



## CEO PERFORMANCE REVIEW 2025

Key Role & Responsibility of the CEO	Councillor Assessment / Comment	CEO Comment / Self-Assessment
<p><b><u>Governance and Compliance</u></b></p> <p>Compliance with legislation and regulations</p>	<p>Satisfactory</p> <ul style="list-style-type: none"> <li>-KPI's set for 2025 met.</li> <li>-Audit Review Result were positive.</li> <li>-Error with rates notices was identified by council members and brought to the CEO's attention. CEO rectified the error and has implemented processes to ensure it never happens again.</li> </ul>	<p>Generally achieved as evidenced by audit, and Compliance Audit report</p>
<p>Delivery of services and work against budget</p>	<ul style="list-style-type: none"> <li>-Good progress in reviewing road construction to achieve efficiency.</li> <li>-CEO has a greater push over the past year to ensure services and work is delivered on time and to budget, by giving more attention to costings when budgeting.</li> <li>-Generally services have been delivered although a few issues arise as a result of supply.</li> <li>-Council would like to see tourism information bay finished this year.</li> </ul>	<p>Generally achieved</p>
<p>Review of Corporate Business Plan</p>	<ul style="list-style-type: none"> <li>-Council satisfied with progress in 2025.</li> <li>-Community Business Plan should be reviewed at the same time as the budget is prepared for the forthcoming year. The two should align.</li> </ul>	<p>Requires further work in parallel with the March 2026 budget review.</p>
<p>Prepare public Health Plan</p>	<ul style="list-style-type: none"> <li>-Work in progress. Council happy with progress being made to meet the 4 June 2026 deadline.</li> </ul>	<p>Public Health Plan is drafted for Council consideration at the February 2026 meeting. Local Governments must prepare and publish their Local Health Plans <b>by 4 June 2026.</b></p>

<p><b><u>Management of Local Government Resources</u></b></p> <p>Implementation of ERP System</p>	<p>Excellent</p> <p>-It's taken a while to get to the stage we are at. But positive to see due diligence was done by the CEO and relevant staff.</p> <p>-Council looking forward to seeing results at the end of 2026 in reduced overprocessing of information, easier access to information, reduction in staff admin time and less reworks.</p>	<p>Contract for ERP signed 4 June 2025. Work ramped up in October 2025 and will be complete by May 2026.</p>
<p>Investigating the value proposition on contracting out roadwork needs</p>	<p>-This was an incentive put forward by council to increase the efficiency in the work crew for the winter grading task.</p> <p>-Council is pleased with the effort put in by the CEO to implement this trial.</p> <p>-Council acknowledges that a report on this topic has not been completed, however it is a work in progress between the CEO and Cr Panizza and Cr Macnamara.</p>	<p>Not Achieved.</p> <p>Council made the decision to contract \$50K of grading for gravel roads. Contract works related to roads includes;</p> <ul style="list-style-type: none"> <li>o L1 Bridge inspections,</li> <li>o Bridge propping,</li> <li>o Roadside vegetation management,</li> <li>o Resealing/bitumen,</li> <li>o Design,</li> <li>o Larger culvert replacements.</li> </ul> <p>Most prevalent industry sector view is that strategic contracting is wise/good value proposition, but that Local Government's should maintain a useful level of capability in house as well.</p>
<p>Optimise External Funding</p>	<p>-Excellent results achieved for 2025.</p> <p>-Some great initiatives funded.</p> <p>-CEO has some good contacts in the industry that is benefiting our Shire.</p> <p>-Aim for 2026 is for these projects to develop further.</p>	<p>\$1.66m gained for residential subdivision.</p> <p>\$195,899 Floodway funding.</p> <p>\$274,500 - WSN Williams Darkan Rd.</p> <p>RDAP funding for Industrial Subdivision.</p>

<p><b><u>Leadership</u></b></p> <p>Cultivate Innovation from Staff</p>	<p>Very Good</p> <p>-CEO displayed good leadership in a year we lost a number of long-term staff members.          -Great to see that the CEO took notice from council, of idea's that might help the situation and also the requirements that the council feel the community needs.          -CEO leads from the top with example.          -CEO has the ability to draw the best out of staff.</p>	<ul style="list-style-type: none"> <li>o Targeted CCVT use,</li> <li>o Improved waste management,</li> <li>o Shift to automated process (rosters, calendars),</li> <li>o Improved equipment- walk behind scrubber, cherry picker,</li> <li>o Ergonomic workstations for staff,</li> <li>o Digitisation of records,</li> <li>o Changes to Ranger services.</li> </ul>
<p><b><u>Strategic Projects and Programs</u></b></p> <p>Activate residential subdivision to create more residential lots in Williams</p>	<p>Excellent</p> <p>-Exciting developments and well managed by the CEO.          -Aim for 2026 would be for this project to be delivered in a timely manner and within budget.</p>	<p>Development WA contracted to project manage subdivisions (fee for service). Subdivision progressing in accordance with the Schedule. Sale of Lots by Council will generate revenue of approx. \$1.4m (18 Lots x \$80k av.)</p>
<p>Review Williams Town Zoning to access issues &amp; potential for increased residential density.</p>	<p>-Work in progress.          -Satisfactory progress lead by the CEO.          -Aim for 2026 to look into grants to build council housing on shire land for shire staff.          -Aim for 2026 to progress the thoughts by council to build childcare facilities by sourcing grants.</p>	<p>Partially completed.          Initial testing indicates that conservatively &gt;50 additional houses possible in R20 zoning, &amp; &gt;15 additional houses in R12.5, if owners are motivated for increased density.</p>
<p>Activate industrial subdivision to create more lots in Williams to encourage investment and growth.</p>	<p>-CEO has progressed this initiative made by council and developed momentum.          -Progress has developed mainly because of the CEO's outstanding skills in this area and contacts that he brings to the table.          -Aim for 2026 is the maintain progress for this development to proceed within scope, within budget and on time.</p>	<p>Development WA engaged in traditional RDAP subdivision.</p>
<p>Award contracts for indoor courts and female change rooms</p>	<p>-CEO doing the best possible in an environment where it is hard to get tradies/builders to come to the country areas.          -With no CDO now, CEO taking over managing the project.</p>	<p>Contract award delayed due to poor tender response. Out for retender.</p>

	-Aim for 2026 is to attract good tenders in the second round and ensure it remains within scope, on schedule and within budget.	
Develop strategy and implement market testing for potential commercial development on shire land, Albany Highway	-Good initiative by the CEO to secure assistance to prepare a RED's grant for the zoning change. -Aim for 2026 to progress this and seek grants where possible.	Approaches made to selected business owners - without success. Council approved RED's grant submission for re zoning from rural to commercial & subdivision, Grant lodged 9 Jan 2026.
Progress long term future plan for Recreation ground zone		Generally achieved but some rounding out work required.
<p><b><u>Human Resource Management</u></b></p> <p>Establish succession plan for key leadership skill sets the shire will need in the future.</p>	<p>Satisfactory</p> <p>-CEO is very active in this area of succession. -Although this area of employment of staff is not a council choice, council can see that the CEO is taking advice from council as to what the council would like to see in terms of future employee's. Council see this as a critical area for the future of the community of Williams. Employing the wrong staff can leave a legacy for a long time.</p>	<p>Out of necessity there has been a need to recruit and replace key long-term staff.</p> <p>Investment being made in a potential Works Manager (i.e. succession). The role would be advertised and internal candidate/s would need apply. The existing Works Manager is likely available for another 2 years.</p> <p>Arrangements to replace cleaners (succession).</p> <p>Investment being made in two key staff as potential long term key leadership staff for Williams.</p> <p>Added admin staff experience &amp; skill gives the Shire depth in building, payroll, rates, customer service, agendas &amp; minutes.</p> <p>Childcare remains a focus leadership succession.</p>

<p>Promote flexibility of staff working across teams to build resilience and efficiencies.</p>	<p>-Council generally happy with building resilience across workforce, as long as there is no confusion as to who completes the task at hand.</p> <p>-Council is very mindful that we are a small community in number that aims to keep costs to a minimum for rate payers. We ask that this needs to be kept in mind as our employee budget seems to be increasing.</p> <p>-The council is very big on promoting efficiencies in the workplace.</p> <p>-Aim for 2026 to review staffing levels and responsibilities to ensure nothing is overlooked or not delivered with roles being shared across many disciplines.</p>	<p>Generally achieved.</p> <p>Staff more mobile across jobs &amp; cross trained.</p> <p>Jamie Lee Spencer, Wendy Williamson and Callum Fawcett can work in both gardener and road teams.</p> <p>Teamwork &amp; culture has improved.</p>
<p><b><u>Other matters considered</u></b></p>	<p>-Positive comments abouts the CEO's performance in the community.</p> <p>-Good communication between CEO and the Council by use of the weekly updates. This keeps all members of Council up to date.</p>	<p>Improved culture in the workplace.</p> <p>Responsive staff to client/community needs.</p> <p>Balance between tasks/larger jobs &amp; ensuring all people issues treated respectfully with merit.</p>