



# Attachments

Chief Executive Officer's Recruitment and Performance Review  
Committee Meeting

Tuesday, 10 December 2024



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# Agenda Item 5.1 - Attachment 1

Chief Executive Officer Position Description - proposed amendments tracked



## Position Description

Chief Executive Officer	
<b>Reports To</b>	<del>Shire President</del> Council
<b>Current Direct Reports</b>	Deputy Chief Executive Officer Director Infrastructure Services Director Community Development Director Corporate Services Manager Airport Services Manager Economic and Business Development Executive Services Support Officer
<b>Location</b>	Tom Price with frequent intra-Shire travel, including Onslow <u>monthly</u>
<b>Classification</b>	SAT Local Government CEO Band 2 – Individual Agreement
<b>Basis of Employment</b>	Full Time, Maximum Term Contract
<b>Directorate / Division</b>	Office of the Chief Executive Officer

### Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

### Values

Respect | Openness | Teamwork | Leadership | Excellence | Health & Wellbeing

### Role Objectives

- Provides visionary, agile and innovative leadership and strategic management and direction for the Shire of Ashburton (the Shire).
- Fosters and maintains effective relationships and networks with key stakeholders.
- ~~Provides, a~~As the principal advisor to Council, ~~direction to Council provides guidance~~ on matters of general policy, ~~and give advice to Council on its~~ statutory powers and responsibilities.
- Provides the primary link through effective engagement between the Council, employees, stakeholders, and the community, to achieve the Shire's goals and objectives.
- Ensures the organisation’s performance meets Council expectations by enabling a financially sustainable organisation and ~~by keeping ensuring that~~ Council is informed of significant and emerging issues and major risks.



- Responsible for ensuring the highest level of business excellence, integrity, corporate governance, and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty, and fairness for all.
- Commits to the Shire's Vision and Key Result Areas objectives as documented in the Strategic Community Plan.

## Key Role Outcomes

### Leadership and Management

- Manage the relationship between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct and the *Local Government Act 1995*.
- Maintain effective communication and relationships with Councillors Elected Members, staff, and other stakeholders of the Shire.
- Provide leadership in-to the Shire, encourage responsibility, initiative, and foster an innovative work environment for all employees.
- Responsible for researching, consultation, preparing, and recommending to Council strategic planning documents which take into account the factors that impact upon achieving the Vision of the Shire.
- Advise Council on the development of responsible and appropriate corporate objectives and annual budgets.
- Develop measurable performance standards relative to the organisation's priorities as contained in the Strategic Community Plan and Corporate Business Plan as well as a monitoring program to ensure objectives are being implemented.
- Develop and maintain the status of the Shire as an effective, innovative, and responsible leader in local government.
- Undertake research and prepare reports for presentation to Council on issues and trends impacting on the core activities of the Shire and implement the decisions of the Council.

### Financial

- Oversee the development and implementation of the Shire's Long-Term Financial Plan, Asset Management Plan and Annual Budget.
- Enable a progressive environment that allows for forward planning and sound budget practices.
- Regularly monitor and review the financial performance of the organisation.
- Ensure financial statements are prepared and audited in accordance with the required accounting standards.
- Encourage the sourcing of grant monies wherever possible.
- Monitor events influencing the Shire's financial plans.



### Commercial Activities

- Manage the Shire's activities to ensure that the commercial services are promoted effectively and operate within the cost recovery objectives set by the Council.
- Proactively seek out opportunities for the Shire which enable it to provide and receive its services on the best possible commercial terms.
- Ensure an effective contract management capability exists within the organisation.

### Work Health and Safety Management

Ensure the Shire is committed to the safety, health and wellbeing of all its workers and that it meets all of its obligations under relevant law, regulations and Codes of Practice.

### Human Resource Management

- Drive a positive workplace culture by enabling a healthy, safe, productive and engaged workforce.
- Enable timely communication to all employees, including visibility through frequent visits to Shire towns and locations.
- Promote a clear, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing and development programs and outcomes.
- Lead and develop the Executive Leadership Team in such a manner that an environment of success and professional camaraderie is evident to all. Ensure that the Executive Leadership Team has the skills necessary to implement best practice human resource management.

### Representations

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, local government associations and local governments to ensure that the Shire remains informed and where appropriate participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders.
- Maintain a high level of cooperation and liaison with neighbouring local governments.

### Stakeholder Relationships

- Open up channels for communication and collaboration with key external stakeholders and maintain relationships through trusted partnerships for the advancement and betterment of the community.

### Policies and Procedures

- Review and develop Shire policies, manuals and management guidelines and effectively manage all Shire activities in accordance with the objectives and policies of the Shire.



- Promotion of a strong governance and audit framework, facilitating the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decisions.
- Develop and implement a risk management framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- Administer the Shire's vision and mission, policies, and directives in the spirit in which they were developed.
- Ensure that all decisions made, and directives given by Council relating to the operation of the Shire are acted upon.
- Act on delegated authority given by Council.

#### Local Government Development

- Contribute to the development of the local government industry and profession through active involvement in Western Australian Local Government Association (WALGA), ~~Local Government Professionals (LG Professionals)~~ and other relevant professional bodies.
- Promote and develop positive relationships with stakeholders, peers, and industry groups.

#### Professional Development

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices.

#### Internal and External Liaison, including, but not limited to:

- Shire of Ashburton President, Councillors, Committee Members and employees
- Local Chambers of Commerce
- WALGA & ~~Local Government Professionals~~
- All relevant State and Commonwealth Government ~~B~~bodies
- Other ~~E~~local ~~G~~overnment ~~A~~uthorities
- Ratepayer ~~R~~epresentative groups
- Major ~~B~~usiness organisations / business representatives
- Community groups and community service organisations
- Media

#### Extent of Authority

- Delegated authority as determined by the *Local Government Act 1995* and Council to manage the Shire's services, functions, and expenditure.
- Position operates within the limits of Shire policy, Council decisions, delegated authority, and requirements of relevant legislation.





- Position operates independently, ~~from supervision and problem solving is performed~~ using own initiative within Shire policy.
- Extensive operational and decision-making flexibility to ensure the effective and efficient implementation of all Council decisions, programs and activities and the utilisation of human and financial resources.
- Authority to evaluate, promote and execute as necessary, immediate decisions when necessary, which may follow formal consultation with the President and Council.

### **Selection Criteria**

- Substantial experience in a similar position successfully leading an organisation of a similar size or larger.
- Demonstrates a strong, transformational, visible leadership approach in building a constructive and ethical organisational culture which demonstrates values, innovation and continuous improvement, and successfully embraces large scale change.
- Strong commercial acumen and financial management experience with substantial experience in managing a significant portfolio of physical and financial resources, and other assets.
- Demonstrated executive level experience in managing corporate governance, compliance and accountability in a regulatory environment. WA local government experience is highly desirable.
- Highly developed and demonstrated strategic thinking, conceptual and analytical skills with a strong focus on values-based organisational performance. Demonstrated ability to leverage qualitative and quantitative data, apply sound judgement and make good decisions.
- Demonstrated ability to advocate and negotiate to successful conclusions on complex, highly sensitive matters.
- Outstanding verbal and written communication and interpersonal skills; a strong and competent approach to building and maintaining respectful, productive relationships, with sound advocacy and negotiation skills.
- Demonstrated leadership in fostering a values-driven and high-performance organisational culture.
- Demonstrated strategic understanding of asset management, project management and capital project delivery.
- Post graduate qualifications in a relevant discipline are highly desirable, together with extensive experience combined with formal executive learning and development.



## Licenses, Registrations, Memberships or Qualifications Required of Role

### Essential:

- Tertiary qualifications and significant relevant experience at an executive level.
- Local government experience and understanding of the local government landscape.
- Current 'C' class driver's licence.
- Current National Police Clearance (dated within 6 months).

### Desirable:

- ~~Post-graduate management qualification commensurate with the role and responsibilities of the position.~~

## Experience, Skills, Knowledge Required of Role

- ~~Strategic and business planning; proven experience in development, implementation, and articulation of the Shire's Strategic Community Plan to all stakeholders.~~
- ~~Demonstrated experience as a trusted advisor to Council, including ensuring Council stays abreast of the Local Government Act 1995 and other regulations, including any amendments that impact decision-making.~~
- ~~Understand the local government and Council political landscape.~~
- ~~A mature and contemporary thinker, building a respectful and transparent relationship with Council.~~
- ~~Understanding of the Integrated Planning and Reporting Framework and taking Council on the growth journey of the Long-Term Financial Plan (LTFP) and annual budget.~~
- ~~Extensive experience and a track record of success in a senior management role, particularly in delivering against organisation strategies and business plans.~~
- ~~Commercial leadership including the ability to liaise effectively with the business sector and to facilitate opportunities for investment in the Shire.~~
- ~~Extensive leadership and people management including the ability to influence outcomes, led by example, drive accountability and make well-informed decisions.~~
- ~~Understand legislative and corporate governance/compliance requirements.~~
- ~~Manages an organisation which is respectful of the natural environment.~~
- ~~Displays strong commercial acumen, particularly in dealing with the corporate sector and State Government.~~
- ~~Organisational development skills that raises the level of employee experience and promotes positive and meaningful cultural development to the organisation and community. Well-developed human resource management skills that are centred on monitoring, mentoring, encouragement, coaching and support.~~



- Well-developed verbal and written communication and interpersonal skills, including the delivery of senior stakeholder and industry presentations.
- An honest, open, and ethical approach to developing and maintaining relationships with all relevant stakeholders. This includes the Shire President, Councillors, employees, ratepayers, customers, and residents.
- An attitude which demonstrates a strong commitment to the people, safety, culture, heritage, and history of the Shire. Demonstrates a real commitment to developing communities and serving the people within the Shire.



## Confirmation

I have received, read, and familiarised myself with this position description.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.*



# Agenda Item 5.1 - Attachment 2

Draft CEO Recruitment Selection Panel Terms of Reference



## CEO Recruitment Selection Panel

### Terms of Reference

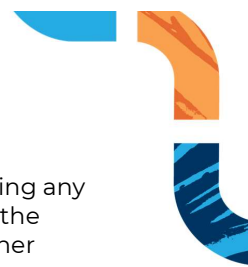
#### Purpose

In accordance with Council's adopted Standards for CEO Recruitment, Performance and Termination (the Standards), the purpose of the CEO Recruitment Selection Panel (selection panel) is to conduct the recruitment and selection process for the employment of a person in the position of CEO.

#### Role and functions

In accordance with the Standards, the role of the selection panel is to:

- (1) To assess each applicant's knowledge, experience, qualifications and skills against the selection criteria.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and



- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **Delegation**

The selection panel has no delegated authority and no authority to implement its recommendations without resolution of Council.

#### **Membership**

- (1) In accordance with the Standards, the selection panel must comprise –
  - (a) elected members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.
- (2) **independent person** means a person other than any of the following –
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (3) Panel members are to be formally appointed by Council in accordance with the Standards.
- (4) All panel members, including the independent person, have voting rights.
- (5) Each CEO recruitment process will require a new selection panel to be appointed by Council.

#### **Meetings**

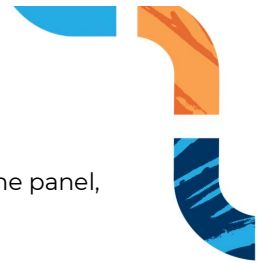
Selection panel meetings and candidate interviews are to be agreed to by the selection panel members on a consensus basis.

#### **Disclosure of Interest**

Should a panel member be aware of any close relationship with any of the shortlisted candidates, the panel member is to advise the selection panel and recruitment consultant in writing of the nature of the interest immediately and must excuse themselves from the selection panel and take no further part in the recruitment process.

#### **Confidentiality**

During the recruitment process, panel members may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants. This information and all discussions must remain confidential both during the recruitment and after the completion of the recruitment process.



Panel members may discuss this information only with other members of the panel, as well as with the recruitment consultant. Members must not permit any unauthorised person to access documents in their possession that contain applicant information.

**Reporting**

The selection panel shall report to the Chief Executive Officer's Recruitment and Performance Review Committee and Council by way of any recommendations it may make.