



CEO Performance Agreement FY 2023-24 – Council Adopted (27 September 2023)

Vision

A lifestyle of choice: connecting community, culture and country.

The Shire's Values

	Respect	Honesty	Accountability	Empathy	Teamwork	
Strategic Outcome	Performance indicator			Review frequency	SMART Outcome	
1	Responsibilities of a CEO	Present a report on achievement of the responsibilities of the CEO by 30 June 2024.			Annual Self-report	Report by 31 August 2024
2	Delivery of the Corporate Business Plan Outcomes	Delivery of funded Corporate Business Plan Outcomes against agreed timeframes and budgets			Quarterly progress report	Report to OCM on CBP Strategic Initiatives and significant Core Business Items, in month immediately following the end of quarter
3	Key Focus Areas	Waste Services Review Customer Service Charter: <ul style="list-style-type: none"> Develop a reporting system Monitor response and resolution rates 			Upon completion	Review completed by 30 April 2024
4	Leadership of Shire Values	Rating of 65% or higher of an assessment by Councillors and/or Key Staff as part of the annual performance review process.			Upon completion	Report by 30 December 2023.
					Quarterly	Report to OCM in month immediately following the end of quarter
					Annual	Completed by 30 September 2024



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CRITERIA 1 – Performance of the Responsibilities of a CEO		
Performance criteria	Performance indicator	SMART Outcome
1.1 Risk and compliance	a) Compliance Audit Return (CAR)	CAR completed, adopted and submitted by 31 March 2024.
	b) Financial Regulation Audit (FRA)	FRA completed and reported to Audit and Risk Committee (ARC) by November 2023.
	c) 2022 Reg 17	Recommendations implemented by November 2023.
	d) Lost Time Injury (LTI) prevention	Less than 3 Lost Time Injuries (LTIs) in the 12 month period.
	e) Quality and timeliness of Council agendas and minutes	Agendas and minutes are delivered complete and in timeframes in compliance with the Act.
1.2 Workforce capability	a) Workforce Plan (WFP)	WFP reviewed and adopted by 30 April 2024.
	b) Staff Performance Management System	All staff have up-to-date performance reviews and plans aligned to CBP where relevant by 30 June 2024.
	c) Training and Development Plan (TDP)	TDP updated and aligned to the WFP and Annual Budget.
	d) Employee Perceptions Survey (EPS)	EPS completed annually, with improvement in workplace rating, employee commitment and net promoter scores.
	e) Workplace Health and Safety (WHS) Plan	WHS Plan reviewed and updated by 30 June 2024.
	f) Leadership and Cultural Development Plan (LCDP)	LCDP delivered within budget for 2023/24.
1.3 Leadership and planning	a) Integrated Planning and Reporting	Integration of the SCP, CBP and LTFP into one document, delivered by 30 September 2023.
	b) Agribusiness Precinct Feasibility Study Phase 1	Completed and reported to Council by 30 April 2024.
	c) Advocacy Prospectus (AP)	AP reviewed, updated and aligned to LTFP by 30 September 2023.



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CRITERIA 1 – Performance of the Responsibilities of a CEO		
Performance criteria	Performance indicator	SMART Outcome
1.4 Financial, Operational and Service Management	a) Reserve Investment Plans (RIPs)	RIPs linked to the Long Term Financial Plan (LFTP) for specific capital projects.
	b) Financial Sustainability Model (FSM)	FSM reviewed, updated and workshopped with Council by 31 March 2024.
	c) Phase 2 - Chart of Accounts project	Project completed by 30 June 2024.
	d) Annual Budget	Budget adopted by no later than 31 August 2024 with: <ul style="list-style-type: none"> o <3% variance on Annual Budget totals o 90% of approved Capital and Program of Works delivered.
	e) Financial Reserves	Investment reviewed and adopted by Council by 31 March 2024.
	f) Works Program	Program of works delivered in alignment with the Asset Strategy (AS) and Asset Management Plan (AMP).
	g) Service Delivery Framework	Framework implementation adopted by Council by 31 March 2024.
	a) Annual Report	Adopted and published by 31 January 2024.
	b) Stakeholder collaboration	Monthly update to Council on the outcomes of stakeholder meetings.
1.5 Community Development and Stakeholder Relations	c) External funding	Submit applications for external funding in accordance with adopted LFTP and AP.
	a) Councillor Induction	Program updated in preparation for LG Elections in Oct 2023.
	b) Local Government (LG) Reform	New LG Reforms implemented as per Gazetted legislation and regulations.
1.6 Governance and Reporting to Council	c) Annual Corporate Calendar and Schedule of Councillor Briefings / Workshops	Delivered and responsive to changing needs / timeframes and priorities

These performance criteria are dynamic and may need to be renegotiated during the year in line with Council decisions and other external events outside of the control of the CEO. There will typically be evidence that can be provided of agreement regarding any additions, amendments or deletions to the Performance Criteria in Council minutes.



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CRITERIA 2 – DELIVERY OF THE CORPORATE BUSINESS PLAN OUTCOMES	
Performance criteria	Performance indicator
2.1 Delivery of the Corporate Business Plan (Council Plan)	Delivery of funded Corporate Business Plan (Council Plan) Outcomes against agreed timeframes and budgets.

CRITERIA 3 – KEY FOCUS AREAS		
Performance criteria	Performance indicator	SMART Outcome
3.1 Waste Services Review	Completion of the review	<ul style="list-style-type: none"> • Present to Council by the April 2024 OCM
3.2 Develop a reporting system in line with the Customer Service Charter	<ul style="list-style-type: none"> a) Develop a reporting system b) Monitor response and resolution rates 	<ul style="list-style-type: none"> • Report on new reporting system by the February 2024 OCM • Report quarterly to Council, with the goal that: <ul style="list-style-type: none"> ○ 98% of enquiries responded to within 10 business days ○ 90% of enquiries resolved within 10 business days

This section is only required for initiatives that may emerge outside of the planning cycle, projects that prepare the organisation for an upcoming Corporate Business Plan project in future years or an unplanned, significant activity that the CEO must take carriage of during the year. Wherever possible, aim to maintain a strategic focus by setting expectations for the CEO in line with the position responsibilities and funded strategic projects from the Corporate Business Plan.

CRITERIA 4 – LEADERSHIP OF THE SHIRE'S VALUES

Performance criteria	Performance indicator
4.1 Honesty	CEO is truthful, trustworthy and genuine in all that he says and does.
4.2 Accountability	CEO is transparent in all that he does and stays true to his word by taking responsibility for his actions.
4.3 Empathy	CEO is kind and shows understanding of people's circumstances, perspectives and differences.
4.4 Teamwork	CEO is cooperative, collaborative and united while working towards the common goals of the Shire.
4.5 Respect	CEO is respectful in all that he does, and all interactions he has, while being inclusive and mindful of differences.

* This section aims to hold the CEO accountable for how they deliver on the role responsibilities, Corporate Business Plan Funded Outcomes and Key Focus Areas (if included) and interact with internal and external stakeholders.

AGREEMENT EXECUTION

Signed and Executed by:



Shire President

Douglas Kitchen

Name

2/10/2023

Date



Chief Executive Officer

Gordon MacMillan

Name

2/10/2023

Date