

**The Community's Vision**

Bunbury: welcoming and full of opportunities

**Council's Mission**

Building a Better Bunbury for Our Community

**Council's Values**

**We are Community.**

We are one team.  
We keep each other safe.  
We display empathy and respect.  
We have fun and celebrate our successes.  
We work together to achieve great outcomes.

**We are Open.**

We are open to opportunities.  
We actively listen and think things through.  
We are inclusive and treat everyone equally.  
We are honest and open in our communications.  
We are open to feedback to improve our performance.

**We are Brave.**

We lead the change, we own it.  
We trust and empower each other.  
We have difficult conversations early.  
We hold ourselves to the highest standard.  
We have the courage to improve and simplify.

PC	Strategic Outcome	Performance Criteria	Review frequency	Weighting (out of 100)
1	Achievement of the Functions of the CEO in s5.41 of the LG Act	Present on a 4 monthly cycle progress reports on achievement of the functions of the CEO over the 2023/24 financial year.	4 monthly	40
2	Strategic Community Plan (SCP) Outcomes	Deliver requirements from the SCP within designated priorities, timeframes and budgets as measured from the quarterly dashboard report.	Quarterly	40
3	Leadership Attributes	Defined by the executive leadership capabilities	Annual	20

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1	<b>Achievement of the Functions of the CEO in s5.41 of the LG Act</b>	<b>Present on a 4 monthly cycle progress reports on achievement of the functions of the CEO over the 2023/24 financial year.</b>	<b>4 monthly</b>	<b>40</b>
<b>Performance requirement</b>		<b>Performance standards</b>		
1.	Advise the Council in relation to the functions of a local government under the LG Act and other written laws	1.1 Deliver at least 6 Council workshops aimed at providing increased discussion and timely information on budget and other key matters prior to the Corporate Plan being presented in March 2024. 1.2 Provide Council with a pre-budget review workshop twice a year.		
2.	Ensure that advice and information is available to the Council so that informed decisions can be made	2.1 Community portal accessible by December 2023.		
3.	Cause Council decisions to be implemented	3.1 Report on outstanding resolutions including reasons why resolutions have not been finalised in line with the implementation timeframe on a quarterly basis.		
4.	Manage the day-to-day operations of the local government	4.1 Deliver a presentation from each service area including information on proposed operating projects to Council by April 2024.		
5.	Liaise with the Mayor on the local government's affairs and the performance of the local government's functions.	5.1 Appropriate liaison between Mayor and Council is maintained across the performance reporting period, namely weekly meetings with Mayor and monthly briefings with Council.		
6.	Speak on behalf of the local government if the Mayor agrees	6.1 As required by the Mayor over the performance reporting period.		
7.	Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees)	7.1 Review the City's Workforce Plan and present to Council an annual update alongside the Corporate Business and Financial Plans during May-June 2024.		
8.	Ensure that records and documents of the local government are properly kept for the purposes of the LG Act and any other written law	8.1 Annual Compliance report considered by Audit Committee and Council. 8.2 Annual Audit report considered by Audit Committee and Council.		

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2	Strategic Community Plan (SCP) Outcomes	Deliver requirements from the SCP within designated priorities, timeframes and budgets as measured from the quarterly dashboard report.	Quarterly	40
Performance requirement * (From Strategic Community Plan)		Measure of success		
1.	<b>PLACE</b> Place Activations and Attraction Strategy	<p>1.1 Develop and implement an approach and resource plan for management of the CBD amenities in line with community expectations by December 2023. <i>Responsibility: CEO, Director Sustainable Communities and Director Infrastructure</i></p> <p>1.2 Present to Council data and information arising from CBD action plan activities for consideration and decision making by October 2023. <i>Responsibility: CEO, Director Sustainable Communities and Director Infrastructure</i></p>		
2.	<b>PEOPLE</b> Wellness and Safety Strategy	<p>2.1 Present an implementation plan and an overview of the progress of key community safety priorities to Council by October 2023 <i>Responsibility: CEO and Director Sustainable Communities</i></p> <p>2.2 Conduct a minimum of 10 community meetings by June 2024 with regular quarterly updates via the CEO KPI quarterly report on the number, type, and outcome of the respective meetings. <i>CEO and Director Strategy &amp; Organisational Performance</i></p> <p>2.3 Formalise draft concepts around MARCIA 2.0 defining how the City will advance to become the Most Accessible Regional Capital in Australia, together with the identification of partners and funding requirements by April 2024. <i>Responsibility: CEO and Director Sustainable Communities and Director Infrastructure</i></p>		
3.	<b>PERFORMANCE</b> Organisational Performance Strategy	<p>3.1 Establish 5 key organisational performance metrics and undertake a thorough investigation and analysis of the metrics by November 2023. <i>Responsibility: CEO and Director Strategy &amp; Organisational Performance</i></p> <p>3.2 Develop and implement strategies to address and improve performance by March 2024 <i>Responsibility: CEO and Director Strategy and Organisational Performance</i></p>		
4.	<b>PLANET</b> Sustainability and Environment Strategy	<p>4.1 a) Develop a community engagement plan on climate change by November 2023. b) Provide a progress report on climate change targets every 12-months with a first report being presented by April 2024. <i>Responsibility: CEO, Director Sustainable Communities and Director Infrastructure</i></p> <p>4.2 Provide reports on the Greening Strategy and the Coastal Hazard Risk Management Adaptation Plan (CHRMAP) by April 2024. <i>Responsibility: CEO, Director Sustainable Communities and Director Infrastructure</i></p>		

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5.	<b>PROSPERITY</b> Innovation and Economic Strategy	<p>5.1 Prepare a simple status report relating to the top 10 topics/projects contained within the Advocacy Framework/Canvas before October 2023 with 4 monthly status updates thereafter. <i>Responsibility: CEO and Director Sustainable Communities</i></p> <p>5.2 Commission the undertaking of a communications/marketing audit to:            (i) Assess the return on investment of City campaigns/investments,            (ii) Inform Council in its investment decision-making,            (iii) Identify gaps in marketing and promotion, and            (iv) Demonstrate value for money in the City's marketing/promotion investments, and provide the audit report to elected members by October 2023.  <i>Responsibility: CEO and Director Sustainable Communities and Director Strategy and Organisational Performance</i></p> <p>5.3 a) Perform an audit of the City's facilities against benchmark standards and workshop with Elected Members to identify gaps (2023).            b) i. Workshops with EM's as and when Asset Plans (9 in total) are updated to discuss,            ii. Determine Asset Management Gap and Asset Management Replacement levels,            iii. Develop dashboard only after the 9 Plans have all been updated (by July 2024),            iv. Develop Strategic Asset Mngt Plan that integrates into the budgeting process (by end 2024).  <i>Responsibility: CEO and Director Infrastructure</i></p>		

\* 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 KPIs in Council minutes.

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3	Leadership Attributes	Defined by the executive leadership capabilities	Annual	20%
<b>Performance requirement</b>		<b>Measure of success</b>		
3.1 Visionary and strategic leadership		<ul style="list-style-type: none"> <li>Ensures organisational alignment with the Council and their vision and direction.</li> <li>Clearly communicates the organisation's vision.</li> <li>Develops long-term objectives and strategies that align with the vision.</li> <li>Successfully integrates strategic and operational planning.</li> <li>Maintains employee focus on the organisation's vision and priorities.</li> </ul>		
3.2 Interpersonal leadership		<ul style="list-style-type: none"> <li>Builds cooperative relationships across the organisation and the community.</li> <li>Demonstrates skill at relating to many different types of people including employees, Councillors and external stakeholders and community members.</li> <li>Values diversity and promotes inclusion of all stakeholders.</li> <li>Provides prompt feedback, both positive and negative.</li> <li>Genuinely accepts constructive feedback and demonstrates this through responsive actions.</li> <li>Coaches and mentors, the executive team.</li> <li>Develops employees by delegating effectively and providing challenge and opportunity.</li> </ul>		
3.3 Leading change		<ul style="list-style-type: none"> <li>Encourages activities that position the organisation for the future.</li> <li>Effectively involves key people in the design and implementation of change.</li> <li>Acts ethically and with high integrity to build trust and belief.</li> <li>Offers novel ideas and perspectives and promotes creativity.</li> <li>Pushes the organisation to adopt new innovative initiatives.</li> <li>Adapts plans as necessary.</li> <li>Effectively manages others' resistance to change.</li> <li>Seeks opportunities to harness technology.</li> </ul>		

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<b>Performance requirement</b>		<b>Measure of success</b>		
3.4 Communicating with influence		<ul style="list-style-type: none"> <li>• Communicates in a direct, clear, and articulate manner, both verbally and in writing.</li> <li>• Authentically engages with others by listening deeply and being responsive.</li> <li>• Inspires and engages others by creating meaning and purpose in communications.</li> <li>• Negotiates with the intent to facilitate agreement and acceptance of mutually beneficial outcomes.</li> <li>• Understands when it is appropriate to confront issues or provide direction contrary to other's views.</li> <li>• Keeps people up to date and fully informed.</li> </ul>		
3.5 Driving results		<ul style="list-style-type: none"> <li>• Is determined, highly motivated and action oriented.</li> <li>• Seeks out and values specialist/technical/ community expertise.</li> <li>• Provides clear accountabilities for employees.</li> <li>• Establishes systems and processes to measure and evaluate accountabilities and high-risk issues.</li> <li>• Displays resilience and maintains positivity and calm focus after setbacks.</li> <li>• Shows strong commitment to continued learning and personal development and looks for opportunities to enhance own skills.</li> <li>• Recognises and rewards high performance.</li> <li>• Actively manages under performance.</li> </ul>		