

Notice of Meeting



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Dear Elected Member

Special Council meeting of the Shire of Ravensthorpe will be held on Tuesday, 2 November 2021 in the Council Chambers at Ravensthorpe Recreation Centre commencing at 1.30pm for the purpose of the meeting is the Chief Executive Officer Recruitment.

Schedule

1.30pm Special Council Meeting

Gary Clark
Acting Chief Executive Officer

1 November 2021

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Ravensthorpe for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Ravensthorpe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Ravensthorpe in respect of the application.

AGENDA

Shire of Ravensthorpe
Special Council Meeting
2 November 2021

MISSION STATEMENT

To Grow Our Community through the provision of leadership, services and infrastructure.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Ravensthorpe.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Ravensthorpe Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Ravensthorpe Office and the Shire of Ravensthorpe website within ten (10) working days after the Meeting.



Gary Clark
Acting Chief Executive Officer

SHIRE OF RAVENSTHORPE

Agenda for the Special Meeting of Council to be held in the Council Chambers at the Ravensthorpe recreation Centre on Tuesday, 2 November 2021 – commencing at 1.30pm

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EXTRACT FROM LOCAL GOVERNMENT ACT 1995

5.5. CONVENING COUNCIL MEETINGS

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) **The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.**

1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLOR'S: Cr Keith Dunlop (Shire President)
 Cr Sue Leighton (Deputy Shire President)
 Cr Thomas Major
 Cr Mark Mudie
 Cr Graham Richardson

STAFF: Gary Clark (Acting Chief Executive Officer)
 Graham Steel (Director Technical Services)
 Kim Bransby (Executive Assistant)

APOLOGIES:

ON LEAVE OF ABSENCE: Nil.

ABSENT:

MEMBER OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Business of an Urgent Nature Introduced by Decision of Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

4.1 Elected Members

4.1.1 Chief Executive Officer Recruitment

File Reference:	PL.RE.16
Author:	Fitz Gerald Strategies
Authorising Officer	Acting Chief Executive Officer
Date:	27 October 2021
Disclosure of Interest:	Nil
Attachments:	Job Description Form (Attachment Blue)
Previous Reference:	Item 5.2.1 – Special Council Meeting 5 October 2021

Summary:

The Council has embarked on the processes required to recruit, select and appoint a new CEO. The purpose of this report is for Council to approve a job description form for the CEO position.

Background:

The Council has appointed Fitz Gerald Strategies as consultant assisting the Council in the recruitment, selection, and appointment of a new CEO.

Comment:

The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

Council must determine the selection criteria for the position of the 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.

Council must, by resolution of an absolute majority, 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.

Council may also provide direction on all of the processes, documents and negotiations, required for the CEO recruitment, to the Selection Panel and the Recruitment Consultant.

Consultation:

Councillors
Independent Panel Member
Fitz Gerald Strategies
Acting CEO

Statutory Environment:

The Council is required to appoint a CEO pursuant to ss. 5.36(1)(a) of the Act. The Council and the Selection Panel must comply with the provisions of ss.5.36 and ss. 5.39A and 5.39B of the *Local Government Act 1995* Regulations 18A and 18B of the *Local Government (Administration) Regulations 1996* and the Standards for CEO Recruitment, Performance and Termination, in the processes it engages in to recruit, select and appoint a new CEO.

Policy Implications:

Nil.

Financial Implications:

Provision has been made in the budget for the salary and other costs associated with the employment of a CEO.

Strategic Implications:

The Council must appoint a CEO to run the day-to-day operations, and guide the strategic priorities, of the Shire.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Likelihood (based on history and with existing controls)	Low.
Risk Impact / Consequence	Negative Audit Report finding breaches of any or all of ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Rating (Prior to Treatment or Control)	Three
Principal Risk Theme	Non-compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination.
Risk Action Plan (Controls or Treatment Proposed)	Ensure compliance with ss.5.36 and ss. 5.39A and 5.39B of the <i>Local Government Act 1995</i> Regulations 18A and 18B of the <i>Local Government (Administration) Regulations 1996</i> and the Standards for CEO Recruitment, Performance and Termination

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute Majority required.

Recommendation:

That Council approve;

the Job Description Form as attached for the recruitment, selection and appointment of a Chief Executive Officer.

Moved: _____

Seconded: _____

4.2 Officers

Nil.

6. Closure of Meeting

The Presiding Member to declare the meeting closed.



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____
wish to declare an interest in the following item to be considered by council at its meeting
to be held on (2) _____

Agenda item (3) _____

The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(2) The nature of my interest is

(3) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert you name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –

- (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.
- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter;
or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

ATTACHMENT



JOB DESCRIPTION FORM

Position Title:	Chief Executive Officer
Directorate:	Executive Services
Reports to:	Shire President
Date effective:	November 2021
Award Level:	Contract
Position No.:	1

1. Purpose

1.1 Primary Functions of the Chief Executive Officer

Provide executive leadership and strategic management and direction for the Shire of Ravensthorpe.

Commits to and leads the Shire's organisational values namely:

- Passionate Commitment to Service
- Proudly Promoting and Advocating for Our Community
- Clear and Regular Communication
- Openly reporting on Progress and Listening to Community with Feedback

Fulfil the statutory requirements of Chief Executive Officer with responsibility for advising Council on its compliance with the Local Government Act and other statutes.

Ensure on behalf of Council the implementation of its strategic objectives, policies and statutory requirements, by managing, facilitating and evaluating activities and the resources (human and financial) available to the respective programme areas.

Provide support and assistance to the Council and act as the principal adviser to Council on all matters of policy and give advice to Council on their statutory powers, responsibilities and limitations.

Manage the relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct.

Foster and maintain public relations to provide the highest standards of service to ratepayers, the community and other bodies with whom the council is associated.

Provide the primary link through communication and consultation between the Council, Staff and the Community to achieve the Shire's goals and objectives.

Develop and implement effective and equitable human resource policies and ensure people are properly employed and developed.

Assist and advise Council on the development of responsible and appropriate corporate objectives and policies, including a reporting framework for monitoring performance.

Management of a multidisciplinary team to achieve a competent and cost-effective service to Stakeholders.

Enhance the Shire's image and working relationships with the general public, Government Departments, Authorities, and other key stakeholders.

Advise Council in the development and implementation of an effective Community Engagement Framework.

1.2 Strategic Focus

The Vision is to be a growing community, thriving and resilient, sharing our natural wonderland with the world.

1.3 Four Year Priorities

OUTCOME	FOUR YEAR PRIORITIES
<p>Economy</p> <p>The population is growing, in tandem with a thriving, resilient local economy</p>	<ul style="list-style-type: none"> • Support Hopetoun caravan park development and upgrade • Make land available for lease by a private operator for short term accommodation nearby to the Munglinup Community Centre • Upgrade Munglinup Information Bay • Upgrade Ravensthorpe Information Bay • “Range to Sea” tourism circuit promotion, including biosphere promotion • Support new and existing tourism businesses to collaborate and develop • Develop short trip tourism through airport • Expand and develop accessible vehicle parking
<p>Community</p> <p>This is a safe and family- friendly community where people of all ages have access to services and facilities, and there is plenty to blow your socks off</p>	<ul style="list-style-type: none"> • Additional wing on Ravensthorpe Hospital for respite facility (advocacy) • Support for community groups and programs • School liaison • Universal beach access • Partnering with sporting clubs to progress facility upgrades

OUTCOME	FOUR YEAR PRIORITIES
	<ul style="list-style-type: none"> • Reopen upgraded Munglinup bowling green with at least four greens • Enclose the veranda of the Munglinup Community Centre for a gym area • Support fire brigades to obtain facilities and equipment
<p>Built Environment</p> <p>The built environment is accessible, honours history and provides for the economic and social needs of residents, industry and visitors</p>	<ul style="list-style-type: none"> • Ravensthorpe Town Centre – streetscape grants (private realm) • Hopetoun Town Centre streetscape (public realm) • Cultural precinct • Museum upgrade • Arts Centre and Community Garden in Hopetoun (several options – to be determined) • Improve existing beach access points • Work with Department of Transport and advocate for improved groyne/boating facilities
<p>Natural Environment</p> <p>Our unique world class biosphere is valued and protected for the enjoyment of current and future generations</p>	<ul style="list-style-type: none"> • Work with Department of Water to increase bores and strategic community dams in rural areas for stock water • Transfer Station in Munglinup • Improve maintenance of wastewater system in Munglinup • Renewable energy - wind and solar (advocacy)
<p>Governance and Leadership</p> <p>The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward</p>	<ul style="list-style-type: none"> • Community engagement and communication • Advocacy and collaboration

2. Key Responsibilities

2.1 Functions and Duties

KEY FUNCTIONS	SPECIFIC DUTIES
<p>Culture of innovation and continuous improvement</p>	<ul style="list-style-type: none"> • Implements best practice risk management systems and provides Council with assurance about the effectiveness of those systems • Adopts industry best practice standards • Applies benchmarking or industry comparisons as a tool for performance improvement • Manages and leads innovation that improves service delivery in a cost effective manner

KEY FUNCTIONS	SPECIFIC DUTIES
Strategic Planning, Asset and Financial Management	<ul style="list-style-type: none"> • Advises Council on the development of the Integrated Planning and Reporting Framework • Implements the requirements to the Integrated Planning and Reporting Framework • Develops and implements operational plans to deliver the Corporate Business Plan • Applies financial benchmarks such as unit costs to measure and improve the effectiveness and efficiency of service delivery • Seeks supplementary funding including grants to fund priority projects and services • Ensures compliance with Council's purchasing and tendering procedures • Ensures delivery of projects in accordance with Council priorities

KEY FUNCTIONS	SPECIFIC DUTIES
Information and knowledge management	<ul style="list-style-type: none"> • Ensures compliance with the State Records Act 2000 • Ensures compliance with the Shire's Retention and Disposal Schedule • Ensures compliance with requirements of Freedom of Information Legislation
Community and Customer Focus	<ul style="list-style-type: none"> • Implements best practice community engagement to align community expectations with the Shire's service delivery capacity • Regularly researches stakeholder needs including people with disabilities, youth and frail aged • Measures and reports on customer service and satisfaction • Delivers programs and services in a cost effective and timely manner • Ensures customer complaints are registered and acted upon in a timely manner • Consults and involves stakeholders in decision making • Maintains positive customer relations
People management	<ul style="list-style-type: none"> • Develops a positive Organisational Culture that positions the Shire as an employee of choice • Ensures employees have clear responsibilities and performance targets • Evaluates employee performance and competency • Develops and maintains a safe and fair working environment • Develops workforce plans and supports talent i.e. career growth and succession • Ensures staff requests and issues are resolved in a timely manner • Ensures effective team communication

KEY FUNCTIONS	SPECIFIC DUTIES
	<ul style="list-style-type: none"> Provides Council with data that measures the effectiveness of people management
Measure and report on success and sustainability	<ul style="list-style-type: none"> Leads achievement of performance targets Completes and submits performance reports to Council on a quarterly basis Reports annual on performance against the Corporate Business Plan Ensures Statutory Returns and compliance requirements are completed accurately and in a timely manner Reports on performance objectives to Council on a quarterly basis
Stakeholder Engagement and Communication	<ul style="list-style-type: none"> Identifies and manages relationships with key stakeholders Develops and implements a Community Engagement Framework Ensures effective communication with all stakeholders and the community Works collaboratively with regional local governments and participates in industry forums that benefit the Shire Promotes the work of the Shire Promotes the Shire as a place to live, work and invest

2.2 General Accountabilities

- Works in accordance with Equal Opportunity and Anti-discrimination legislation, policy and procedures
- Works in accordance with the Shire's Occupational Safety and Health, policy and procedures
- Adheres to the Shire's Code of Conduct
- Provides Council with all necessary advice to inform evidenced based decisions
- Ensure all decisions of Council are implemented

3. Relationship Management

3.1 Internal

- Responsible to Council
- Liaises with the Shire President
- Responsible for all staff

3.2 External

- Ratepayers and residents
- Community organisations
- Local business community

- Industry bodies
- Regional Local Governments
- Consultants and contractors
- Department of Local Government, Sport and Cultural Industries
- Relevant State Government Departments and agencies
- WA Local Government Association

4. Extent of Authority

In accordance with the provisions of the Local Government Act 1995 and other relevant legislation, Council delegations and policies.

5. Selection Criteria

5.1 Essential

- Experience in a senior management position within Local Government, or as a senior executive in the commercial, community or public sector
- Sound experience in project delivery ensuring projects delivered cost-effectively and in a timely manner
- Demonstrated experience leading and implementing strategic business planning including exposure to the Integrated Planning and Reporting Framework
- Demonstrated experience leading and managing people in a multi-disciplinary environment, including the ability to develop an empowered organisational culture
- Demonstrated ability to identify and promote the unique benefits of living in and doing business in this Shire
- Contemporary resource management skills including people, assets and financial resources that support the effective delivery services
- Strong strategic financial management skills and business acumen in service planning
- Strong experience undertaking community engagement, relationship building, and partnership development
- Exceptional interpersonal skills with a good track record in developing a positive work culture, attracting, and retaining excellent staff
- Effective verbal and written communication skills including the ability to present complex information
- Knowledge of legislative and corporate governance/compliance requirements
- Tertiary qualifications in a relevant discipline

5.2 Desirable

- Previous experience at a senior level in Local Government or equivalent within the public or private sector
- Qualification or programs completed in business management

- Experience implementing the Local Government Integrated Planning and Reporting Framework
- Awareness of issues affecting WA Local Government Authorities.

6. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisations performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Shire President and elected Council members
Recommended by:	Shire President
Prepared by:	CEO Selection Panel 2021
Reviewed Date:	November 2021

Shire President: _____ Date: _____
(Signature)

Accepted by Employee: _____ Date: _____
(Signature)

Name of Employee: _____