union set out in Items 5, 6,7,8 and 9.1 of these the minutes are not negotiable

**Carried 8 / 1013**

**10 Other Business**

Nil

**11 Closure**

There being no further confidential business the Mayor Cr Hancock closed the confidential meeting, and as set in the Local Government Act Section 91 [ 7 ], having considered this agenda item in confidence under Section 90 and Section 90 [ 3a ], the Council orders that the item and the minutes, reports and all other records, relating to the matter be retained on a confidential basis until the conclusion of the Chief Executive Officer's employment with the Council and on this basis the public shall be invited to re-join the meeting at 3.33 pm

**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| Key Result Area          | Goal  | Measure   |
|--------------------------|---|---|
| Council's Strategic Plan | Annual delivery of the agreed key Council priorities in the Strategic Plan  | Key priorities delivered within timeframes and budget |
|                          | <p>Commence the development of a Long Term Strategic Plan through ;</p> <p>Consultation with the Southern Mallee Community, South Australian Government and the Australian Government, to identify the background and foundation data to form and shape a long term Strategic Plan</p> <p>Report the key findings of the public consultation and after distillation of the data gathered from the initial public consultation, shape a Vision for the Southern Mallee and 3 to 5 for Key Strategies</p> <p>Test and prove the shape of a Vision for the Southern Mallee and 3 to 5 Key Strategies through consultation with the Southern Mallee Community, South Australian Government and the data to form and shape a long term Strategic Plan</p> <p>Deliver a complete Long Term Strategic Plan for the Southern Mallee [ 1 July 2014 to 30 June 2015 ]</p> |   |

**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| <b>Key Result Area</b> | <b>Goal</b>   | <b>Measure</b>   |
|------------------------|---|--|
| Financial Management   | Develop each year's budget for consideration by Council                       | Draft provided to Council by first Council Meeting in May each year  |
|                        | Provide Council with quality information and advice during the budget process | Advice provided ;<br>Addresses Council's goals<br><br>Provides Council with options to improve its financial position<br><br>Demonstrates prudent management of Council's resources<br><br>Outlines potential risks and consequences |
|                        | Implement budget outcomes and report progress against budget                  | Budget outcomes implemented in accordance with budget timeframes<br><br>Provide simple and effective reports to Council on budget performance monthly  |

**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| <b>Key Result Area</b>          | <b>Goal</b>   | <b>Measure</b>  |
|---------------------------------|---|---|
| Financial Management            | Deliver the Annual Business Plan  |   |
|                                 | Deliver a Long Term Finance Plan that looks to 2020 and 2025  |   |
|                                 | Deliver a Long Term Asset and Infrastructure Management Plan that looks to 2020 and 2025                                      |   |
| Customer / Community Engagement | Optimise the achievement of Council's goals and objectives  | Number of strategic alliances and partnerships with key stakeholder groups that assist Council achieve its goals and objectives |
|                                 | Effectively consults, communicates and engages all stakeholders including the Council, Community, Government and Industry etc | Community satisfaction with Council communication and consultation  |
|                                 | Provide efficient and effective customer service to the community, visitors and clients                                       | Refinement and enhancement of the request management system   |

**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| <b>Key Result Area</b> | <b>Goal</b>  | <b>Measure</b>  |
|------------------------|--|---|
| Leadership             | Build a strong sustainable organisation focussed on achieving Council's goals and objectives | Demonstrates behaviours that support Council's core values of ;<br><br>Energising leadership<br><br>Team Work<br><br>Continuous improvement<br><br>Recognition<br><br>Freedom of expression<br><br>Caring customer service<br><br>High staff satisfaction and rewarding development |
|                        | Improve delegations  | Clear delegated authorities in place<br><br>Evidence of a decision making / delegation framework in place<br><br>Delegations / decision making clearly outlined in position descriptions  |
|                        | Improve communication / consultation   | Evidence of staff participation in decision making  |



**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| Key Result Area                           | Goal  | Measure  |
|---|---|--|
| <p>Organisation and People Management</p> | <p>Effectively manages Council overall functions and operations</p> | <p>Compliance with the Local Government Act</p> <p>Asset Management Plan implemented and updated on an ongoing basis</p> <p>Conduct internal audits and efficiency reviews of services and administrative functions</p>        |
|   | <p>Efficient and effective management of key Council projects</p>   | <p>Pinnaroo Industrial Development Project completed in accordance with project timeframes and within budget</p> <p>Lameroo Lakeside Caravan Park project completed in accordance with project timeframe and within budget</p> |



**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| <b>Key Result Area</b>             | <b>Goal</b>                                 | <b>Measure</b>   |
|------------------------------------|---|--|
| Organisation and People Management | Improve work health and safety for staff    | Fully implement the Local Government OH&S One System in accordance with timeframes   |
|                                    | Roles and responsibilities clearly outlined | 100% position descriptions up to date and clearly outline roles and responsibilities   |
|                                    | Staff clearly understand expectations       | One on one meeting with all managers weekly<br><br>Performance review system developed and implemented for all staff based on a formal 12 monthly review and a minimum of six monthly informal discussions |
|                                    | Improve communication / consultation        | Staff meetings conducted at least bi monthly for all staff<br><br>Communication meaningful for staff based on quarterly feedback   |

**Appendix 1**

**Chief Executive Officer Key Performance Indicators 1 July 2013 to 30 June 2014**

| <b>Key Result Area</b>   | <b>Goal</b>                                  | <b>Measure</b>   |
|--------------------------|--|--|
| Governance and Reporting | Efficient and effective governance practices | 100% compliance with the requirements of the Local Government Act<br><br>Elected Member satisfaction with the quality of advice and support on community issues and the timeliness of responses<br><br>Timely and accurate monthly report to Council on the delivery of the Strategic Plan and Council's finances and progress<br><br>Provide a quarterly report to Council outlining progress on the key performance indicators in the strategic plan and other agreed performance indicators |



**Southern Mallee District Council**

**Minutes of the Confidential Plant and Equipment Advisory Committee  
meeting held in the Council Chambers situated at Railway Terrace North  
Lameroo on Tuesday 5 November 2013**

The Chairman opened the meeting at 5.23 pm and welcomed those in attendance

**1 Attendance**

Cr Barry Lukins  
Cr Jeff Nickolls  
Cr Neville Pfeiffer  
Cr Robert Sexton

Cr Gordon Hancock as Principal Member attend in an ex officio capacity

Staff in Attendance

Tony Renshaw            Chief Executive Officer  
Matthew Sherman      Manager Infrastructure and Engineering Services

**2 Apologies**

Cr Brian Toogood has advised that his attendance will be delayed until 5. 30 pm

**3 Conflict of Interest**

The Elected Members were invited to declare any pecuniary and or beneficial interest in any matters to be considered during the meeting

Nil

**4 Tender for the Purchase of New Wheel Loader**

4.1 Recommendation

Cr Neville Pfeiffer moved Cr Jeff Nickolls seconded that the committee receive the Governance and Probity report dated 30 October 2013

**Carried 1 / 1113**

**4 Tender for the Purchase of New Wheel Loader**

4.2 Recommendation

Cr Neville Pfeiffer moved Cr Jeff Nickolls seconded that the committee receive and consider the Tender Evaluation Worksheets for each Tender received

**Carried 2 / 1113**

5.44 pm Cr Brian Toogood joined the meeting

**4 Tender for the Purchase of New Wheel Loader**

4.3 Recommendation

Cr Brian Toogood moved Cr Neville Pfeiffer seconded that the committee recommend to the Council that the successful Tender shall be Cavpower for the supply and delivery of a new Caterpillar 924K Wheel Loader that includes the trade in of the existing Southern Mallee District Council owned Caterpillar Wheel loader

**Carried 3 / 1113**

**5 Other Business**

Nil

**6 Closure**

There being no further confidential business the Chairman closed the meeting and Cr Robert Sexton moved Cr Barry Lukins seconded that as set in the Local Government Act Section 91 [ 7 ], having considered this agenda item in confidence under Section 90 and Section 90 [ 3b ], the Council orders that the item and the minutes, reports and all other records, relating to the matter be retained on a confidential basis until the Council, during an Ordinary Meeting considers the matter and makes a determination as to the confidentiality or otherwise of the matter or that the matter be released from the confidentially provisions on or before 4 November 2014 and on this basis the public shall be invited to re-join the meeting at 5.58 pm

**Carried 4 / 1113**

