



Shire of

Bridgetown-Greenbushes

... simply beautiful

NOTICE OF A SPECIAL MEETING OF COUNCIL

Dear Council Member

A Special Meeting of Council will be held in Council Chambers on **Thursday 4 May 2023** commencing at 5.30pm, called to consider the draft Chief Executive Officer job description and accompanying selection criteria.

Signed by P St John, Director Development,
Community and Infrastructure

Date

1 May 2023

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AGENDA

For the Special Meeting of Council to be held in the Council Chambers on **Thursday 4 May 2023** commencing at 5.30pm, called to consider the draft Chief Executive Officer job description and accompanying selection criteria.

Opening of Meeting

Meeting to be opened by the Presiding Member.

Acknowledgment of Country

We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.

Attendance & Apologies

President	- Cr J Mountford
Councillors	- J Boyle - E Browne - M Christensen - T Lansdell - S Mahoney - A Pratico
Officers	- P St John, Director Development, Community and Infrastructure - M Larkworthy, Director Corporate Services - E Matthews, Executive Assistant

Attendance of Gallery

Public Question Time

Note: At Special Council Meetings questions must relate to the items on the Agenda.

Petitions/Deputations/Presentations

Comments on Agenda Items by Parties with an Interest

Notification of Disclosures of Interest

Section 5.65 and 5.70 of the Local Government Act 1995 requires a member or Officer who has an interest in any matter to be discussed at a committee/council meeting that will be attended by the Member or Officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

A Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during any discussion or decision making procedure relating to the matter, unless allowed by the committee/council. If committee/council allows a Member to speak, the extent of the interest must also be stated.

Business Items

ITEM NO.	SpC.01/0423	FILE REF.	221.2
SUBJECT	Draft Chief Executive Officer Job Description Form		
OFFICER	Director Development, Community and Infrastructure		
DATE OF REPORT	27 April 2023		

Attachment 1 Draft Chief Executive Officer job description form
Attachment 2 Current Chief Executive Officer position description

OFFICER RECOMMENDATION

That Council, in accordance with Regulation 5 of Schedule 2 of the Local Government (Administration) Regulations 1996, determine the selection criteria and approve the job description form, for the position of Chief Executive Officer as shown in Attachment 1.

Summary/Purpose

The purpose of this report is to present to Council a draft job description and selection criteria for the position of Chief Executive Officer (CEO). The adoption of these documents by the Council is a statutory requirement.

Background

As part of the CEO recruitment process, the specialist consultant has prepared, in consultation with the selection panel, a revised draft job description and selection criteria for the CEO position.

Officer Comment

The draft job description form complies with the requirements of the regulations in that it sets out the duties and responsibilities, and the selection criteria, for the position.

The following advice has been provided by the consultant;

“The original job description form has been updated. The position objectives and key duties and responsibilities sections’ have remained mostly unchanged apart from a few grammatical and minor amendments. However, the selection criteria has been altered and reworded to better reflect the specific skills and experience required in order to meet the current needs and challenges of the Shire.”

Statutory Environment

Local Government (Administration) Regulations 1996

Schedule 2 - Model standards for CEO recruitment, performance and termination

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out -
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1)

Integrated Planning

- Strategic Community Plan – Nil
- Corporate Business Plan - Nil
- Long Term Financial Plan - Nil
- Asset Management Plans - Nil
- Workforce Plan - Nil
- Other Integrated Planning - Nil

Policy/Strategic Implications - Nil

Budget Implications - Nil

Whole of Life Accounting - Nil

Risk Management - Nil

Voting Requirements – Absolute Majority

Closure

The Presiding Member to close the meeting.

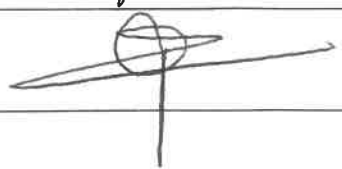
List of Attachments

Attachment	Item No.	Details
1	SpC.01/0423	Draft Chief Executive Officer job description form
2	SpC.01/0423	Current Chief Executive Officer position description

Agenda Papers prepared and recommended by E Matthews, Executive Assistant


1 May 2023

Agenda Papers authorised by P St John, Director Development, Community and Infrastructure


1 May 2023

JOB DESCRIPTION FORM

1. Position Title

Chief Executive Officer

2. Role

2.1 The overall role of the Chief Executive Officer is as detailed in Section 5.41 of the Local Government Act 1995 – Functions of the Chief Executive Officer.

3. Position Objectives

3.1 The initiation and provision of Executive leadership, with appropriate controls to all facets of the organisation, inclusive of Council, Shire staff and the community.

3.2 The implementation of corporate objectives, strategies, policies and statutory requirements by managing, facilitating, empowering and evaluating activities within the confines of available human and financial resources, as directed by Council.

3.3 As the principal adviser to Council on matters of general policy, to give advice and potential direction on its statutory powers and responsibilities, as well as working with Council to maintain and further develop the perception and reputation with, the community, stakeholders Government agencies, commerce and industry.

4. Key Duties and Responsibilities

4.1 Corporate Management and Leadership

- Is the principal advisor to Council who provides impartial advice on all matters affecting Council and the Local Government.
- Facilitates ongoing review and implementation of Council's integrated planning framework including but not limited to the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and any other relevant planning framework Council deems fit.
- Oversee the ongoing development and implementation of policies, strategies, procedures and practices which meet current best practice criteria in areas of operations, work health and safety, human resource management, customer service and community relations.
- Assess, maintain and develop a management support team and workforce that has the capabilities, skills, knowledge, and attitude needed to achieve the strategic objectives of Council.
- Have a pro-active approach in the development of new initiatives, promote active participation and interaction with other municipalities and authorities.
- Assist Council in the development of its corporate image as an effective and responsible local government.
- Attend all meetings as required.
- Represent the Local Government when required.

4.2 Governance

- Ensure compliance with statutory requirements is achieved.
- Ensure Council meetings, agendas and minutes are prepared promptly and that reports are factual, accurate and impartial.
- Ensure decisions are executed promptly and effectively.
- Oversee the preparation, review and enforcement of Council's Statutes and local laws.

4.3 Customer Service/Relations

- Ensure best practice in customer service occurs across the organisation.
- Further develop Council's image as a responsive customer driven organisation, within the community.
- Respond to all community contact with the Shire in a timely manner.
- Regularly assess and monitor customer service and to develop and communicate appropriate procedures to ensure the maintenance of high service level.
- Liaise, facilitate, and maintain effective relationships with business and community organisations, and other stakeholders.
- Employ effective and transparent communication, cooperation and liaison strategies with all relevant stakeholders, Council and staff.

4.4 Operational Management

- Maintain, oversee and delegate appropriately to ensure the ongoing provision of services to the community.
- Ensure that all statutory budgetary requirements are met, that there are sound administration and financial controls in place to ensure compliance and apprise Council of performance.
- Deliver programs, projects, plans, initiatives and services within budget and in accordance with agreed policies and strategies.
- Ensure that the procurement of goods and services methods are in accordance with legislation and-approved policies.
- Monitor all human resource practices including but not limited to recruitment, retention, employee relations, industrial relations, workforce development and workplace health and safety to ensure that effective and equitable management strategies, policies and procedures are applied.
- Ensure, encourage and facilitate a well-trained multi-skilled team, provided with appropriate delegation and decision-making authority.
- Ensure that the organisational structure and human resources are reviewed regularly to achieve Council's objectives.
- Manage and conduct Shire operations in line with the organisational risk management framework, Work Health and Safety 2022 as well as other relevant legislation.
- Ensure that all emergency management and related bushfire plans are reviewed at least twice per annum and that they are continuously updated and up-to-date.

5. Extent of Authority

5.1 This position is placed within the broad operational parameters as set by Council and the Local Government Act as well as relevant statutes which involve local government services and program delivery.

5.2 The CEO is Principal adviser to Council.

5.3 Extensive operational and decision-making flexibility is required to ensure the timely, effective and efficient implementation of Council decisions, programs, activities as well as capability to delegate, negotiate, effectively time manage and collaborate with available human and financial resources.

5.4 Authority to evaluate, promote and execute as necessary, immediate decisions which may follow consultation with the President and/or councillors.

5.5 Authority to sign legal documents as delegated and/or directed by Council.

6. Organisational Relationships

6.1 Responsible to: The Council.

6.1.1 Responsible for: All shire management, staff and contractors.

6.2 Internal and External Liaison, communication and lobbying.

Internal Council

- Employees
- Committee members

External

- Community members/ electors,
- Federal and State Government Parliamentary representatives, departments and agencies
- Warren Blackwood Alliance of Councils
- Western Australian Local Government Association, Australian Local Government Association and other Sector Associations/Groups
- Media
- Contractors and suppliers

7. Key Performance Indicators

The Chief Executive Officer is employed under a contract of employment.

Key performance indicators will be agreed, annually appraised and included in the CEO contract.

8. Selection Criteria

8.1 Skills:

- Proven leadership capacity.
- High level of interpersonal communication and decision-making skills.
- Well-honed time management skills.
- Developed listening and interpretive skills.
- Ability to negotiate and influence outcomes in a harmonious manner.
- Ability to develop policy.
- Foster a commitment to continuous improvement of business processes, efficiencies and service levels.
- Ability to instil a culture of skill, responsibility and recognition.
- Highly developed written communication and researching skills.
- Demonstrated capability to lead, inspire, delegate and initiate strategic projects.
- Demonstrated ability to form strategic and operational networks of benefit to the achievement of the Shire of Bridgetown Greenbushes' strategic objectives.

8.2 Knowledge:

- Sound knowledge and evidence of contemporary management practices.
- Demonstrated capacity to carry out the functions of the CEO with particular emphasis and knowledge of either a local government or equivalent not-for-profit agency or similar.
- Working knowledge of organisational budgeting, financial management and accounting principles as well as proven capability to manage people, with emphasis on recruitment, workforce development and risk management.

8.3 Experience:

- Extensive experience in an executive management role.
- Well-developed and understanding of technology skills.
- Capability to work strategically within a team environment.
- Evidence of strategic change and project management experience.

8.4 Qualifications:

- Tertiary qualification or equivalent in relevant discipline.

POSITION DESCRIPTION

1. Position Title

Chief Executive Officer

2. Role

- 2.1 The overall role of the Chief Executive Officer is as detailed in Section 5.41 of the Local Government Act 1995 – *Functions of the Chief Executive Officer*.

3. Position Objectives

- 3.1 To initiate and provide executive leadership and management to all facets and programs of the organisation.
- 3.2 To ensure on behalf of the Council the implementation of its corporate objectives, strategies, policies and statutory requirements by managing, facilitating and evaluating activities and the available human and financial resources.
- 3.3 To provide, as the principal adviser to the Council, direction to Council on matters of general policy and give advice to Council on its statutory powers and responsibilities, and enhance the Council's image and reputation with the general public, Government agencies, commerce and industry.
- 3.4 To provide strategic leadership and direction to staff.

4. Key Duties and Responsibilities

4.1 Corporate Management and Leadership

- Act as the principal advisor to Council (including the President and councillors) and provide impartial advice on all matters generally affecting the operations and affairs of the Council and the Local Government.
- Facilitate the preparation, ongoing review and implementation of Council's integrated planning framework (Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, etc.).

- Oversee the ongoing development and implementation of policies, strategies, procedures and practices which meet current best practice criteria in areas such as operations, safety, human resource management, customer service and community relations.
- Subject to budget constraints maintain a workforce that has the capabilities (skills, knowledge, and attitude) needed to achieve the strategic objectives of the Council.
- Develop and manage the senior management group (team).
- Take a pro-active approach to the development of new initiatives arising out of existing and proposed legislation.
- Promote active participation and interaction with other municipalities and authorities.
- Develop, in conjunction with the Council, a corporate image as an effective and responsible local government authority.
- Attend Council meetings and attend committee meetings as required.
- Represent the Local Government when required including attending civic functions and unofficial functions as deemed appropriate and necessary.

4.2 Governance

- Ensure compliance with statutory requirements is achieved.
- Ensure Council meetings, agendas and minutes are prepared promptly and that reports are factual, accurate and impartial.
- Ensure decisions are executed promptly and effectively.
- Oversee the preparation, review and enforcement of Council's Statutes and local laws.

4.3 Customer Service/Relations

- Ensure best practice in customer service occurs across the organisation.

- Develop within the community the Council's image as a responsive customer driven organisation.
- Respond to complaints and service requests in a timely manner.
- Regularly monitor customer service and develop procedures to ensure a high service level is maintained having regard to the Council's resources.
- Facilitate and maintain cooperation and effective relationships with business and community organisations.

4.4 Operational Management

- Oversee the ongoing provision of services to the community.
- Review, and when appropriate, recommend for approval the Council's annual and future budgets.
- Utilise sound business and human resource management practices to deliver programs and services within budget and in accordance with Council's policies and strategies.
- Ensure sound administration and financial controls are in place to ensure budget compliance.
- Review the financial performance of the Council and take action to improve performance as required.
- Ensure the integrity of financial controls.
- Ensure procurement of goods and services is in accordance with legislation and Council policies.
- Monitor all human resource practices to ensure effective and equitable human resource management strategies, policies and procedures are applied.
- Encourage and facilitate a multi-skilled team approach and appropriate delegation of decision-making authority.
- Ensure that the organisation structure and human resources are reviewed periodically and are adequate to achieve the Council's objectives.
- Ensure the Shire's operations are managed and conducted in line with the organisation's risk management framework.

- Ensure the Shire's operations are conducted in line with the organisation's occupational health and safety framework and relevant legislation.
- Plan for and implement emergency procedures when required.

5. Extent of Authority

- 5.1 This position operates within the broad operational parameters as set by the Council and the Local Government Act and relevant statutes which involve local government service and program delivery.
- 5.2 Principal adviser to the Council and the President.
- 5.3 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.
- 5.4 Authority to evaluate, promote and execute as necessary, immediate decisions which may follow consultation with the President and/or councillors.
- 5.5 Authority to sign legal documents as delegated and/or directed by Council.

6. Organisational Relationships

- 6.1 Responsible to: The Council and liaison with the Shire President.
- 6.1.1 Responsible for: Ultimately all staff noting that direct supervision of most staff occurs by managers and supervisors throughout the organisational structure.
- 6.2 Internal and External Liaison

Internal

- Shire President and councillors
- Employees
- Committee members

External

- Community members, residents, ratepayers, electors
- Federal and State Government Parliamentary representatives
- Federal and State Government Departments and Agencies
- Warren Blackwood Alliance of Councils
- Other Local Government authorities

- Western Australian Local Government Association, Australian Local Government Association and other Sector Associations/Groups
- Media
- Contractors and suppliers

7. Key Performance Indicators

The Chief Executive Officer is employed under a contract of employment. Key performance criteria will be agreed and included in the CEO contract.

8. Skills, Knowledge and Experience

8.1 Skills:

- Proven leadership capacity.
- High level of interpersonal communication and decision-making skills.
- Developed listening skills.
- Ability to negotiate and influence outcomes in a harmonious manner.
- Ability to develop policy.
- Highly developed written communication skills including report writing and researching skills.

8.2 Knowledge:

- Sound knowledge of contemporary management practices.
- Sound knowledge of the Local Government Act and associated Regulations.
- Sound knowledge of local government issues
- Sound knowledge of legislation relevant to local government functions and statutory obligations.
- Working knowledge of organisational budgeting, financial management and accounting principles.

8.3 Experience:

- Extensive experience in a senior management role, preferably in local government.

8.4 Qualifications

- Qualifications in a relevant management, business and/or public sector administration discipline.