

Extraordinary Council Meeting

Business Paper

Grafton - 15 February 2024 - 4:00 PM



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5. MAYORAL MINUTES

ITEM 05.24.001 MAYORAL MINUTE PERFORMANCE MANAGEMENT OF THE GENERAL MANAGER

Meeting	Extraordinary Council	15 February 2024
Submitted by	Cr Peter Johnstone	
Attachments	Nil	

SUMMARY

This Mayoral Minute is the official report to Council of the General Manager's Annual Performance review. It was completed in accordance with the OLG Guidelines on the Appointment and Oversight of General Managers.

PROPOSED MOTION

That Council

1. note the Annual Performance Management report from the Performance Management Review Panel.
2. endorse the recommendation from the Performance Management Review Panel to award the General Manager a 2% performance pay rise under paragraph 8.3 of the Standard Contract of Employment for General Managers of Local Councils in New South Wales with the increase backdated to 7 October 2023.

LINKAGE TO OUR COMMUNITY PLAN

Theme Leadership

Objective We will have a strong, accountable and representative Government

BACKGROUND

The GM's Performance Management Review Panel recently conducted the Annual Performance Review of the General Manager as per the Office of Local Government "[Guidelines for the appointment and oversight of general managers](#)". A facilitator from Local Government NSW was present to assist the panel as required. The General Manager was assessed against Performance Management targets that were set by the former Mayor Ian Tiley in conjunction with the General Manager at the start of the performance management review cycle in October 2022. A panel consisting of Cr Tiley, Cr Novak and Cr Toms considered the 6 month progress of the General Manager towards these targets in April 2023 and this was reported in a Mayoral Minute to the May 23 meeting. The panel concluded at that time that the performance of the General Manager had met all these targets and, in some cases, exceeded expectations.

The panel for the annual review consisted of the Mayor Cr Johnstone, the Deputy Mayor Cr Smith, councillors' representative, Cr Toms and GM's representative Cr Novak and met in December. This panel agreed that the performance of the General Manager against the targets continued to be met and in many instances to exceed expectations.

Circular to Councils 23-11 from the Office of Local Government (attached) noted that the annual increments in salary that are normally awarded to General Managers did not happen this year. The reasons are explained in the circular, together with the statement that this was an unintended consequence of a decision made in respect to workers in state government. The circular also explains that this consequence can be mitigated by councils by using the performance pay rise provisions in General Managers contracts. The CVC GM Performance Review panel recommends that this provision be used to increase the salary of GM Laura Black. The Wage Price Index was 4% in September 2023 and the inflation rate was 5.6%. A 2% performance related pay increase would therefore suggest a drop in real terms when compared to inflation.

Whilst many of the Performance Management Targets relate to objectives that would not be of interest to the general public, here is a selection of projects completed over the past year under the leadership of the General Manager. They have been chosen from the confidential report (available to councillors) to demonstrate the breadth and depth of council's work: Ulmarra Riverfront Precinct, Lawrence Community Economic

Development Plan, the successful Marketta (5000+ attendees), completion and submission of the draft Reconciliation Action Plan, First Nations Community Round Tables, delivery of Cultural Awareness training to Councillors, Get Connected programs and Tech Savvy Seniors, Youth Week events, Bushfire Prone Planning maps, Council's Roads Policy, Water Filtration investigation, Rediscover Grafton in Prince Street and surrounds, Glenreagh village entry treatments, Hawthorne Park and JJ Lawrence renewal works, Grafton Netball court upgrade, Grafton, Iluka, Maclean and Ulmarra levy assessments, Bacon Street Grafton pump replacement, 36 Jacaranda trees planted in Grafton and 306 trees planted across the Valley, Green Infrastructure Strategy, website updates to support development application lodgement, conversion of all streetlights to LED, Changing Places room in Memorial Park Grafton, lodgement of three motions to the Local Government NSW Annual Conference, Councillor Listening Tours (Nymboida, Hernani and Dundurrabin; Glenreagh and Kungala; Coutts Crossing and Braunstone; Iluka, Woombah and Chatsworth; Ashby and Tullymorgan; completion of service reviews across IT, Customer Service & Record Management, Tourism, Public Libraries, Museums, Local Roads, Stormwater and Parks and Reserves.

The HR Recruitment Policy was revised, with the new Recruitment Strategy implemented in May 2023, resulting in a measurable change in number and quality of applicants for jobs. The new strategy and streamlined processes mean an increase in jobs advertised 130 (as at 30 Oct) compared to 104 throughout 2022 and 14 trainees in 2023 compared to 2 in 2022. Applicant numbers have increased from an average of 7 per application to 19 (trainee) and 9 (other). CVC was the 14th NSW Council to become a partner in the NSW Veterans Employment Program, providing access to 1500 job ready applicants annually. New staff inductions are held every two months with all staff training in cultural awareness, the code of conduct, safework incident reporting, cyber security, the screening of The Last Daughter, workplace bullying, equal opportunity training and manual handling compliance have been delivered this year. All mandatory training and ticket certification has been completed. 59 face to face training sessions were completed and 1,063 training course enrolments facilitated through the Go1 training platform.

Highlights of the WHS program were RuOK all staff BBQ with Boss events held in September and the Health and Wellbeing Expos (Maclean and RRWD), with health screening, first aid awareness, physio therapists and other wellbeing providers being made available to staff. Staff have participated in Lifeblood donations each month for the past three months.

Expenditure continues to be monitored more rigorously than is expected under Legislation, with Council receiving monthly financial reports that identify any variations to budget to be adopted in the QBRS reported in October, February and April. In the current financial year reported variations have improved the bottom line by approximately \$225,000. Variations remain well below the Industry standard 10%. Tender Procurement legislation is adhered to, with all procurement in excess of \$250,000 being reported to Council.

Due to a concerted effort, CVC has achieved completion of 76% of outstanding Management Letter actions this year at the recent (December) Audit Risk Improvement Committee (ARIC) meeting, leaving only 4 outstanding actions including some from prior years. ARIC commended the GM and CVC staff on this achievement.

Council remains compliant with the ARIC Framework ahead of many councils. Four Internal Audit Plans have been completed – Records Management, Plant Replacement, HR Strategy and Developer Contribution Plan Management.

Four Internal Audit Action Plans are in progress – Work Health & Safety Management, Environmental Management, Budget Planning, Payroll and Human Resource Reporting Health Check.

Two Internal Audit Plans developed – Onsite Sewage Management and Business Continuity Plan. ARIC Chair made the ARIC Chair annual presentation (per legislative framework) to Council in July. The ARIC annual report is available publicly.

<https://www.clarence.nsw.gov.au/Council/Governance/Committees/Audit-Risk-and-Improvement-ARIC-Committee>

Simtable bushfire scenario community workshops were led by CVC to assist community members in understanding fire risk and emergency preparedness.

Six Hot Topic Workshops were conducted for councillors between April and Oct on the following topics – Integrated Planning & Reporting (IP&R) 2023/2024, various policies and weed management, the flood study, borrowing policy and IP&R following exhibition, Brooms Head Reserve Plan of Management, Housing Strategy and Sports Tourism Decision Making Panel, Water Structures and Licences and Ulmarra Sewer Investigation,

Native Forestry Logging and the Flood Model. Hot Topic Workshops have proved a valuable way of informing councillors of complex issues.

Thirteen First Nations Community Engagement Sessions were held in the period April-Oct.

Clarence Magazine - Increased conversion of impression to reading online 13 - 23% from version 2 to version 5.

Website users – new users have increased 15% since April and monthly users have increased by 16% since April.

From May to November - LinkedIn audience growth 9% with positive sentiment evident.

May-Nov – Facebook audience growth was 8% with positive sentiment trending upwards.

May-Nov – NoticeBoard audience grew 13%

Weekly media monitor reports are provided to the Executive Leadership to ensure our communications are targeted to current issues.

Five points about Council meeting released after the Council meeting to continue to draw attention to matters of interest to community.

Clarence Conversations has proved valuable in engaging community in strategic discussions that inform plans for future. Eg Rediscover Grafton, Displan Review, Crime Prevention Strategy preparation and Active Transport Strategy. An example of how the tool is used lies in the hundreds of residents across the LGA who contributed to the mapping of cycling, walking, accessibility ideas and suggestions for the Active Transport Strategy. New uses in the period for Clarence Conversations include Live n Loud Youth Performance call to action, promoting upcoming Leadership team community engagement activities, Clarence Valley Coastal Management Program feedback and Clarence Valley Destination Management Plan surveying. The Building Industry Newsletter commenced in December 2023,

<https://www.clarence.nsw.gov.au/Building-and-planning/Building-and-development-factsheets>

GM and senior staff engagement sessions continued with the following activities conducted: Senior and Youth Week attendance, Maclean, Chamber of Commerce sessions, Ashby, Minnie Water, Brushgrove and Baryulgil.

GM presented at two Grafton Chamber breakfasts between April-October.

Increased participation in preparation of revised DISPLAN, Crime Prevention Strategy and Active Transport Strategy along with attendance at Flood level planning and Housing Strategy engagements are all evidence of a changed focus to engage with community more positively.

Budget/Financial

The cost of increasing the General Manager's remuneration as per clause 2 of the motion would be approximately \$7200.

Asset Management

N/A

Policy and Regulation

<https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/monthly-consumer-price-index-indicator/sep-2023>

<https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/wage-price-index-australia/latest-release>

Council Circular 23-11 Effect of the NSW Government's policy on executive office holders' and senior executives' remuneration on general managers', executive officers' and senior staff remuneration

<https://www.olg.nsw.gov.au/councils/governance/standard-contracts-of-employment/standard-contracts-of-employment-for-general-managers-and-senior-staff/>

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030>

<https://www.olg.nsw.gov.au/councils/governance/standard-contracts-of-employment/guidelines-for-the-appointment-and-oversight-of-general-managers-for-general-managers/>

Consultation

N/A

Legal and Risk Management

N/A

8. CLOSE OF EXTRAORDINARY MEETING