

Item No.	11.1
REPORT TITLE	CEO REPORT
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ATTACHMENT	Activity Report – January 2024

EXECUTIVE SUMMARY:

The purpose of this report is to provide information in relation to the activities of the Chief Executive Officer from 13th December 2023 to 23th January 2024.

OFFICER'S RECOMMENDATION:

That the CEO Report for January 2024 be received and that those matters not covered by resolution be noted.

REPORT

Council Functions	Activities
Program Development and Implementation	With the commencement of the new year focus will be given to refocusing program plans and practices.
	1. The Ranger Program will be reviewing the Workplan in February. This will be done the DES Contract Manager
	2. Community Justice Group position will be advertised again. The Quality & Compliance Manager will be holding a forum on existing vacancy.
	3. Sport & Recreation program has commenced with a high level of excitement with the delivery of Gym Equipment. It is proposed that the Gym will open in February.
Operational Management	1. Organisational Structural Change – Stage 1 is now completed except for the recruitment of three (3) Managers position that include Strategic Governance, Community Service and Infrastructure & Utilities. These positions will be readvertised by Everywhen Recruitment.
	2. A Managers performance appraisal framework has been established and all managers will be required to undertake the process by the end of February 2024.
	3. Further implementation of phase 2 have commenced with the review of position descriptions of Coordinators and Team Leaders. It is planned that a Workforce Development and Capability Proposal be developed for the DESBT Grant that close in February 2024.
Stakeholder Management	There was no stakeholder meetings in January
Professional Development	No Professional Development meetings in January

Stakeholders Meetings

nil	nil
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Deliverables

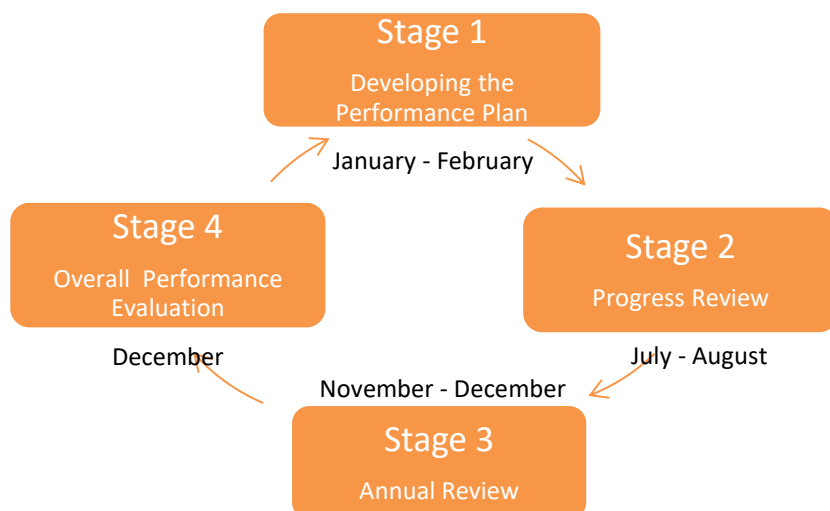
- Managers Contracts of Employment
- Managers Performance Appraisal Framework



Manager/s Performance Management & Development

Administrative Procedure

The Manager/s Performance Management & Development process is an annual cycle with four major stages as shown below:



The annual cycles commences on 1st January and finishes on 31st December each year. When a newly appointed person commences as a Manager the timing of the performance management cycle will be discussed with the Chief Executive Officer.

Stage 1 – Performance Plan

The Performance Plan is prepared by the Manager and confirmed in a meeting with the Chief Executive Officer. This Plan is to establish annual work goals and provide an opportunity for Manager's to acquire new skills and experiences. Key Result Areas will be identified and aligned to the Woorabinda Aboriginal Shire Council Operational Plan and within the parameters of the position role and responsibilities. The Performance Plan will form the basis to monitor and review the progress needed to meet individual work goals and development aspirations. It will consist of:

- Completion of the assessment tool to form the basis of discussion to focus on dimension of management for improvement.
- Annual work goals: minimum of five annual work goals and the specific targets that would need to be achieved to meet those goals
- Development goals: specific career aspirations and the activities that would assist them to achieve goals, along with the timelines required
- Progress reports: summary of achievements associated with the Performance Plan
- Overall comments and outcome: an assessment of performance to achieve annual work goals and a record of the benefits and challenges associated with the Performance Plan
- Position Description: an updated Position Description and Task List to be attached to the Performance Plan

1. Chief Executive Officer to notify Executive Manager of the commencement of the Performance Manager/s Performance Management & Development Cycle seven (7) days prior to the scheduled meeting date.

2. Notification to include the schedule date of meeting and standard pro-formas relating to the Manager/s Performance Management & Development Cycle
3. The Manager will complete the Performance Plan to be discussed with the Chief Executive Officer.
4. Where there is a conflict of interest or a requirement for an independent or request for an external process will be undertaken by the Quality & Compliance Manager.
5. The Chief Executive officer and Manager will identify key result areas to be achieved during the review period
6. On agreement of work and personal development goals the Performance Plan to be signed by the Chief Executive Officer and Manager to be placed on the Personnel File.

Stage 2 – Progress Review

The performance of Manager is subject to ongoing accountability through structured, regular meetings and reporting arrangements. A Progress Review of the Performance Plan will occur at least once within the Performance Management & Development 12 month cycle. The process is less formal and complements the formal Annual Review. It provides the opportunity for Manager/s to:

- Reconfirm Work and Personal Development Goals and Key Result Areas
- Discuss and agree upon amendments to the Performance Plan
- Assess progress to date against the Performance Plan
- Provide feedback on performance, achievements and levels of support to date and identify professional development needs.

Progress review meetings do not replace normal, ongoing contact between Managers and the Chief Executive Officer. It provides a focus on the planned activities and outcomes contained in each Managers Performance Plan.

1. A scheduled date for a Progress Review meeting at the request and agreement by the Manager and Chief Executive Officer.
2. Progress review is not a formal appraisal and therefore requires no formal documentation unless:
 - a. The progress review identifies a need for extensive alteration to the Performance Plan because of changed circumstances.
 - b. Significant concerns about the Manager/s performance indicate that the annual review might be unfavourable unless improvement occurs.

Stage 3 – Annual Review

The Annual Review is the formal meeting which provides an opportunity for the Chief Executive Officer and Manager to evaluate performance during the previous year, to make judgements and decisions based on that performance and to formulate the Performance Plan for the next year. The Annual Review occurs at the completion of the Manager/s Performance Management & Development cycle. The Annual Review will:

- Provide a frank and open exchange of views on specific accountability areas and against the Key Result Areas
- Identify actions needed to be taken in future and to be set down in the Performance Plan for the next year

- Provide a rating of performance
 - Provide a basis for a review/renegotiation of indicators, resource allocation and professional development needs
 - Lead to judgements and decisions such as amendments to Employment Terms & Conditions, renewal/non-renewal of a contract or matters relating to remedial or disciplinary action.
1. The Chief Executive Officer is responsible for initiating and negotiating the Annual Review by providing Manager/s seven (7) days' notice to the scheduled meeting date.
 2. Notification to include all information documented as part of the Manager/s Performance Management & Development cycle to be reviewed.
 3. Manager to complete the Performance Plan to be discussed with the Chief Executive Officer.
 4. The Chief Executive officer and Manager to identify key result areas to be achieved during the review period

Stage 4 – Overall Performance Evaluation

The Chief Executive Officer is responsible for evaluating the extent to which key result area have been met, taking into account their relative importance and factors which may have influences the Manager's performance. The rating of overall performance is in relation to duties and purpose of the position and the extent to which unanticipated factors may have affected the specific key result areas.

To ensure consistency, the following terms should be used to describe the overall level of performance:

- Excellent: Performance exceeds standards or expectations
- Good: Attains all or nearly all or position objectives
- Satisfactory: Performance is adequate – meets standard or expectations and is developing within the position
- Needs Improvement: Fails to meet one or a few job expectations

If there is disagreement between the Chief Executive Officer and Manager about the content of a performance review report, the Chief Executive Officer should clearly state matters of concern and discuss them with the Manager.

If, following this process the Chief Executive Officer is unable to resolve the issue to the Manager satisfaction, the matter will be referred to an external body for an assessment and recommendation.

If the recommendation indicate underperformance, disciplinary action process will be implemented to establish process and parameters on improved performance.

At the end of the cycle the Chief Executive Officer and the Manager should have reached agreement on:

- Comments on the annual Performance Plan
- Overall evaluation of the work performance during the review period
- Performance Plan for the next year
- Resource levels in light of ensuring budget provisions
- Employment term and condition matters in relation to the Manager position.

