

2024-25

Chief Executive Officer's KPIs - Q2 Report

Presented by: **Virginia Miltrup, Chief Executive Officer**

Date: **17 December 2024**

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.



OUR LEADERSHIP
Proactive and Accountable

Providing accessible,
transparent and
responsive leadership

Monthly

2.2 Provide a **Contentious Issues**

Report, including carry forward items as requested by Council

- ✓ 9 CI Reports CI Reports presented to Workshop Sessions in September, October and November.

Quarterly

2.1 Action and report against the **Communication Agreement**

- ✓ 13 Councillor Requests lodged and answered.
- ✓ 4 Councillor Workshops held.
- ✓ 9 CEO /Mayor /Deputy Mayor Catch Ups.
- ✓ 4 One on One sessions with Councillors.
- ✓ Councillor / CEO Teams Chat continued for immediate feedback.
- ✓ Councillor Teams Channel continued with resources, templates, Agendas, memberships advice.
- ✓ LG Reform to mandate Communications agreement.

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4.1 Prepare an **Operating Plan 2024-25 and Budget 2024-25** with input from Council

- ✓ Adopted 28th June 2024.
- ✓ Work commenced in July /August to improve Operation Plan definition through Service and Project definition. Project mapping complete with first quarter reporting provided. Service mapping significantly progressed.
- ✓ November budget review adopted 9 December 2024 Council Meeting.

4.2 **Strategic Community Plan**

- ✓ Stakeholder engagement and findings complete. Phase 2 report adopted by Council 28 October 2024.

4.2 **Long Term Financial Plan** (10-year plan)

- ✓ LTFP adopted at 9 December 2024 Council Meeting.

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4.2 Corporate Business Plan (5-year plan)

- To be updated post new SCP. Abovementioned Project and Service mapping will support this process.

4.2 Asset Management Plan (5-year plan)

- Project Team established to complete review.

4.2 Workforce Plan

- ✓ Initial Management Team review completed. Final drafting underway for review by EMT.

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.

- Nil emergency situations in last quarter. Emergency response management plans updated in response to updated emergency warning systems.
- ✓ LEMC Meeting held 08/11/2024.

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.

Quarterly

6.1 Prepare a **10-year Community Infrastructure Plan**, to plan for the delivery of future assets, for approval by Council (June 2025)

- ✓ Project definition complete and RFQ released to market. Council Workshop item to update on progress on 2 September 2024.
- ✓ Community Infrastructure Planning Framework on agenda for Council consideration at 9 December 2024 Council Meeting.
- ✓ Community engagement underway.

6.2 **Progress Place Plans for each Town** and provide Council with regular updates. (Quarterly from April 2025)

- ✓ Project planning and scoping currently underway for Point Samson, Wickham and Roebourne. Point Samson - two Community Reference Group meetings held 8 September and 27 November 2024.

7.1 Plan, deliver and report on a **Community Events** program that includes free, family-friendly activities and high-profile events

- ✓ Completed successful delivery of Cossack Art Awards, REAF, FenacIng Festival, Naidoc Week. Evaluations on going. Councillors provided opportunity for input. See slides following.

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OUR COMMUNITY
Inclusive and Engaged

Activating safe,
healthy and liveable
communities

Quarterly

8.1 Report on **Community Engagement** initiatives and improve community participation in Council decisions

- ✓ See slides following.

9.1 Progress and report to Council on the City's plans for **Future Land Use**

- An updated CBD Precinct Plan – Project Planning has commenced
- ✓ Pursue Mulataga for residential housing - Negotiated with Development WA an option to progress through HSP application to Federal Government to fund subdivision.
- Identifying the best location for a new recreation and education precinct - Included in the Community Infrastructure Planning process. *Note - a new rec precinct would be included in the CIP - but not necessarily an education precinct - unless identified opportunity to co-locate.*

10.1 Research **Flight Destinations**

- ✓ Consultant engaged to prepare business case for IOT and Kuala Lumpur in partnership with PDC.
- ✓ Commenced discussions with DOT on International Business Case in preparation for presentation to Federal government.



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Quarterly

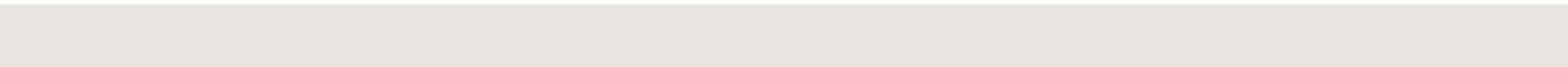
11.1 Action and report on **Advocacy Plan** activities

- ✓ Advocacy Priorities Signed off June 24. Update presented to September Workshop.
- ✓ Amendment to Position Statements approved at 9 December 2024 Council Meeting.
- ✓ Update for September – November – see slides that follow.

11.2 Provide Council with updates on preparation activities for the **Dampier Land Transfer**

- ✓ Update presented to September Workshop

11.3 Provide Council with updates on **Wickham State Agreement** Advocacy

- ✓ Update presented to September Workshop
- 

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Quarterly

12.1 Provide Council with updates on delivering a **Business Transformation Plan** to focus on: Organisational Culture, Occupational Health and Safety, Processes and Systems

- ✓ Business Transformation Workshop completed with Management Team and key staff in June 2024.
- ✓ Staff Survey Complete and Management completing action plans.
- ✓ Won XREF National award 299-999 employees Change Champion.
- ✓ WHS Transformation Strategy developed for next 5 years - deep diagnosis audit of situation and requirements for the future - 70% complete.
- ✓ Business Transformation Plan drafted. Workshop with Management Team and key staff held 4-5 December 2024. Plan to be finalised following workshop and will move to implementation stage.

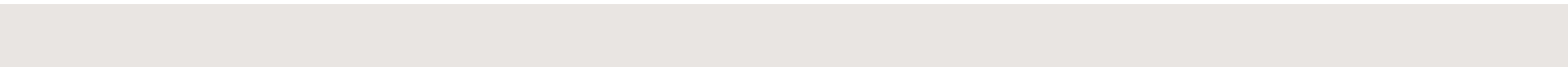


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Annually

12.2 Provide Council with an update on delivering a **Learning and Development** program for City employees, including provision for more apprenticeships and traineeships

- ✓ Leadership Program with PKUC developed for roll out for Supervisors, Coordinators, Management
 - ✓ Psychosocial Hazard training provided for all Supervisors, Coordinators, Management
 - ✓ Job Profiling analysis and leadership competency audit underway to frame new leadership and training strategy
- 

SECTION 3 – KEY FOCUS AREAS

Ensures the delivery of focus areas prioritised by Council

Monthly

13.1 Action and report on **the Housing Action Plan** and remain agile in responding to new external funding and partnership opportunities

- ✓ Provided at June, July and August Workshops.
- ✓ Progressed Regional Housing Action Plan with Chief Operating Group (Pilbara CEOs)
- ✓ Actively contributing to RCA WA Housing advocacy strategies to state & federal government.
- ✓ Supported 3 HAFF applications to the Federal Government.
- ✓ Housing EOI outcome adopted by Council 28 October 2024. Projects continuing to business case stage.
- ✓ Presented to the Strategic Industrial Lands Committee
- ✓ Negotiating with Treasury and Housing Supply
- ✓ Mayor and CEO presented to Premier, multiple state government Ministers and Shadow Ministers, and government officials
- Progressing further advocacy direct to State and Federal Government for support.

SECTION 3 – KEY FOCUS AREAS

Ensures the delivery of focus areas prioritised by Council

Annually

14.1 Scope a project plan with Council to introduce **Live Streaming of Council Meetings**

- ✓ Scoping and investigation complete

14.2 Soft launch of the new **Live Steaming Technology**

- ✓ Successful launch at 9 December OCM

15.1 Create a **Strategic Planning Framework** for Council approval that captures the City's strategies and plans

- ✓ Preliminary work has commenced. Capture of all strategies and plans is complete. Desktop review of strategies and plans complete.
- Development of framework underway.

16.1 Develop a **Project Management Framework**, and prioritisation process, for approval by Council

- Preliminary work commenced.
- Establishment of a Project Management Office proposed including recruitment of Manager City Projects.
- Transformation Projects PM Framework under development. Community / Infrastructure Projects roles appointed.

SECTION 3 – KEY FOCUS AREAS

Ensures the delivery of focus areas prioritised by Council

Monthly

- 13.1 Action and report on **the Housing Action Plan** and remain agile in responding to new external funding and partnership opportunities
- ✓ Provided at June, July and August Workshops.
 - ✓ Progressed Regional Housing Action Plan with COG's.
 - ✓ Actively contributing to RCA WA Housing advocacy strategies to state & federal government.
 - ✓ Supporting 3 HAFF applications to the Federal Government **LRO**
 - ✓ Housing EOI outcome adopted by Council 28 October 2024.
Projects to continue to business case stage.
 - Progressing advocacy direct to State and Federal Government for support.

Quarterly

- 16.2 Provide a **Project Status Report** to Council
- ✓ Project status report provided at October Workshop.
 - ✓ Q2 report – 10 Feb 2025 Workshop

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Annually

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- ✓ Scoping and investigation complete.

14.2 Soft launch of the new **Live Steaming Technology**

- ✓ Soft go live undertaken at October & November meeting.

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- Preliminary work commenced. Establishment of a Project Management Office proposed including recruitment of Manager City Projects. Transformation Projects PM Framework under development. Community / Infrastructure Projects roles re-established.

Public Event Debrief

NAIDOC Week 7-14 July

- Roebourne Community Night Talent Show
- Flag Raising Event
- NAIDOC Art Exhibition at REAP
- 2 Concerts Featuring Emma Donovan and Ziggy Ramo
- Art workshops held in Roebourne and Youth Centres
- 925 attendance
- All 8 activations and events were free

Cossack Art Awards 21 July – 11 August

- 300 Entries & 284 Artworks on display
- 200 Entries into Children's Art Awards
- 32nd Year of Cossack Art Awards
- Total attendance across the 3 week exhibition – 7545
- 22 activations and events, 16 free
- Activated Café with local food vendor
- Licence for Cossack site obtained direct from DPLH



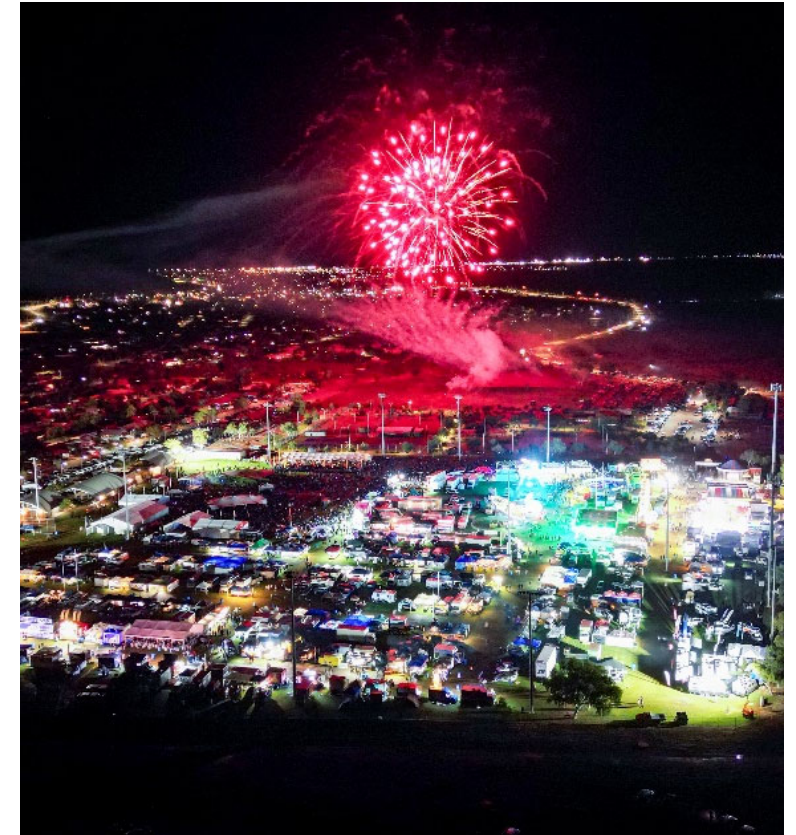
Public Event Debrief

FeNaCING 3 & 4 August

- Over 10,000 people in attendance
- Headline act Shannon Noll
- Weather was a significant challenge this year
- Shading and stretch tents added over the mainstage based on previous feedback
- Access and Inclusion day on Friday 2 August attended by 100 children and adults
- 2025 will see 3 separate RFQ's - stallholder, power and waste

Halloween 1 November

- Karratha Quarter Activation
- Games, facepainting, making potions, Amusement rides, Childrens DJ
- 800 attendance
- All activities free including amusement rides



Community Engagement

8.1 Report on **Community Engagement** initiatives

Key Engagement Activities – July to November 2024

- Engagement **delivery**
 - Strategic Community Plan
 - Roebourne Streetscape
 - Bathgate Road works
 - Survey responding to Notice of Motion for Royal Commission into Australia's COVID-19 Response
- Engagement **advisory**
 - Waste Strategy
 - Dampier Drainage Study
 - Stallholders and Street Trading Policy review
 - Community Infrastructure Plan
 - Roebourne/Wickham Cemetery



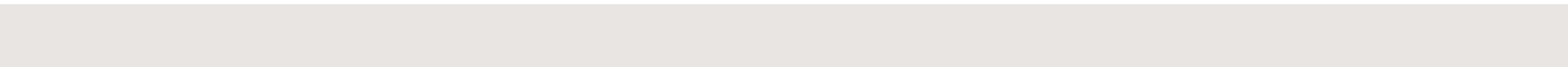
8.1 Report on **Community Engagement** initiatives

Key Engagement Activities – July to November 2024

- **Projects**

- Community Engagement Framework development – consultation completed and analysis underway.
- What We Make It platform operational guides drafted and site in use.

- **Other**

- Regular City presence in Roebourne utilising converted old Roebourne Library space.
 - Attend Yandi for Change Elders Circle, NYFL and NBAC Board meetings.
 - Established Pt Samson Place Making Group - two quarterly meetings held to date.
- 

What We Make It - Statistics

Strategic Community Plan Review (Date Range: March 26 – December 2)

Performance Summary	
Views	5,404
Visits	3,197
Visitors	2,147
Contributions	487
Contributors	295
Followers	1
Peak Visitation Date	May 29, 2024

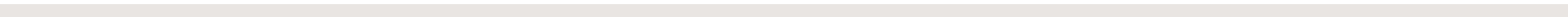
Downloaded Data	
Community Visioning Engagement Report (Summary)	26
Community Vision Engagement Report (Background)	19
Community Responses – Full Verbatim	6
SCP Review Phase 1 Report	7
2020 – 2023 Strategic Community Plan	5



What We Make It - Continued

Community Engagement Framework (Date Range: October 29 – December 2)

Performance Summary	
Views	188
Visits	122
Visitors	98
Contributions	18
Contributors	17
Followers	4
Peak Visitation Date	October 30, 2024



What We Make It - Continued

Stallholders & Street Trading Policy Review (Date Range: November 14 – December 2)

Performance Summary	
Views	158
Visits	135
Visitors	107
Contributions	1
Contributors	1
Followers	1
Peak Visitation Date	November 14, 2024

Downloaded Data	
APPENDIX 1 - Approved Trading Areas and Booking Guidelines	26
Proposed Stall holder and Street Trading	19
Stallholder and Street Trading Policy	6

What We Make It - Continued

Playground Revitalization – Egret Park & KLP (Date Range: Nov 21 – December 2)

Performance Summary	
Views	211
Visits	176
Visitors	158
Contributions	72
Contributors	169
Followers	0
Peak Visitation Date	November 23, 2024

Downloaded Data	
Egret Playground Options	4
KLP Playground Options	19

What We Make It - Continued

Community Infrastructure Plan (Date Range: November 21 – December 2)

- Does not have any interactive tools

Performance Summary	
Views	437
Visits	399
Visitors	365
Contributions / Contributors	0
Followers	0
Peak Visitation Date	November 21, 2024

What We Make It - Continued

Royal Commission – COVID-19 (Range: November 21 – December 2)

Performance Summary	
Views	2,301
Visits	1,215
Visitors	1,049
Contributions	282
Contributors	281
Followers	50
Peak Visitation Date	November 22, 2024

Downloaded Data	
Notice of Motion – Royal Commission into Covid-19 Pandemic Response	32
Alternate Recommendation	22

Further information:

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