

AGENDA

CEO REVIEW COMMITTEE MEETING

**27 March 2024
Commencing at 1.30pm**

**Council Chambers
28 Yougenup Road, Gnowangerup WA 6335**

SHIRE OF GNOWANGERUP

NOTICE OF COMMITTEE MEETING OF COUNCIL

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on 27th March 2024, Council Chambers, 28 Yougenup Road, Gnowangerup WA 6335, Gnowangerup, commencing at 3pm.



Signed: _____

Cr K O'Keefe
SHIRE PRESIDENT



CEO REVIEW COMMITTEE

TERMS OF REFERENCE

Purpose

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have a delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Objectives

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

Duties and Responsibilities

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership

The Committee will consist of all elected members of Council. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.

The Presiding Member and Deputy Presiding Member must be elected in accordance with section 5.12 and Schedule 2.3 of the Act.

Meetings

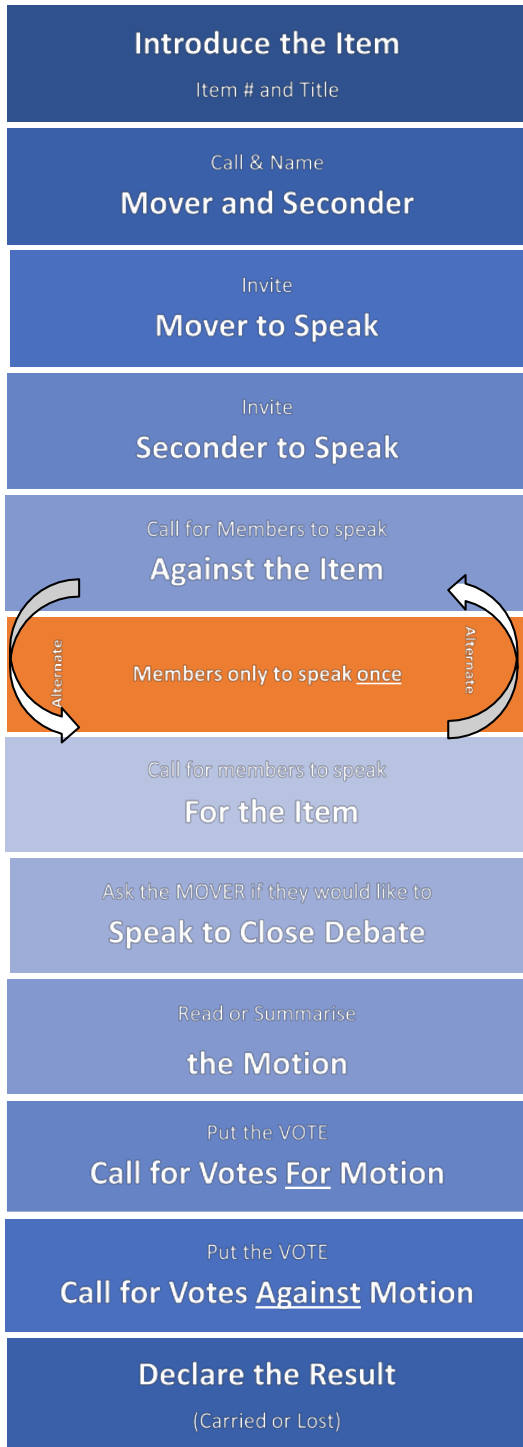
The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in his/her absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

Process of Motions

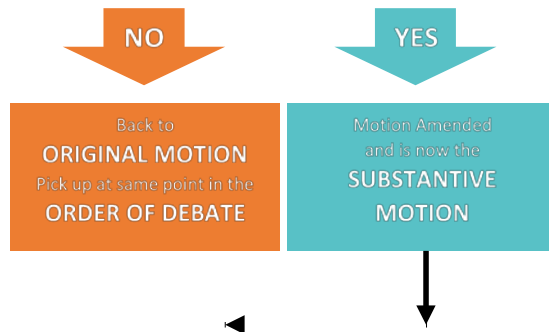
ORIGINAL MOTION



AMENDMENT

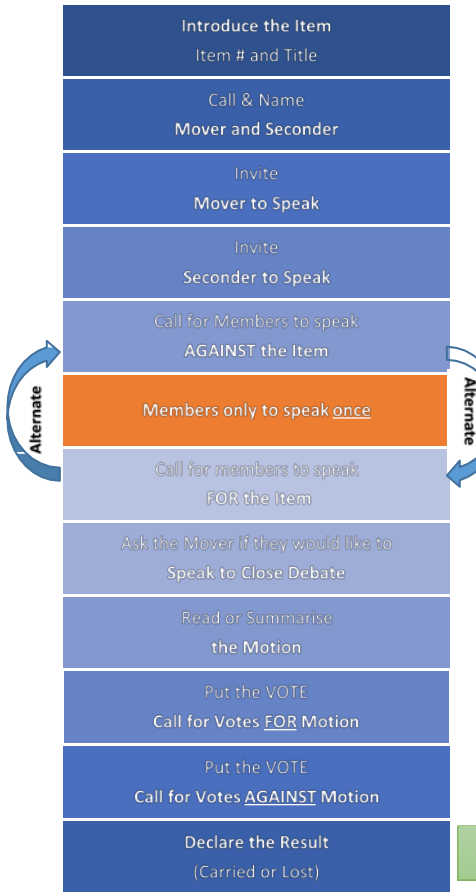


ORIGINAL (SUBSTANTIVE) MOTION AMENDED?



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Secunder. The Minor amendment must be minuted.

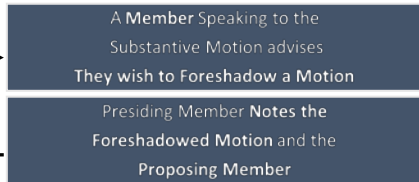
Substantive Motion



Foreshadowed Motion Lapses

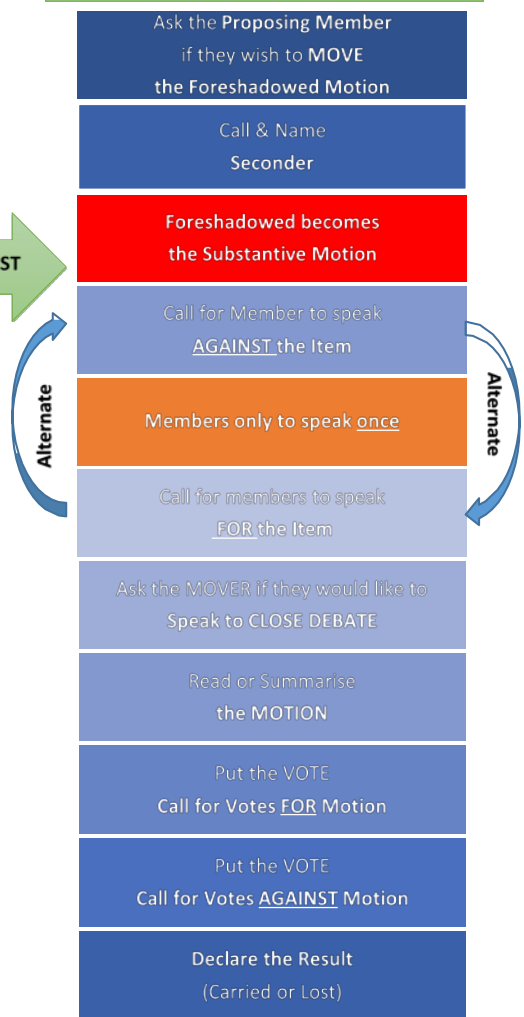
E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion

During Debate of Substantive Motion



Debate of the Substantive Motion continues

Foreshadowed Motion



Note:

- Deferring an item wording:
 - “Deferred for consideration at on..... and resubmitting to Council.
- “Laying an item on the table” is similar to “deferring” but used when item will be re-considered later in the same meeting.
- Questions can be asked at any time, BUT cannot be debated.

TABLE OF CONTENTS

1. OPENING AND ANNOUNCEMENT OF VISITORS	<u>1</u>
2. ACKNOWLEDGMENT OF COUNTRY	<u>1</u>
3. ATTENDANCE / APOLOGIES	<u>1</u>
3.1. ATTENDANCE	<u>1</u>
3.2. APOLOGIES	<u>1</u>
4. CONFIRMATION OF PREVIOUS MEETING MINUTES	<u>1</u>
5. GENERAL BUSINESS	<u>2</u>
5.1. CEO'S PERFORMANCE CRITERIA 2024	<u>2</u>
6. DATE OF NEXT MEETING	<u>10</u>
7. CLOSURE	<u>10</u>

1. OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member Cr K O'Keeffe welcomes Committee members and Staff and opens the meeting at _____pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3. ATTENDANCE /APOLOGIES

3.1. ATTENDANCE

3.2. APOLOGIES

4. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 11th OCTOBER 2023

COMMITTEE RECOMMENDATION

CRC0523. That the minutes from the CEO Review Committee Meeting held on 11th October 2023 be confirmed as true and correct.

5. GENERAL BUSINESS

5.1 CEO'S PERFORMANCE CRITERIA 2024

PROCEDURAL MOTION

CR0324. That the CEO Review Committee:

Closes the meeting to members of the public and staff in order to discuss the items which are considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

5.1	CEO Performance Criteria
Location:	N/A
Proponent:	N/A
File Ref:	
Date of Report:	15 March 2024
Business Unit:	Strategy and Governance
Officer:	David Nicholson – Chief Executive Officer
Disclosure of Interest:	The CEO has a declared interest in this Performance Criteria

ATTACHMENTS

- Shire of Gnowangerup – Draft CEO Performance Criteria 2024
- Shire of Gnowangerup – CEO Performance Criteria for the period April 2023 to March 2024

PURPOSE OF THE REPORT

Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, requires the local government and the CEO to agree on:

- (a) the process by which the CEO's performance will be reviewed, and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

In addition, Section 3 of the CEO's Employment Contract requires performance criteria to be determined within three months of the CEOs commencement date, and subclause 4 requires the performance criteria to be reviewed annually and amended from time to time by agreement between the Shire and the CEO.

Given the October 2023 Council elections, review of the CEOs performance was brought forward to 11 October 2023 so that it could be considered by the existing Council. It was noted at the time that the performance criteria for the new year would be considered after the Council elections. As the 11th October meeting occurred before the end of the performance period (March 2023 to April 2024), the full year results are now attached.

This purpose of this report is to note the full year results for the period March 2023 to April 2024, and for Council to consider the CEO's Performance Criteria for the period April 2024 to March 2025.

BACKGROUND

Section 5.39B of the Local Government Act 1995, requires local governments to adopt the model standards for CEO recruitment, review of performance and termination of employment.

The Shire of Gnowangerup have adopted these standards which are published on the Shire's web page: *Standards for CEO Recruitment, Performance and Termination*. Division 3 of these standards document the process for the review of the performance of the CEO noting:

- (1) The local government and the CEO must agree on –
 - a. The process by which the CEO's performance will be reviewed (currently through CEO Review Committee Terms of Reference – Appendix 1); and
 - b. Any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

COMMENTS

Performance Criteria

Attached to this report are the draft Performance Criteria for the period March 2024 to May 2025 prepared by the CEO for consultation and agreement with Council. These criteria are additional to the Functions of the CEO as documented in Section 5.41 of the Local Government Act 1995.

The CEO's functions are to –

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day-to-day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

The draft Performance Criteria adopts the same themes as the Shire's Community Strategic Plan of:

Our Community

Our Economy

Our Infrastructure

Our Natural Environment

Our Organisation

Under each theme, Actions, Due Date and the Manager Responsible are documented. Noting the Manager Responsible is important as this will ensure managers have line of sight and the same focus as the CEO, which ultimately is Council's focus.

Reviewer

The CEO's Employment Contract states that the Reviewer could be the Council, a committee with the delegated power to undertake the performance review, or a person or body authorised by Council to conduct the performance review. The Employment Contract also states that Council is to select the Reviewer in consultation with the CEO, though Council can unilaterally make this decision.

Council has a CEO Review Committee which has the following duties and responsibilities:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration;
3. Make recommendation to Council on CEO remuneration reviews and assessments;
4. Make recommendations to Council on CEO appointments;
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership of the CEO Review Committee consists of all elected members of Council.

It is suggested that the Reviewer be the CEO Review Committee.

CONSULTATION

This matter is a requirement of the CEO's employment contract and was discussed at the Councillor Workshop 13 March 2024.

LEGAL AND STATUTORY REQUIREMENTS

In accordance with Schedule 2 of the Local Government (Administration) Regulations 1996 Clause 16, the local government and the CEO must agree on:

- (c) the process by which the CEO's performance will be reviewed, and
- (d) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Not applicable

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category	Leadership
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Description	Risk of ineffective strategic leadership of Council. This includes the relationship between Council and the CEO.
Residual Risk: (Low, Moderate, High, Extreme)	High
Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic)	Catastrophic
Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare)	Possible

IMPACT ON CAPACITY

Establishing tangible and realistic goals and priorities in the form of Performance Criteria are important as they ensure clarity for Council and the CEO, and when cascaded to staff will help align the organisation. This will ensure the whole organisation is working towards the same goals and this will optimise the use of resources.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The draft Performance Criteria have been developed to support the community priorities identified in the Shire's Strategic Community Plan as well the priorities identified by the Shire's Executive Leadership Team.

It is proposed that the CEO Review Committee take the role of CEO performance Reviewer.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION:

That Council:

- 1. Notes the results achieved by the CEO against the Performance Criteria for the period April 2023 to March 2024.**
- 2. Notes and endorses the Shire of Gnowangerup – CEO Performance Criteria for the period April 2024 to March 2025.**
- 3. Notes and endorses the CEO Review Committee as the Reviewer of the CEO's performance.**

ITEM 5.1.1

Shire of Gnowangerup - DRAFT CEO Performance Criteria - 2024

	Strategic Priority	Due date	Responsible Manager	2024/25								
				Q1 Result	Comment	Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	
Our Community												
Investigate reopening the Gnowangerup Star	4	31-Oct-24	EMIA									
Project manage the Gravel Cycle event	4	31-Oct-24	CDM									
Progress Salt River Hall sale		28-Feb-25	CEO									
Develop a Reconciliation Action Plan (RAP)		28-Feb-25	DCEO									
Establish the foundations for a youth council		28-Feb-25	CEO									
Create a yarnning circle		28-Feb-25	CEO									
Work with local police to establish a blue light disco		28-Feb-25	CEO									
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.		31-May-25	DCEO									
Investigate the creation of lifestyle blocks (50 hectare blocks)	6	31-Aug-25	CEO									
Community park (skate park) at 40 Yougenup Road.		31-Aug-27	APM									
Deliverables and deadlines in accordance with Project Mandate.												
Our Economy												
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Develop Project Mandate, source funding and build.	1	30-Jun-26	CEO									
Housing - lots 272 and Lot 273 Quinn Street.	1	30-Jun-28	EMIA									
Deliverables and deadlines in accordance with Project Mandate.												
Our Infrastructure												
Deliver the budgeted capital works programme		28-Feb-25	EMIA									
Implement designated recycling areas at each landfill.		28-Feb-25	APM									
Refresh, improve and upgrade street signage: Gnowangerup 2023/24		28-Feb-25	AWMC									
Upgrade footpaths in Gnowangerup		28-Feb-25	AWMC									
Upgrade disability parking in Gnowangerup		28-Feb-25	AWMC									
Investigate sourcing / accessing gravel resources	5	28-Feb-25	EMIA									
Refresh, improve and upgrade street signage: Borden 2024/25		28-Feb-26	AWMC									
Refresh, improve and upgrade street signage: Ongerup 2025/26		28-Feb-26	AWMC									
Develop assets register and assets maintenance plan and systems and processes to support.	2	28-Feb-26	APM									
Develop a waste strategic plan covering waste disposal and sustainable resource recovery opportunities.	5	28-Feb-30	APM									
Our Natural Environment												
Investigate installation of electric vehicle charging stations	5	31-May-24	AWMC									
Our Organisation												
Employ Corporate Services Manager	1	31-Jul-24	DCEO									
Rollout new Vision, Mission and Values	1	30-Nov-24	CEO									
Rework the LTFP	2	28-Feb-25	CSM									
Develop whole of organisation IT Road Map	2	28-Feb-25	DCEO									
Develop cascaded KPIs for all positions	1	28-Feb-25	DCEO									
Develop all-staff training matrix	1	28-Feb-25	CSM									
Cybersecurity: review data held and existing controls.	2	28-Feb-25	DCEO									
Resolve EHO position	1	28-Feb-25	CEO									
Diversify income - investigate airport landing fees - investigate pharmacy building purchase	3	28-Feb-25	CEO									

Strategic priorities
1. Resourcing (people)
2. Organisational capability (systems)
3. Income diversification
4. Tourism / marketing
5. Renewable resources
6. Population attraction

ITEM 5.1.2

Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024

	Due date	Responsible Manager	2023/24							
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment
Our Community										
Gnowangerup Town Hall centenary celebrations	Form celebration committee: 30 April 2023 Identify events: 31 July 2023 Events commencing: 30 September 2023.	CDM	In Progress <25%	Discussed at Council workshop 12 April. Scaled down to a community led event in the Town Hall. Ceiling needs to be made safe and event to be tied in with the GST Bloom Festival September / October 2023.	In Progress 25%	Meeting with Edith Friday 14 July to discuss community involvement. Ongerup CRC also keen to host a function. Donna arranging a community meeting.	In Progress 25%	Meet with community members (Edith, Barbara, Janine, Tara) 22 August. Event to be held February 2024.	In Progress 75%	Community group being supported for this event. Proposed date is being finalised but will be during April.
Gnowangerup Star	Have open days as part of Town Hall centenary celebration events commencing 30 September 2023.	CDM	Not Commenced	Given scaled down Town Hall centenary events (see above) this may not occur. Await input from the community about the Town Hall event.	Not Commenced	Will be discussed with the Town Hall Community celebration group.	Not Commenced	Discussed with Tom McInerney Thursday 17 August who has been in contact with members of the Printers Guild(?). Number provided.	In Progress <25%	Discussed with Murray Neal (ex-Sunday Times printer) on 6 Nov 2023. Murray believes it is an electrical fault with the machine and that Jerrumgup Electrical were involved. Spoke with Jerrumgup Electrical 11 March 2024 who will inspect.
Develop project plan for the construction of a skate park at 40 Yougenup Road.	Report including plan to Council 31 August 2023	CDM	In Progress <25%	13 Feb 2023: met with Richard House. GNP360's plan is to resolve all contamination issues before gifting the site to the Shire. Two quotes received 20 February 2023 to test for contamination \$31k and \$49k.	In Progress <25%	Gate 1 Council report being prepared. Seeking update quotes / cost indications.	In Progress 25%	Shire of Beverley and Shire of Katanning skate / family parks and indicative costs and grant options presented at Council workshop 13 September. Meet with Cassie Beeck and Richard House 14 August to discuss Yougenup Road land donation.	Completed	In discussion with Trail Futures about preparing a high level preliminary plan with indicatives costings. Project Mandate prepared and presented to Council Workshop 6 February 2023. Project Manager appointed.
Undertake an SCP refresh (SCP completed 7/2021). Refresh to include consultation with residents, business community and youth groups.	30 November 2023	CDM	In Progress <25%	Early discussions and planning commenced.	In Progress <25%	Internal meeting arranged 17 July to commence the mid-year review.	In Progress 25%	SCP workshopped inhouse August. Consideration being given to engaging Cataylse to prepare an MARKYT Community Scorecard. This will costs approx \$10k but has not been budgeted.	Completed	
CEO community presence	31 March 2024	CEO	In Progress 25%	Weekly attendance at either Ongerup or Borden. 21 March: Gnowangerup Sporting Complex Committee and attended their AGM 27 March. 23 March: Mens Shed; Dr Wole and Kemi. 24 March: Hon Shelley Payne 3 April: DLGSC executive sundowner in Albany Two articles provided to In The Gnow (March and April). 25 April: Anzac day Borden and Gnowangerup.	In Progress 50%	Regular attendance at Ongerup and / or Borden. Requested to become a member of the GDHS Board. Monthly coffee catch-ups with Manager Gnowangerup CRC. 8 May - on-site meeting with Graeme Finn to discuss flooding issues. 9 May - meeting with Robbie Minitier to discuss Railway Close problems. 12 May - attended State budget briefing in Albany. 15 May - meeting with Rod, John and Ian Richardson to discuss Gnowangerup airport. 22 May - discussed Business Leaders Forum with Ben Richardson (Auspan). 26 May and 9 June - meeting at Borden with Aboriginal elders. 29 May - meeting with Parmindah Singh in Kojonup to discuss capital options. 31 May meeting with Ellen Milne at Salt River Hall. 13 June - hosted GDHS school children visit to Shire. 15 June - presentation to GSDC Board. 14 July - meeting with Edith Robertson to discuss Town Hall celebrations.	In Progress 75%	Regular attendance at Ongerup and / or Borden. Now on the board of Gnowangerup District High School. Monthly coffee catch-ups with Manager Gnowangerup CRC. Meetings held with the following community members: Richard House, Cassie Beeck, Town Hall centenary project group (Edithy, Janin, Tara, Barabara). Established Gnowangerupo vandalism / anti-garffiti meeting (Robbie, Tom, Ian Graham). Telephone meetings with Darren Baum re: BRMC postion. Attended David Littleproud sundowner. Meetings with FFI and Vestas re: wind Farms. Interviewed by 6PR and Chanel 7 re: earthquake 6 August. Spoke with multiple community members and offered assistance.	Completed	CEO endeavours to maintain a profile in each town. Scheduled visits continue to Ongerup and Borden, and from 2024 a formal meet-the-CEO has been arranged at the GNP CRC. Business Leaders Forum allowed good networking and relationship building.
Beyond current										
Resolve Salt River Hall	mid 2024	CEO	In Progress <25%	March 2023: meeting arranged with proponent for May 2023 but subsequently deferred and now being rescheduled.	In Progress 25%	Meeting with Elene Milne at Salt River Hall 31 May. Council report submitted 29 June. In discussions with DPLH.	In Progress 50%	Letter sent 12 July to DPLH requesting title transfer to the Shire.	In Progress 50%	DPLH contacted 12 Jan 2024 requesting update.
Develop a Reconciliation Action Plan (RAP)	Late 2024	CDM	In Progress <25%	April 2023: amount included in the draft 2023/24 budget to start development of a RAP.	In Progress <25%	An amount has been included in the 2023/24 budget	In Progress <25%		In Progress <25%	This will be a 2024/25 KPI
Establish a Youth Council	Late 2024	CDM	Not Commenced		Not Commenced		Not Commenced		Not Commenced	This will be a 2024/25 KPI
Our Economy										
Housing - Develop a project plan for the construction of two houses on lots 272 and Lot 273 Quinn Street. Project plan to be staged to ensure houses reach practical completion by June 2025.	30 April 2023	AWMC	Completed	Project plan presented at Briefing Session 22 March 2023. The plan is to seek expressions of interest for an end-to-end project manager to prepare the plan, design and build.	In Progress 25%	Project plan poor quality so KPI reopened. Project being rescoped using business case template.	In Progress 50%	Business case being prepared. Will be presented at Council workshop.	Completed	Project mandate prepared and discussed at Council Workshop 6 Feb 2024. Project Manager appointed. Business Case to be prepared Q2 2024.
Housing: Develop project plan for the construction and leasing of the caravan park chalets	31 May 2023	AWMC	Completed	Project plan presented at Briefing Session 22 March 2023.	Completed		Completed		Completed	
Housing - develop Lot 183 Whitehead Road (3x2 staff house). Project was to be partially funded via a grant that was unsuccessful. Business case needs to be reworked.	31 August 2023	DCEO	Not Commenced		Not Commenced	The option of refreshing the existing business case and using to source a grant is being explored. Financial constraints has meant this project is not included in the 2023/24 budget though allowance to engage a consultant to refresh the business case has been.	Not Commenced	Amount to engage a consultant to refresh the business case was included in the 2023/24 budget which was approved by Council 9 August.	In Progress 75%	Amount to engage a consultant to refresh the business case was included in the 2023/24 budget which was approved by Council 9 August. Business Case being updated, draft received 6 March 2024.
Economic Forum: Local Business Leaders forum to share information and insight, and to network. Include GSDC and GSRDA	30 September 2023	CDM	In Progress <25%	Discussed at Council workshop 12 April. Rough plan developed. Have engaged with CBH and GSDC.	In Progress 25%	CBH have committed to provide a presenter. In discussion with Water Corp for similar. Also in discussions with GSDC.	In Progress 75%	Forum planned for Friday 3 November. A/CEO from GSDC to be keynote speaker. In discussion with other potential speakers (Auspan, Duraquip, Shelley Payne, ASW, CBH, Rck Wilson).	Completed	BLF held Friday 3 November 2023. Over 80 attendees.
Beyond current										
Housing - identify land available for residential development in Ongerup and Borden	30 April 2024	CEO	In Progress 25%	9 Feb 2023: Met with Graeme Savage. Two lots have been identified next to the caravan park. In conversation with Phil about these. Letter sent to Graeme 29 March 2023 advising of local law requirements. Town Planner in the process of producing.	In Progress 25%		In Progress 25%		In Progress 25%	This is a project for the Town Planner. Work progressing.
Housing - With DevelopmentWA fast track the subdivision and release of land at Lot 561 Yougenup Road (Cuneo Close).	31 December 2024	CEO	In Progress <25%	13 March 2023: meeting with DevelopmentWA and Town Planner. Cuneo Close Industrial is focus and expect development in 2024. March 2023: Structure Plan amendment to increase residential area density advertised for six week comment period.	In Progress 25%	July 2023: Public consultation of structural plan undertaken May/June. Report to Council 29 June. Request submitted to WA Planning Commission 12 July 2023 to seek final approval.	In Progress 50%	DevelopmentWA have approved release of land in Cuneo Close (light industrial) and Corbett Street (housing).	Completed	Land will be released to the market by Q1 2026 (both Corbett St subdivision as well as Cuneo Close).
Our Infrastructure										
Deliver the budgeted capital works programme	31 July 2023	CEO	Completed	Capital works programme completed in accordance with budget.	Completed		Completed		Completed	

Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024

	Due date	Responsible Manager	2023/24							
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment
Gnowangerup Town Hall	Complete minor building repairs: 30 April 2023 Complete ceiling work: 30 September 2023	AWMC	In Progress <25%	April 2023: ceiling to be made safe using internal staff. In the process of obtaining indicative costs from external builders.	In Progress <25%	Ongoing difficulty is obtaining quotes for any of this work.	In Progress 50%	Quote received August to remove ceilings (\$80k). A second quote is being sought.	In Progress 75%	Ceiling to be removed Q1 2024 at which time assessment for replacement can be undertaken. Ceiling removed January 2024 and building is now safe. Replacemnet is now being worked through.
Refresh, improve and upgrade street signage: Gnowangerup 2023/24	30 November 2024	MW	Not Commenced		In Progress <25%	Allowance included in the 2023/24 budget as well as the employment of an additional maintenance person.	In Progress 25%	2023/24 budget approved 9 August. Work will be undertaken over the following months.	Not Commenced	2023/24 budget approved 9 August. Staff turnover has delayed commencement. This project has been allocated to the EMIA.
Beyond current										
Refresh, improve and upgrade street signage: Borden 2024/25 Ongorup 2025/26	30 November 2026	MW	Not Commenced		Not Commenced		Not Commenced		Not Commenced	
Deliver DAIP	30 June 2024	CDM	In Progress <25%	April 2023: slow progress given staff vacancies (CDM position).	In Progress 25%	Accurate reporting against progress now instigated. Gnowangerup footpaths now being repaired and allowance made in the 2023/24 budget for footpath improvemnets. Annual report for EOY 2022/23 to include improved readability for the visually impaired.	In Progress 25%		In Progress 25%	LRCIP4 funding includes allocation to repair all Gnowangerup footpaths including ramps. This project has been allocated to the EMIA.
Our Natural Environment										
Investigate and provide council with a report on the installation of electric vehicle charging stations	31 October 2023	AWMC	In Progress <25%	March 2023: Coiuncil briefed on State grant opporunity but this only related to staff vehicles.	In Progress <25%	To be reinitiated upon the employment of the new AWMC	On Hold	Options continue to be investigated. Discussed with Shire of Colлие August and Council updated. Cost taken out of 2023/24 budget given other priorities.	On Hold	Information gathered at WALGA State Conference trade show. To be included for discussion in 2024/25 budget.
Engage with local indigenous groups with focus on the environment	31 December 2023	CEO	Not Commenced		In Progress 25%	26 May and 9 June - meeting at Borden with Aboriginal elders to discuss improving access to culturally important area.	In Progress 25%	Developing Yoorn Trail signage with elder input. Meeting with Ezzard Flowers to discuss endemic flora tours.	In Progress 50%	Meetings with Elders to discuss access to culturaly important site behind Borden CBH. Yoorn Trail nearing finalisation. Signage chosen, script and photos compete, held up given inclusion of endemic flora, change in script and change in photos.
Beyond current										
Electric vehicle	Purchase electric vehicle by 31 March 2026	AWMC	In Progress <25%	April 2023: Cost of vehicle and charge station included in the draft 2023/24 budget.	In Progress <25%	Budget restrictions resulted in the vehicle being taken out of the 2023/24 draft budget. Charging station still included.	On Hold		On Hold	To be included for discussion in 2024/25 budget. Hybrid vehicle purchased for DCEO February 2024.
Our Organisation										
Facilitate Council review of Shire's vision, mission and values	31 March 2023	CEO	In Progress 25%	15 March 2023: Workshop held. This project will now be undertaken by the CEO and Council updated over the next 12 months.	In Progress 25%		In Progress 25%	Review delayed given competing priorities and the departure of Executive Manager Infrastructure and Assets.	Completed	Review of vision, mission and values undertaken by Executive 1 March 2024. Discussed with Council at March Workshop.
Resolve employment of CESHM	30 April 2023	CEO	In Progress 50%	Position advertised 31 March 2023. Applications being reviewed with Kojounup and Cranbrook.	In Progress 50%	Position readvertised June as first round unsuccessful. Second interviews also unsuccessful. To be readvertised July. DFES have been appraised of progress and remain supportive.	Completed	Position readvertised July and interviews undertaken August. Better field of candidates. Appointment made and incumbent commences 26 September.	Completed	
Review all policies	31 May 2023	DCEO	In Progress 25%	27 March 2023: Project being led by casual Project Officer (Anita Finn). Policies re-presented in a more contemporary format.	In Progress <25%	Review underway but task larger than anticipated. Polices have not been reviewed since 2019.	In Progress 75%	Majority of policies reviewed and will be presented at Council workshop September.	In Progress 75%	The majority of Policies were presented to Council September 2023. The remainder will be reviewed over the coming months.
Take a lead role in VROC	31 May 2023	CEO	In Progress 25%	Handover of lead council responsibilities undertaken 4 May.	Completed	Now Chair of group. Meeting held in May and a second planned for August. The group needs to refocus and refine it's direction and purpose. Current strategic plan is out of date.	Completed	Two VROC meetings held with discussions revolving around refocusing and reestablishing purpose. Strategic Planning session scheduled for October.	Completed	October 2023 meeting deferred to February 2024 to determine strategic priorities. Full review of strategic priorities undertaken, now being finalised. Shire Presidents will be invited to attend to review and discuss.
Develop 2023/24 budget and LTFP with greater Councillor consultation	31 July 2023	DCEO	In Progress 25%	1 February 2023: Council briefed on economic environment and Darren Long presented on mid-year review and early budget planning. 15 March: Council provided with budget timetable which includes two workshops and the option for a third. 26 April: First budget workshop held. Next budget workshop planned for June.	In Progress 75%	Four workshops have been held but the process has not been as seamless as desired. Lessons have been learned that will be applied for next year. LTFP is well out of date and will be a stand alone project.	In Progress 75%	Budget adopted 9 August. LTFP to be developed in the lead up to preparing the 2024/25 budget.	In Progress 75%	The current LTFP requires significant rework. This will be discussed as part of preparing the 2024/25 budget.
Develop cascaded KPIs for all positions	31 August 2023	DCEO	In Progress 25%	March 2023: Undertaken as part of annual staff appraisals.	In Progress 25%	Cascaded KPIs developed but process needs better communication. Process is immature but will develop over time.	In Progress 25%		In Progress 25%	KPIs are being developed for all staff but these are not supported by simple systems so tracking results is not easy or timely.
Facilitate council elections	21 October 2023	CEO	In Progress <25%	March 2023: WAEC appointed to manage process.	In Progress 25%	Being managed with WAEC. Governance manual updated; Councillors inductions to be updated.	In Progress 75%	Councillor Inductions document updated and induction presentation being prepared.	Completed	Councillor induction handbook updated and induction presentation developed. Extraordianry Council election facilitated in February 2024.
Develop all-staff training matrix	31 October 2023	DCEO	In Progress <25%	March: early model developed as part of annual appraisal process and preparation of 2023/24 budget.	In Progress <25%	Draft training matrix developed but process needs better communication. Process is immature but will develop over time.	In Progress 25%		In Progress 25%	Matrix will be focused on as part of developing the 2024/25 budget.
Cybersecurity: review data held and existing controls.	31 December 2023	DCEO	Not Commenced		In Progress <25%	Initial review of cyber audit data considered.	In Progress 25%	Cost of cyber audit included in 2023/24 budget. This will be undertaken by year end.	Not Commenced	This remains an important project but given urgent priorities and staff shortage other than reviewing an approach, no progress has been made. Arriving at a solution will be part of preparing the 2024/25 budget.
Resolve WHS position	31 December 2023	DCEO	Not Commenced	8 February 2023: Rosemary unexpectedly submitted her resignation. Discussed with Rex (LGIS) who will provide extra support until position refilled.	In Progress 50%	Position advertised May and two candidates interviewed.	Completed	Interviews completed and incumbent hired and commenced 4 September.	Completed	
Action LevelUp HR/IR Audit findings	31 March 2024	DCEO	Not Commenced		Not Commenced	A number of new HR policies have been developed and some system improvements introduced. Considerably more work required though.	In Progress 25%		In Progress 50%	Actions addressed as part of new systems and processes. System improvemnets to be considered over time. This includes updating the payroll system or outsourcing the process.
Safety - monthly CEO inspections/conversations	31 March 2024	CEO	In Progress <25%	28 March 2023: discussed safety with crews at the Salt River Road re-sheeting project. Attended depot tool box meetings 1 March and 5 April.	In Progress 50%	Safety raised as part of staff interactions; commented upon in weekly staff updates and on-site conversations.	In Progress 50%	Safety discussion at depot with selected employees (Lewis who injured finger). These conversations and interactions will be ramped up once the Senior WHS Officer commences in September.	In Progress 75%	Safety raised as part of all-staff Town Hall meetings. CEO regularly attends and raises safety at Depot Tool Box meetings.
CEO leadership and presence - CEO visibility achieved through weekly staff update, town hall meetings and visits	31 March 2024	CEO	In Progress 25%	Weekly CEO staff updates provided. 21 January and 28 April 2023: Town Hall breakfasts held	In Progress 50%	Weekly CEO staff updates provided. Town Hall breakfasts held each 1/4. Next Town Hall is planned for early August.	In Progress 75%	Weekly CEO staff updates released. Town Hall breakfasts held each 1/4. Third Town Hall breakfast held Friday 18 August. Semi-regular visits to the depot.	Completed	CEO updates released weekly. All-staff Town Hall meetings held quarterly.

Shire of Gnowangerup - CEO Performance Criteria for the period April 2023 to March 2024

	Due date	Responsible Manager	2023/24							
			Q2 Result	Comment	Q3 Result	Comment	Q4 Result	Comment	Q1 Result	Comment
Resolve EHO position	31 March 2024	CEO	In Progress <25%	Early discussion swith EHO about the creation of and EHO cadet position	On Hold	Additional cost not included in the 2023/24 budget. The concept is good but futther consideration is required.	Not Commenced	Opportunitioes to collaborate with this portion discussed at VROC.	In Progress <25%	This remains an important priority. Has been discussed at VROC but no solution at this stage.
Beyond current										
Investigate SAT regional/isolation catorisation	30 June 2024	CEO	In Progress <25%	March 2023: early preliminary research undertaken and conversations held.	In Progress <25%	To be progressede in Q4 of this year. Submissions are not due to SAT until January 2024.	In Progress 50%	Raised at WALGA Zone and State council meeting. Arranging meeting with SAT with Shire President. Discussed with peers. Submission to be prepared on a collaborative basis with near-neighbour CEOs.	Completed	Raised by the President and CEO when visiting the Minister for LG in November 2023. Submission prepared and submitted to SAT 22 January 2024.

6. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held 30th October 2024

7. CLOSURE

There being no further business, the Presiding Member Cr K O'Keeffe thanks Committee members and Staff for their time and closes the meeting at _____pm.