

SECTION 1 – FUNCTIONS OF THE CEO (LOCAL GOVERNMENT ACT)

Provides support to Council in performing their role, administering the Council meeting process and managing the City.

Activity	Ref	Measure	Strategic Alignment	Schedule
<p>1. Local Government Act s5.41</p>	<p>1.1</p>	<p>Perform the Statutory Functions of the CEO and provide a report to Council on completion, to the satisfaction of Council.</p> <p>The CEO’s functions are to —</p> <ul style="list-style-type: none"> (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 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 agrees; and (g) be responsible for the employment, management supervision, direction and dismissal of other 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. 		<p>Annually</p>

CEO Key Performance Indicators 2024-25



Activity	Ref	Measure	Strategic Alignment	Schedule	
2. Communication with Council	2.1	Action and report against the Communication Agreement	 <p>OUR LEADERSHIP <i>Proactive and Accountable</i></p> <p>Providing accessible, transparent and responsive leadership</p>	Quarterly	
	2.2	Provide a Contentious Issues Report , including carry forward items as requested by Council		Monthly	
3. Leadership	3.1	Demonstrate a Positive and Constructive Leadership example within the organisation, through the assessment of Councillors and Directors.			Annually
4. Statutory Plans	4.1	Prepare an Operating Plan 2024-25 and Budget 2024-25 with input from Council.			Annually
	4.2	Review and modify as necessary Key Integrated Strategic Planning documents, including the: <ul style="list-style-type: none"> - Strategic Community Plan (10-year plan); - Long Term Financial Plan (10-year plan); - Corporate Business Plan (5-year plan); - Asset Management Plan (5-year plan); and - Workforce Plan (5-year plan). 			Annually, with plan updates as necessary

CEO Key Performance Indicators 2024-25



Activity	Ref	Measure	Strategic Alignment	Schedule
5. Safety and Emergency Management	5.1	Effective management of Emergency Situations including cyclone, storm and fire in accordance with the Fire and Emergency Services Act 1998, including working with stakeholders.	 <p>OUR ENVIRONMENT <i>Thriving and Sustainable</i></p> <p>Protecting our natural and built environment</p>	Report after each event
	5.2	Report on damage repair and rehabilitation to community facilities after emergency situations		Regularly after each event

SECTION 2 – DELIVERY OF FUNDED STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN COMMITMENTS

Leads the effective delivery of projects, programs, and services in alignment with the vision, priorities and expectations of Council and the community.

Activity	Ref	Measure	Strategic Alignment	Schedule
6. Activate Safe, Healthy and Liveable Communities	6.1	Prepare a 10-year Community Infrastructure Plan , to plan for the delivery of future assets, for approval by Council	 <p>OUR ENVIRONMENT <i>Thriving and Sustainable</i></p> <p>Protecting our natural and built environment</p>	June 2025
	6.2	Progress Place Plans for each Town and provide Council with regular updates.	 <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Quarterly from April 2025
7. Connected Communities	7.1	Plan, deliver and report on a Community Events program that includes free, family-friendly activities and high-profile events	 <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Annually
8. Community Engagement	8.1	Report on Community Engagement initiatives and improve community participation in Council decisions		Quarterly

CEO Key Performance Indicators 2024-25

Activity	Ref	Measure	Strategic Alignment	Schedule
9. Land Use Planning	9.1	Progress and report to Council on the City’s plans for Future Land Use: <ul style="list-style-type: none"> ▪ An updated CBD Precinct Plan ▪ Pursue Mulataga for residential housing ▪ A constraints map for the development of Dampier; and ▪ Identifying the best location for a new recreation and education precinct 	 <p>OUR LEADERSHIP <i>Proactive and Accountable</i></p> <p>Providing accessible, transparent and responsive leadership</p>	Quarterly
10. Promote the region as a (business) destination	10.1	Research and present initiatives to Council to advocate to airlines for more Flight Destinations	 <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Quarterly
11. Strategic Partnerships	11.1	Action and report on Advocacy Plan activities	 <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Quarterly
	11.2	Provide Council with updates on preparation activities for the Dampier Land Transfer	 <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Quarterly
	11.3	Provide Council with updates on Wickham State Agreement Advocacy	 <p>OUR ECONOMY <i>Well Managed and Diversified</i></p> <p>Attracting diverse and sustainable business and employment opportunities</p>	Quarterly

CEO Key Performance Indicators 2024-25



Activity	Ref	Measure	Strategic Alignment	Schedule
12. Service Levels and Standards	12.1	Provide Council with updates on delivering a Business Transformation Plan to focus on: <ul style="list-style-type: none"> ▪ Organisational culture, ▪ Occupational Health and safety, ▪ Processes and systems ▪ Improved customer service and business efficiency 	 <p>OUR LEADERSHIP <i>Proactive and Accountable</i></p> <p>Providing accessible, transparent and responsive leadership</p>	Quarterly
	12.2	Provide Council with an update on delivering a Learning and Development program for City employees, including provision for more apprenticeships and traineeships		Annually

SECTION 3 – KEY FOCUS AREAS

Ensures the delivery of focus areas prioritised by Council.

Activity	Ref	Measure	Strategic Alignment	Schedule
13. Housing and Accommodation	13.1	Action and report on the Housing Action Plan and remain agile in responding to new external funding and partnership opportunities	 <p>OUR ECONOMY <i>Well Managed and Diversified</i></p> <p>Attracting diverse and sustainable business and employment opportunities</p>  <p>OUR COMMUNITY <i>Inclusive and Engaged</i></p> <p>Activating safe, healthy and liveable communities</p>	Monthly

CEO Key Performance Indicators 2024-25



Activity	Ref	Measure	Strategic Alignment	Schedule
14. Introduce live streaming of Council meetings	14.1	Scope a project plan with Council to introduce Live Streaming of Council Meetings	 <p>OUR LEADERSHIP <i>Proactive and Accountable</i></p> <p>Providing accessible, transparent and responsive leadership</p>	July 2024
	14.2	Soft launch of the new Live Steaming Technology		October 2024
15. Strategic Planning Framework	15.1	Create a Strategic Planning Framework for Council approval that captures the City’s strategies and plans		June 2025
16. Improve the City’s project management and reporting capability	16.1	Develop a Project Management Framework , and prioritisation process, for approval by Council		June 2025
	16.2	Provide a Project Status Report to Council	Quarterly	

SECTION 4 – EXECUTIVE LEADERSHIP COMPETENCIES AND BEHAVIOURS (METRIC 3.1)

Visionary & Strategic Leadership	Interpersonal Leadership	Leading Change	Communicates with Influence	Drives Results
<ul style="list-style-type: none"> Ensures organisational alignment with the Council and their vision and direction. Clearly communicates the organisation's vision. Develops long-term objectives and strategies that align with the vision. Successfully integrates strategic and operational planning Maintains employee focus on the organisation's vision and priorities. 	<ul style="list-style-type: none"> Builds cooperative relationships across the organisation. Demonstrates skill at relating to many different types of people including employees, Councillors and external stakeholders and community members. Values diversity and promotes inclusion of all stakeholders. Provides prompt feedback, both positive and negative. Genuinely accepts constructive feedback and demonstrates this through responsive actions. Coaches and mentors the executive team. Develops employees by delegating effectively and providing challenge and opportunity. 	<ul style="list-style-type: none"> Encourages activities that position the organisation for the future. Effectively involves key people in the design and implementation of change. Acts ethically and with high integrity to build trust and belief. Offers novel ideas and perspectives and promotes creativity. Pushes the organisation to adopt new innovative initiatives. Adapts plans as necessary. Effectively manages others' resistance to change. Seeks opportunities to harness technology. 	<ul style="list-style-type: none"> Communicates in a direct, clear, and articulate manner, both verbally and in writing. Authentically engages with others by listening deeply and being responsive. Inspires and engages others by creating meaning and purpose in communications. Negotiates with the intent to facilitate agreement and acceptance of mutually beneficial outcomes. Understands when it is appropriate to confront issues or provide direction contrary to other's views. Keeps people up to date and fully informed. 	<ul style="list-style-type: none"> Is determined, highly motivated and action-oriented. Seeks out and values specialist/technical/ community expertise. Provides clear accountabilities for employees that focus on delivering community expectations. Establishes systems and processes to measure and evaluate accountabilities and high risk issues. Displays resilience and maintains positivity and calm focus after setbacks. Shows strong commitment to continued learning and personal development and looks for opportunities to enhance own skills. Recognises and rewards high performance. Actively manages under performance.