

CEO Performance Targets 2018/2019

KPI	Description	Evidence in support of Achievement	CEO Comments	Weighing 3 = Most Important	Score Out of 5	Total Weight x Score
Business Outcomes – Identified Projects						
1.	Relocate organics processing to Stanley Road	Design complete, DA & DWER approvals lodged.	Design completed and DA & DWER approvals pending.	2	4	8
2.	Build Office Block	Project shovel ready, DA approved, subject to DWER approvals for site longevity	Waiting on DWER lined cells approval.	2	4	8
3.	Work with Stanley Road owners to implement any changes in ownership	Quarterly reporting of progress	Ongoing – with updates presented to Council in weekly executive updates.	2	4	8
4.	Commission stage one of commercial resource recovery facility at Stanley Road	Facility operating	Completed - with site waste diversion from landfill reaching over 50%.	2	5	10
5.	Build Regional Waste Education Facility	Building in operational use	Waiting on DWER lined cells approval.	2	3	6

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Financial Management						
1.	Performance against approved budget	Monthly reporting of financial performance along with acceptable reports in relation to variances	Completed with monthly reports presented to Council including variances.	3	4	12
2.	Implementation of Strategies to minimise discretionary expenditure	Report provided to Council on cost saving initiatives and impact on budget	Report attached. (Attachment 1)	2	5	10
3.	Test the market for competitive provision of professional services	Report on outcomes	Market tested with City of Bunbury being the most cost competitive. In-house accounting services to be considered in 2020/2021 annual budget.	2	4	8
4.	Annual review and update of Ten Year Financial report	Ten Year Financial plan presented to Council for approval	Completed – Next update September 2019.	2	5	10
5.	Plant and Asset Replacement program updated	Plant and Assets replaced on budget	Completed – Annually reviewed in conjunction with Ten Year Financial Plan.	2	5	10
6.	Insurance schedules managed and updated insuring that Councils assets are adequately covered for loss or damage	Insurance policies reviewed and updated annually as per the renewal schedule	Completed – Annually reviewed and updated as required.	2	5	10

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Corporate Governance						
1.	Compliance with the requirements of the Annual CAR	Copy of CAR provided to Council with 100% compliance achieved	Completed – Presented to Council for adoption annually in March.	3	4	12
2.	Annual review of policies and strategic plans programmed	All policies and strategic plans reviewed in accordance with approved program	Completed – Reviewed annually.	2	4	8
3.	Council agendas and minutes provided in a timely and professional manner	Accuracy and timeliness of minutes and agenda meets expectations of the Chairperson and Councillors	Completed – Council agendas provide at a minimum of 148 hours prior to meeting.	1	5	5
4.	Compliance with Legislative requirements	Report to be provided to Councillors with any areas of non-compliance along with justification	Ongoing - with updates presented to Council in weekly executive updates.	2	5	10
5.	DWER site annual reports	Annual reports completed to the DWER	Completed – Annual reports x 2 presented to DWER on licence anniversary.	1	5	5

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Business Sustainability						
1.	Co-ordinate changes to current Council's Constitution to include all areas of Waste Management services	New Establishment Agreement in place	Ongoing – working with Member Councils to have BHRC Constitution changed to a new agreement that includes all scopes of Waste Management.	2	4	8
2.	Identification of potential additional sources of revenue	Report provided to Council on a quarterly basis as to revenue sources identified and progress made in relation to them	Ongoing - with updates presented to Council in weekly executive updates.	2	4	8
3.	Obtain DWER approvals for 2 X Liners and 188,000 cubic metres unlined	Approvals in place	DWER approvals for two lined cells and associated native vegetation clearing pending.	3	4	12

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CEO Conduct and Organisational Culture						
1.	Employee Enterprise Agreement	Monitoring of Employee Enterprise Agreement and outcomes report to Council on an annual basis	Completed – four year agreement negotiated and voted upon by staff with yes vote achieved, agreement with Fair Works for ratification.	2	5	10
2.	Cooperation and working relationships	Prompt compliance/action of Council resolutions and requests for information	Completed and Ongoing.	2	4	8
3.	Workplace Safety	No lost time injury	Report attached. <i>(Attachment 2)</i>	3	3	9
4.	Workplace Training Program	Annual staff training completed	Report attached. <i>(Attachment 3)</i>	2	4	8

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CEO Professional Development						
1.	Undertake mentoring and leadership development	Identify potential leadership coach and development of professional development program	Ongoing – monthly meetings with City of Bunbury and Shire of Harvey Chief Executive Officers in relation to draft agendas and governance issues. Completed Local Government training on agenda presentation, meeting protocol and minute taking, also completed training on best practice Annual Report writing.	2	4	8
2.	Maintain professional competence in relation to waste management	Report to be provided to Council outlining potential training and development opportunities for Council endorsement	Completed a tour of best practice in tunnel composting facilities and gasification plant for wood recycling on the east coast. Attended Waste and Recycling conference and National Composting conference.	2	5	10