

CEO PERFORMANCE REVIEW 2024 Year



Key Role & Responsibilities of the CEO		Councillor Assessment/ Comment	CEO Comments/Self Assessment
1	Governance and Compliance	Very Good <ul style="list-style-type: none"> • Budget error was identified and rectified • Councillors generally feel well informed when making decisions Priorities for 2026 <ul style="list-style-type: none"> • Ensure full agenda for forums and council meetings are out by previous Friday whenever possible to allow councillors adequate preparation time. • Accuracy of all written communication (typos) 	
1.1	Facilitate the effective conduct of meetings, ensuring that Council and committees are legally convened, the proceedings are accurately recorded, and appropriate maintenance and access to those records is followed.		Achieved.
1.2	Ensure compliance reporting and auditing requirements are met		Achieved. Annual reporting completed on time. Audit matters addressed include; <ul style="list-style-type: none"> • Business Continuity testing • IT Disaster Recovery Plan. • UPS replacement
1.3	Ensure local laws are relevant, updated, and compliant with all statutory and regulatory obligations.		Achieved.
1.4	Provide accurate and timely Information and advice to council that ensures that recommendations, proposed		Achieved.

	actions, and initiatives, comply with relevant legislation and Council policies so that informed decisions can be made.		
1.5	Maintain the council policy framework. delegation and disclosure registers, to ensure they are current, accurate and accessible.		Achieved.
1.6	Apply and effective enterprise-wide risk management assessment to decision making		Achieved.
2	Assistance to the Council & Implementation of Council decisions and policies	Excellent	
2.1	Maintain an effective working relationship with the President and Councillors with a focus on timely communication and accessibility. Facilitate the transparency of information between Council and the community.	<ul style="list-style-type: none"> • Mid meeting updates are greatly appreciated. • We have made some significant progress on bigger projects such as industrial land and rec upgrade. • CEO is very approachable Priorities <ul style="list-style-type: none"> • Continue to strive for greater efficiency financially and in work output. 	Has been achieved. Working relationships with the President, elected members, staff, and the public is good.
2.2	Oversee the implementation of Councillor Training Programs and advise elected members of training and development opportunities.		There is need for specific elected member training to be completed. Changes in the LG sector mean this will be more onerous going forward.
2.3	Plan for and deliver programs, projects, and services, guided by the Strategic Community Plan and Corporate Business Plan, utilising efficient management systems and in line with the agreed timetable and annual budget.		Generally going okay.

3	Management of the Local Government's resources	Excellent <ul style="list-style-type: none"> Significant grants obtained 	
3.1	Develop functional and transparent reporting systems and processes that are prepared and audited in accordance with the required accounting standards and effectively monitor the financial performance of the Shire.	Priorities <ul style="list-style-type: none"> Introduction of ERP system Matching grants to plans 	Several audits completed successfully indication systems are functional albeit some of the Shire systems are dated by contemporary standards. Introduction of an ERP systems will help with that.
3.2	Exercise prudent and responsible stewardship of the Shire resources & assets committed to achieving long term sustainable outcomes.		Achieved.
3.3	Ensure that grants or external funding to support the implementation of projects are optimised.		The culture is one where staff are constantly assessing grant opportunities to support overall strategic aims and maximise opportunity for the community. Significant grant opportunities gained; \$1.6m for indoor court & female changerooms. \$1.67m for headworks to support residential subdivision \$275k for preliminary works to improve Williams -Darkan Rd (WSFN). \$30K increase in Bush Fire Brigade funding
3.4	Ensure financial planning supports & reflects strategic plan		Long Term Financial Plan reviewed in April 2024 & is structured with average annual rate & fees charges increase of 3.5 +1% to manage the balance between asset preservation, maintenance, & renewal and to position to community for forward improvements in facilities & services out to 2039.

4	Customer Service	<p>Excellent</p> <ul style="list-style-type: none"> CEO is very approachable and has built great rapport with community but doesn't shy away from difficult conversations 	
4.1	Review and monitor services and programs to drive a culture of commitment to continuous improvement in service provision.		<p>Leading by example and ensuring that customer service is responsive is often more effective than surveys. Williams is a small community, elected members and staff are well connected and placed to gauge culture, customer feedback and continuous improvement.</p>
4.2	Model and promote a solution focused approach when liaising with community members so that customers are treated with respect and that interactions are undertaken in a professional, fair, and unbiased manner in which privacy and confidentiality are maintained.		<p>Achieved.</p> <p>CEO & shire staff strive to be helpful, responsive, and constructive, and give due respect to all matters big or small.</p> <p>Relationships considered to be good.</p>
4.3	Encourage, accept, and reflect on feedback from customer suggestions, compliments, and complaints.		<p>Achieved.</p>
5	Leadership	<p>Very Good</p> <ul style="list-style-type: none"> CEO's experience, contacts and networking ability is a great asset Takes a more hands-on approach to establishing and building relationships with staff and is working towards increasing accountability 	
5.1	Provide the vision and executive leadership necessary to enable the Council and workforce to develop and achieve strategic objectives, and deliver programs, projects, and services in an efficient, effective and sustainable manner that meet the needs and expectations of the community.		<p>Still have some way to go.</p>
5.2	Establish and maintain meaningful and productive working relationships with key stakeholders		<p>Adequate, but can do better.</p>

	including federal and state government representatives, the community, community organizations and neighbouring Local Governments.		Need to consider how much better & level focus Council wants on this
5.3	Attend functions out of hours when necessary, including but not limited to meetings and community events		Adequate
6	Strategic Projects and Programs	Very Good	
6.1	Link the community, the council and the Shire with an inclusive, relevant and functional integrated planning framework that is regularly reviewed and updated according to industry and government trends and community needs	<ul style="list-style-type: none"> Very proactive in the wind farm space – working to be well informed, a good source of information and to ensure maximum long-term benefit for the shire Priorities <ul style="list-style-type: none"> Review strategic community plan and corporate business plan to ensure that they are more meaningful. 	Achieved. Draft Local Planning Strategy progress across 2024 & out for public comment in Dec 2024. Work in wind farm policy and positioning is relevant.
6.2	Facilitate regular engagement with councillors in reviewing the Shires progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.		Could do better. A focus this 2025 is make these Plans more meaningful. Not really happy with them.
6.3	Provide vision and facilitate effective engagement with the community in developing and reviewing the Strategic Community Plan.		Strategic Plan has not been reviewed or changed in the past 12 months.
7	Human Resource Management	Very Good	
7.1	Maintain and develop the workforce necessary to meet the Strategic Community Plan,	<ul style="list-style-type: none"> Notable improvements in staff relationships, performance management, workplace expectations Priorities	The Shire has had a reasonably stable workforce, but it is now in transition. Approx 100 years of LG experience will

	Corporate Business Plan, and compliance objectives.	<ul style="list-style-type: none"> • Workforce development and transition • Continue to work on developing a proactive staff culture where staff have input into improved productivity measures and take pride in the product/service they create/provide 	<p>leave or has left the Shire within 18 months.</p> <p>A key challenge is renewal of staff, adapting, to meet compliance, services, and assets preservation/renewal. Recruitment of the EMCS has helped. In the next two years or so the Shire will lose another 60 years of Williams LG experience. This needs to be planned for and managed, and there are options to do that. 30 % of the Shire workforce is 60 years or older. We need to evolve, use more modern systems & technology & recruit as best we can. The planned ERP will help.</p> <p>The culture is pretty good, Staff are being encouraged to contribute ideas to work better, get better results.</p>
7.2	Ensure performance appraisals for staff on an annual basis. Provide training and development opportunities for employees.		Achievement level is about 80% that's an improvement over recent years.
7.3	Lead and develop a team approach within the workforce focused on safety, efficiency, and innovation.		Has improved in the past 12 months. Getting better.
7.4	Ensure the principles of equal opportunity, fairness and transparency are applied in all human resource matters.		Achieved.
8	Other	<ul style="list-style-type: none"> • Positive, solution focused • New ideas, helping us to think outside the square • Approachable – has a very good relationship with councillors – makes everyone feel involved 	

		<ul style="list-style-type: none"> • Thorough when researching issues, has been outstanding in getting to know background on issues and understanding community culture. • Keeps councillors well informed. • Has been instrumental in progressing several initiatives in the first 12 months – industrial expansion, rec centre upgrade etc 	
8.1	What are or have been the CEO's strengths?		Managing change occurring. Building trust and relationships. Encouraging positivity. Encouraging via evolution v revolution
8.2	What aspects of the CEO's past performance may benefit from further development, support, or training or you would like to see improve?		Would like to spend more time on strategic things which would make difference to Williams. Struggle to find to the time for that.
8.3	How effectively has the CEO fulfilled his functions and contributed to the Shire's strategic objectives during the review period?		Adequate.

Cr Jarad Logie
Shire President

Cr Natalie Major
Deputy Shire President

Peter Stubbs
Chief Executive Officer