

## CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

### Performance Criteria as stated in Employment Contract

<b>1</b>	<b>Provides accurate and timely advice to Council</b>
	<i>Chief Executive Officer Comment</i> OCM Reports are well researched and appropriate advice is provided. When requested for advice by Council, it is undertaken in a timely manner
<b>2</b>	<b>Works in collaboration with Council</b>
	<i>Chief Executive Officer Comment</i> Always available by phone, email or in person to discuss any matters with Councillors. Contributes to the Council meeting process as required. Concerns of Councillors are effectively and professionally managed.
<b>3</b>	<b>Provides innovative and visionary leadership</b>
	<i>Chief Executive Officer Comment</i> Provides positive leadership to all staff. Always keen to mentor staff wishing to pursue a new role within the Shire. Hosts monthly Admin Staff meetings Attends Tool Box Meetings on a regular basis Has an open door policy for all employees
<b>4</b>	<b>Establishes effective networks</b>
	<i>Chief Executive Officer Comment</i> Meets on regular occasions with Water Corp, Shane Love, Main Roads WA, DevelopmentWA, Wheatbelt Development Commission, other LGA's Attends the annual WALGA Convention Attends the annual LG Professionals Conference Secretary of the LGProfessionals Coastal Midlands Branch
<b>5</b>	<b>Maintains a work environment that facilitates the development of people and encourages them to perform at a high level</b>
	<i>Chief Executive Officer Comment</i> Undertake Annual Performance Reviews on all staff that report directly to me and sets KPI's Provide mentoring for staff as required
<b>6</b>	<b>Ensures the effective and accountable application of financial and physical resources</b>
	<i>Chief Executive Officer Comment</i> Very involved in the financial and physical resources of the Shire of Dalwallinu

	<p><i>Participates in the development of the annual budget in conjunction with the MCS</i></p> <p><i>Has monthly meetings with Senior Managers to ensure projects are on time and on budget</i></p> <p><i>Ensures all Plant purchases are completed by December of each financial year</i></p>
<b>7</b>	<b>Develops and implements good management strategies to enhance service delivery</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>Customer Service Charter is ongoing and annual workshops are held to remind staff of the charter. Forms part of induction process for new employees</i></p> <p><i>Service delivery Plans for all Departments are being developed. Waiting for new Regulations to ensure compliance.</i></p>
<b>8</b>	<b>Initiates the development, implementation and review of policies where necessary</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>Although there is no legislative requirement to, the Register of Policies is reviewed in March of each year. Any new polices are workshopped with Council prior to inclusion.</i></p>
	<b>Additional Performance Criteria set by Council</b>
<b>9</b>	<b>The Chief Executive Officer contributes to the Council meeting process as required</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>Unless on leave, attends Council Meetings, Agenda Briefing Sessions and Council Forums and contributes in Council Meetings if requested by the Shire President.</i></p>
<b>10</b>	<b>The decisions of Council are implemented in accordance with Council directions</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>Council decisions are always enacted the day after the Council Meeting.</i></p> <p><i>Council are presented with an Outstanding Council Resolution list in the Councillor Information Bulletin which provides updates until the matter is complete.</i></p>
<b>11</b>	<b>Councillors have appropriate level of access to the Chief Executive Officer</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>Unless out of the Country, always available by phone, email or in person to discuss any matters with Councillors.</i></p>
<b>12</b>	<b>The concerns of Councillors are effectively and professionally managed</b>
	<p><u>Chief Executive Officer Comment</u></p> <p><i>When a Councillor raises concerns at meetings, these are always noted and referred to the relevant Officer and followed up to ensure a response has been provided in a timely manner.</i></p> <p><i>When a Councillor has met with me to raise concerns from the community, these have been taken on board. Though sometimes the message is being lost in translation and I am being made out to be the bad guy! (For example Ag Society)</i></p>

<b>13</b>	<b>Council is provided with appropriate information and advice on relevant statutory requirements</b>
	<i>Chief Executive Officer Comment</i> Changes to the Act and Regulations are advised to Council as and when required (if deemed relevant). There are many changes to Acts throughout a year.

**Additional Chief Executive Officer Key Performance Indicators for 2023-2024 (set by Council)**

<b>No.</b>	<b>Key Performance Indicator (KPI)</b>	<b>Deliverable</b>	<b>Measurement</b>	<b>Outcome</b>
1	Ensure ongoing financial sustainability	Review the Shire's Strategic Resource Plan	Final Review ready for Council endorsement by 31 May 2024	<i>Held Strategic Planning Workshop in April 2024. MCS was waiting for the workshop and has been busy doing the 24-25 budget. Will present to Council in coming months.</i>
		Ensure capital projects for 23-24 are delivered on time and within budget	Quarterly progress report to Council	<i>Monthly report on the 23-24 Capital Projects was emailed to all Councillors for information purposes.</i>
2	Lead sustained Council Governance	Review the Shire's Strategic Community Plan and Corporate Business Plan now known as the 'Council Plan'	Council Plan ready for adoption by 31 May 2024	<i>Commenced new review in June 2024 as 2020 review was interrupted by Covid. Still waiting for new regulations which will guide the 'Council Plan'.</i>
		Implement the LG Reforms to ensure ongoing compliance with legislative requirements	Quarterly progress report to Council	<i>Developed online registers for Leases, Contracts &amp; Grants/Sponsorship. No other new reforms have been implemented.</i>
		Continue to implement processes and procedures for improvement to Work Health and Safety within the organisation	Annual report to Council by 30 June 2024	<i>1. Introduced Standard operating Certificates for equipment. 2. Reviewed all past Worksafe Improvement Notices which we didn't know about – All now compliant 3. Undertook the annual review of all Safe Work Method Statements (SWMS).</i>

				<p>4. Liaised with lawyers throughout the Worksafe Prosecution. Awaiting trial date.</p> <p>5. Undertook mandatory Hearing Tests to obtain baseline results for all outside employees.</p> <p>6. Held quarterly WHS Meetings.</p> <p><i>Report emailed to Council 1 July 2024</i></p>
3	Managing Councils Assets and Operations	Ensure conditions of Memorandum of Understanding (MOU) with REED are met and if not, are addressed accordingly;	Annual report to Council by 30 June 2024	<p><i>Quarterly meetings held – 15/9, 12/12, 28/3, 11/6</i></p> <p><i>Report presented to Council 25 June 2024.</i></p>
		Ensure Memorandum of Understanding (MOU) with Dr Onikola are met and if not, are addressed accordingly;	Annual report to Council by 30 June 2024	<p><i>Two meetings held in 23-24 with Dr Femi.</i></p> <p><i>Report presented to Council 25 June 2024.</i></p>
4	Lead development of land within the Shire of Dalwallinu	Advocate for release of Unallocated Crown Land within the Shire of Dalwallinu for residential/industrial subdivisions	Annual report to Council by 30 June 2024	<p><i>In July 2023 a third request was sent to the Native Title Services Goldfields. When we finally got a response it was along the lines of ‘we don’t have the resources to assist with your enquiry’!</i></p> <p><i>Received a call from DPLH in August 2023. They advised that they had received correspondence from the Minister for Planning.</i></p> <p><i>He advised that because the land is not under Native Title, there is a potential compensation issue that may arise in the future. He was preparing a couple of options to present to the Minister on our behalf and see what the outcomes of them are. One option may be that we be granted the land and then if someone sought</i></p>

				<p><i>compensation in the future the State would be responsible for payment of the claim. The second option would be that we agree to an amount that we believe we can contribute to a future claim (determined by land valuation at the time of agreement) and the State be responsible for the balance.</i></p> <p><i>In October 2023 spoke to a Director from DPLH who advised that the Department of Premier and Cabinet (DPC) have given in principle support for DPLH to go ahead and get the land valued at Wasley Street.</i></p> <p><i>(Completed)</i></p> <p><i>Met with DPLH Reps in May 2024 and they advised that DPLH will be seeking support from their Minister to put a submission to the DPC to do a compulsory acquisition of all UCL in the Shire of Dalwallinu.</i></p> <p><i>Report emailed to Council 1 July 2024</i></p>
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## **ADDITIONAL INFORMATION**

### **HOUSING**

The construction of 3 Bell Street, Dalwallinu was completed in April 2024. Landscaping is all but complete.

Lot 734 (5) South Street was disposed of for \$310,000. Net funds were placed in the Land & Buildings Reserve.

Planning for the Emergency Accommodation at the rear of 68 Annetts Rd commenced. Construction is to commence in the coming months.

A proposal was discussed with Council during budget workshops to build additional housing on 68 Annetts Rd. Council have agreed to demolish the existing house and construct two new homes.

### **MULTI PURPOSE EARLY CHILDHOOD LEARNING CENTRE**

Project was completed and an official opening of the building was held in October 2023.

### **LRCIP PROJECTS**

Phase 4 of the program consisted of 16 projects. All were completed prior to 30 June 2024.

### **LEAVE ENTITLEMENTS**

Annual Leave taken from August 2023 to July 2024 – 23 Days

Annual Leave Accrued to July 2024 - 28 Days

Long Service Leave Entitlements – 13 weeks due May 2020