

CEO SELECTION PANEL

Terms of reference

1. Purpose

Pursuant to Section 5.36 of the *Local Government Act 1995 (the Act)*, it is a requirement that the Council employ a CEO to enable the functions of the Local Government and the functions of the Council to be performed. The manner of the recruitment is prescribed in the *Local Government Act 1995* and the *Local Government (Administration) Regulations Act 1996*.

Pursuant to s5.39A(1) of the Act Council is required to establish a CEO Selection Panel that comprise of Council members (the number of which must be determined by the local government) and at least 1 independent person (cl 8, Division 2 of the Regulations).

2. Role of the Committee

1. Develop a process for the recruitment and selection of the CEO position that is in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations Act 1996*.
2. Ensure the selection process is in accordance with the principles of merit and equity.
3. Make recommendations to the Council in relation to the preferred applicant from the recruitment and selection process.
4. Prepare the Chief Executive Officer's contract, JDF and draft key performance indicators (KPIs) with the appropriate provisions for responsibilities and corporate performance KPIs to be contained within the Chief Executive Officer's Employment Contract.

3. Membership

Six (6) Elected Members

Two (2) External Members

4. Election of Chairperson

In accordance with section 5.12 of the *Local Government Act 1995* the members of the Committee are to elect a chairperson (presiding member) from amongst themselves.

5. Meeting Frequency

The committee will meet on an “as required” basis.

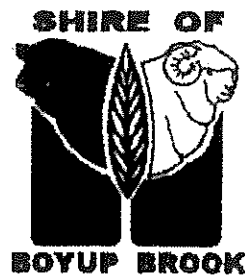
6. Confidentiality and Minutes

Committee meetings will not be open to the public and all committee deliberations will be confidential on the basis that matters discussed may include personal details of applicants.

Decisions and recommendations of the Committee to Council will be included in Council Agendas published in Council Meeting Agendas and Council Meeting Minutes.

6. Quorum

Four (4) Committee Members being at least 50% of Members.



Chief Executive Officer (CEO) – Position Description

Shire of Boyup Brook

Job Title	Chief Executive Officer
Division	Office of the CEO
Reports To	Council
Reporting Positions	Deputy Chief Executive Officer Manager Works and Services Executive Assistant
Employment Type	Full-time
Contract Term	Three to Five years
Location	55 Abel Street, Boyup Brook, Western Australia, 6244

POSITION OBJECTIVES

- Develop and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Corporate Business Plan and other strategies.
- Strive for a strong and sustainable long term financial position.
- Provide ethical, strong and engaging leadership to the organisation and the community.
- Facilitate programs, projects, and services that are cost effective and strategically aligned to realise the best outcomes for the Shire and its assets.
- Comply with all statutory and regulatory requirements in the *Local Government Act 1995 (WA)* and other relevant legislation.
- Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
- Ensure continuous learning on contemporary management practice and best practice.

ROLES AND RESPONSIBILITIES

Leadership and Engagement

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, projects and services in an efficient, effective, and sustainable manner.
- Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, business, community and sporting associations and neighbouring Local Governments & Local Government alliances .

Program, Project and Service Delivery

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget.
- Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations.
- Review assets, services and programs to measure value for money and community utilisation and satisfaction.
- Drive a culture of commitment to continuous improvement with a focus on professional customer service.

Strategic Development

- Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan and the annual budget.
- Effectively facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.
- Facilitate effective engagement with the community in reviewing the Community Strategic Plan.

Governance, Compliance and Risk

- Maintain the council policy framework to ensure it is relevant, current and accessible.
- Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Maintain an effective enterprise-wide risk management framework.

Council Relationships

- Maintain an effective working relationship with the Shire President and Councillors with a focus on timely communication and accessibility.
- Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively.
- Identify training and development opportunities for elected members.
- Ensure Council decisions are implemented in a timely and effective manner.

Human Resource Management

- Develop and implement a workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives.
- Provide training and development opportunities for employees.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.
- Drive enterprise-wide commitment to a safe workplace.
- Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.

Financial Management

- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.
- Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government.
- Maintain a close oversight of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets with commitment to achieving long term sustainable outcomes.

PERSONAL ATTRIBUTES

Leadership: Has the ability to lead and inspire employees and stakeholders with credibility, competence, and empathy. Demonstrates behaviours which align with the Local Government's values and leads by example.

Ethics: Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.

Problem Solving: Can define, analyse and breakdown complex situations to evaluate alternatives and generate solutions whilst demonstrating excellent time management skills.

Collaboration: Achieves outcomes through developing productive working relationships with key decision makers in Government and in the local community.

Communication: Engagement with staff, elected members and community, with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.

Personal Development: Balances work and life needs through stable and sustainable work practices and an ongoing commitment to personal and professional development.

SELECTION CRITERIA

Knowledge and Experience

- Extensive senior leadership or management experience in a local, state or federal government or a similar board governance related service delivery environment.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated experience in managing compliance and corporate governance.
- An understanding of the statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.
- Existing strategic and operational networks, or demonstrated ability to form such networks, of benefit to the achievement of the Shire of Boyup Brook's strategic objectives.
- Highly developed interpersonal skills to negotiate, influence and consult across diverse stakeholders to deliver strategic outcomes.
- Demonstrated capability to lead, inspire and initiate strategic projects.

Qualifications

- Tertiary qualifications in a discipline relevant to Western Australian Local Government.
- Post graduate qualifications in leadership, management or public or business administration are highly desirable.