



Chief Executive Officer Shire of Koorda Application Package

Lydia Highfield
Principal Consultant
PO Box 296
BEECHBORO WA 6063

Email: highfieldlydia@gmail.com

Mobile: 0400 142 110

Advertisement



Chief Executive Officer Shire of Koorda

Located 236kms north east of Perth in the heart of Western Australia's great Wheatbelt, the Shire of Koorda is an integral part of the Central Agricultural Division.

The Council is in search of a motivated and an experienced senior executive who has comprehensive understanding of Local Government Statutory requirements to fill the position of Chief Executive Officer.

Applicants who have the ability to think laterally and creatively in driving the organisation and promoting the development of the Shire. The position requires proven track record in project management, strategic and operational leadership together with the ability to develop and sustain positive relationships with the community.

The position is offered under a performance based contract of up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4 up to \$213,356 per annum. Salary and benefits are subject to negotiation and could include, but not limited to; base salary, superannuation, professional memberships, utilities and private use of a motor vehicle. In addition, rent free housing in a Shire owned executive residence is available. Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained at www.koorda.wa.gov.au Further information about the position is available by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 296, Beechboro WA 6063 by **COB Wednesday 15th November 2023**.

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, pre-employment medicals, provide evidence of all claimed qualifications prior to commencing employment.

Position Description



1. **TITLE** **Chief Executive Officer**
2. **LEVEL** Band 4 Salaries and Allowances Tribunal
3. **DEPARTMENT/SECTION** Office of the Chief Executive Officer
4. **POSITION OBJECTIVES**

1. **Objectives of this Position**

- To implement the strategic goals and objectives of the organisation.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Koorda as a local government and achievement of its goals.
- To provide overall leadership and direction for the administration of the Shire of Koorda and to provide the primary link through communications and consultation between the Council and staff.

2. **Within Department/Section**

- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.

3. **Within Organisation**

- Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
- Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Provide strategic direction and effective leadership to the organisation.

- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

1. Leadership

- Proven leadership at a senior management level with Local Government experience along with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders.
- Experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting and facilitating sustainable economic development.
- Proven track record in Project Management along with Time Management.
- Manage the local government's infrastructure/assets.

2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding and implementing policy and procedures with all stakeholders.

3. Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal and contractual obligations.

4. Financial Results

- Experience of and evidence in successful financial management.

5. Community Development

- A proven history of building and maintaining positive strategic relationships.
- Demonstrated experience in accessing grants and maximising grant opportunities.
- Experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

6. General Management

- Excellent interpersonal and communication skills focussing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Degree in relevant Management is desirable, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to current Police Clearances and other checks

6. KEY DUTIES/RESPONSIBILITIES

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Management Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the integrated planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Institute a staff training program that will improve staff skills across the board, which will assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

7. PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually, during the term of the employment contract.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

8. ORGANISATIONAL RELATIONSHIPS

1. Responsible to

The President and Council of the Shire of Koorda.

2. Supervision of

All staff by delegation to relevant senior Managers.

3. Internal and External Liaison

Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

9. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

Total Reward Package and Benefits

The position is offered under a performance based contract of up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4 up to \$213,356 per annum.

Salary and benefits are subject to negotiation and could include but are not limited to; base salary and superannuation 11%, additional superannuation as per Council Policy, utilities, private use of a motor vehicle, professional memberships and development.

In addition, rent free housing in a Shire owned executive residence.

The Council will negotiate reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects, with reimbursement by the employee will be required at 100% if the Officer leaves within the first 12 months of employment, and 50% if the Officer leaves within 24 months of employment.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:

Your application should include a covering letter explaining your interest in the position, address of the selection criteria and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council either face to face or by video link if required. The final decision on this position will be taken by Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.koorda.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Koorda's Chief Executive Officer Position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Koorda, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Koorda reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Koorda during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Koorda, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____



CEO RECRUITMENT COMMITTEE/PANEL TERMS OF REFERENCE

OCTOBER 2023

1. Establishment of Committee/Panel

Pursuant to Section 5.36 of the Local Government Act, and the Local Government (Administration) Amendment Regulations 2021 amended in February 2021 the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination, a local government is required to employ a person to the Chief Executive Officer (CEO) of the Local Government.

Whilst the decision is a whole of Council responsibility, the Council has established a CEO Recruitment Committee/Panel ("the Panel") to facilitate the recruitment and selection process and must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the Local Government.

2. Purpose of Panel

The purpose of the Panel is to provide general oversight of the recruitment and selection process for the Chief Executive Officer; to make recommendations to the whole of Council (Elected Members) on the most suitable candidate for the position; and to ensure the recruitment and selection process is fair, robust, and carried out to relevant legislation and regulations.

The Panel will achieve this by:

- (a) Working with the appointed Recruitment Consultant
- (b) Facilitating the preparation and recommendation of the position description for the role of Chief Executive Officer to whole of Council.
- (c) Recommend to Council for endorsement the draft employment contract.
- (d) Facilitating the preparation of the advertisement and approve mediums to be used.
- (e) Recommending to Council the total remuneration package and employment conditions in line with Council policies.
- (f) Approving the Candidate Applicant Information Package.
- (g) Review the application shortlisting report as provided by the Recruitment Consultant.
- (h) Agree on the shortlisted applicants for interview.
- (i) Agree on the interview process to determine preferred applicant(s) for the position.
- (j) Facilitate and agree on the interview questions provided by the Recruitment Consultant.
- (k) Interviewing short listed applicants.
- (l) Facilitate the interview process of preferred candidates in consultation with Recruitment Consultant.

3. Membership

Membership of the Panel is to consist of (endorsed by Council 23/10/2023):

- **Cr Jannah Stratford**
- **Cr Gary Greaves**
- **Cr Gina Boyne**
- **Cr Nick Chandler**
- **Cr KM Burrell**
- **Mr John Nuttall – Independent Representative**
- **Lydia Highfield – Recruitment Consultant (Facilitator)**

The Presiding Member is to be determined in accordance with Section 5.12 of the Local Government Act 1995.

If the Presiding Member of the Panel is absent from a meeting of the panel, the Deputy Presiding Member will preside at the meeting.

4. Quorum

The Quorum for the meeting is at least 50% of the number of panel members.

5. Panel Terms of reference – Roles and Responsibilities

- (a) To provide general guidance and participate in the recruitment process for the position of Chief Executive Officer of the Shire of Koorda, in accordance with the indicative process agreed by the Council.
- (b) To make recommendation to the Council at each stage of the selection process, including but not limited to:
 - The position description
 - The Draft CEO employment contract
 - The preferred candidate(s) report and recommendation to Council
- (c) To consider the assessment of applicants for the position of Chief Executive Officer.
- (d) To consider the advertisement and/or re-advertisement or other additional steps (if necessary) in consultation with the Recruitment Consultant.
- (e) Ensure appropriate advertising mediums are used such a social media, websites, SEEK and written formats such as West Australian professional and/or local government job section.
- (f) A report to Council with recommendation of the preferred candidate including negotiated employment contract to be considered and endorsed by Council for the appointment of the Chief Executive Officer.
- (g) Any other matter which is not stipulated within these terms of reference, but which is within the powers and functions of the Panel or other matters which are specifically referred by the Council to the Panel and related to the selection of the Chief Executive Officer.

6. Terms of Reference – Operational Matters

- (a) The Panel does not enjoy the delegation of any powers, functions, and duties of the Council.
- (b) All decisions of the Panel will, therefore, constitute recommendations to the Council.
- (c) The Panel shall always act in strict accordance with relevant legislation and regulations (being the Local Government Act 1995 and associated Regulations) and in accordance with these Terms of Reference in the performance of its function.
- (d) For the purposes of reporting and accountability requirements, the Panel must keep minutes of all meetings of the Panel. The Reporting of the recommendations of the Panel to the Council in this manner is sufficient to satisfy the reporting and accountability requirements of the Council.
- (e) All recommendations of the Panel shall be made on the basis, of a majority decision of the members present.
- (f) Meetings of the Panel will be held at a location as determined by the Presiding Member of the Panel in consultation with Panel Members.
- (g) The Panel shall meet as often as the Panel considers necessary.
- (h) The Panel can utilise video conferencing as and when considered necessary.
- (i) The procedure to be observed in relation to the conduct of the meeting of the Panel is generally to be in accordance with the Local Government Act, associated regulations and the Shire of Koorda Standing Orders Local Law and these terms of reference.

7. Independent Recruitment Consultant (IRC) – Role & Responsibilities

- (a) Should not be associated with the local government or any of its Council members.
- (b) Provides independent human resources consultant provides advice to the selection panel on how to conduct the recruitment process that covers the following aspects of the process:
 - Development or review of the position description
 - Development of the selection criteria
 - Development of assessment methods in relation to the selection criteria
 - Drafting of the advertisement
 - Executive search
 - Preliminary assessment of the applications
 - Shortlisting recommendation to the Panel
 - Drafting questions for interview
 - Coordinating interviews
 - Preparing the selection summary assessment and recommendations
 - Arranging all the due diligence for integrity checks and/or police clearance, qualifications etc.
 - Assisting the Panel in preparing the employment contract
 - As directed by the Panel commence preliminary negotiations of employment contract.
 - Conduct referee checks and provide written report to the Panel of referee outcome.
 - Preparation of report as directed by Panel for Council endorsement of preferred candidate and employment contract.
- (c) The Consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (d) All documents managed by the Recruitment Consultant must be provided to the Shire in line with the Shire recording keeping policy and procedure.

8. Independent Person other than Recruitment Consultant– Role & Responsibilities

The independent person cannot be a current elected member, human resource team member, or staff member of the Local Government.

An independent person could include:

- Former elected members or staff members of the Local Government
- Former elected members (such as a Shire President or Councillor) or staff members of another local government
- A prominent or highly regarded member of the community; or
- A person with experience in the recruitment of CEO's and senior executives

Their role is;

- (a) An advisory and cannot be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (b) To follow the agreed recruitment process and to contribute professionally.
- (c) Available to attend meetings as agreed by the Panel.

9. Confidentiality Agreement

All Panel members must sign a Confidentiality Agreement before the recruitment process commences and a copy be provided to the Recruitment Consultant for record keeping purposes.

10. Tenure

The Panel which is established for the purpose of assisting the Council in taking steps to fill the vacancy in the position of Chief Executive Officer of the Shire of Koorda will be concluded upon the date that the Council makes the appointment to the office of Chief Executive Officer of the Shire of Koorda.

ROLES & RESPONSIBILITIES APPROVED BY COUNCIL	
COMMENTS	
SHIRE PRESIDENT NAME	
DATE	
SIGNATURE	