
7.6 TEMPORARY TPRC CEO - SELECTION CRITERIA AND POSITION DESCRIPTION – LATE ITEM

Responsible Officer:	Chief Executive Officer
Attachments:	1. Draft Position Description 2. Draft Selection Criteria
Voting Requirements:	Absolute Majority

RECOMMENDATION

That the Council APPROVE:

1. The Selection Criteria and Position Description for the Temporary TPRC CEO (June 2021).
 2. That in the event the TPRC Temporary CEO is not appointed or not able to commence by 11 August 2021, the Council agrees to the continuation of John Anthony Arias as Chief Executive Officer – TPRC, for a period of up to 4 weeks from the 11 August 2021, on the terms and conditions of the current employment contract.
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PURPOSE

To consider the Selection Criteria and Position Description for the Temporary TPRC CEO.

POLICY REFERENCE

Nil.

LOCAL GOVERNMENT ACT/REGULATION

Local Government (Administration) Amendment Regulations 2021 (CEO Model Standards)

PREVIOUS MINUTES

N/A

FINANCIAL/BUDGET IMPLICATIONS

There will be no financial implications in FYE 2021. Funds will be allocated in the Budget FYE 2022 to accommodate expenditure for this item.

RISK MANAGEMENT IMPLICATIONS

Risk Ref: 6	Risk Rating:
TPRC Operations - Resourcing.	Moderate
Action:	
Agreed budget for resources	

The Report provides advice on requirements to appoint a Temporary TPRC CEO.

BACKGROUND

On 11 May 2021 the TPRC CEO gave notice of resignation as CEO, with a termination date of 11 August 2021.

At the Special Meeting of Council on 26 May 2021 the Council resolved as follows:

1. *To undertake the appointment of a Temporary CEO for a period of 12 months.*
2. *To engage contract HR resources (utilising the WALGA panel if appropriate) to assist Council with the selection and engagement of the Temporary CEO and the offboarding of the current CEO.,*
3. *To appoint a Selection Panel to support the recruitment of the temporary CEO.*
4. *That the Selection Panel REVIEW the draft Selection Criteria and Position Description provided by the CEO and recommend to Council any changes applicable to the Temporary CEO role.*

COMMENT

The process for the appointment of a temporary CEO is underway in accordance with Council's resolution of 26 May 2021.

The Selection Criteria and Position Description for the Temporary CEO have been prepared and reviewed by the appointed Selection Panel (copy attached). The Selection Criteria and Position Description is generally consistent with the current CEO position requirements but have been modified to reflect more contemporary requirements. The Selection Criteria and Position Description for the Temporary CEO is recommended for Council approval.

As indicated above the process for the appointment of a temporary CEO is underway, including the following actions:

1. Proposals for the appointment of a HR consultant to assist Council with the selection and engagement of the Temporary CEO and the offboarding of the current CEO have been sought.
2. Draft Contract for Temporary CEO (WALGA CEO standard contract) incorporating the draft TPRC Position Description and current Salaries Allowance Tribunal remuneration requirements has been prepared.
3. Applications have been sought for the TPRC Temporary CEO position from Member Local Governments, Local Government Professionals Australia WA and WALGA. Applications to close on or before 2 July.
4. A draft program for the appointment of a temporary CEO has been prepared and circulated to Councillors. It is noted that a Special Meeting of Council is proposed to be held (15-20 July 2021) to consider Selection Panel recommendations for the appointment of a Temporary CEO.

It is acknowledged that the program for the appointment of the TPRC Temporary CEO is tight and requires significant Councillor commitment to a number of actions. It is noted that the TPRC CEO has a termination date of 11 August 2021. It has been proposed that in the event the TPRC Temporary CEO is not appointed by that date or not able to commence by the 11 August 2021, the Council agrees to the continuation of John Anthony Arias as Chief Executive Officer – TPRC, for a period of up to 4 weeks from the 11 August 2021, on the terms and conditions of the current employment contract.

Appendix 7.6

POSITION PROFILE

Position: Temporary Chief Executive Officer

Location: Innaloo, WA

Organisation

Reports to: Tamala Park Regional Council (TPRC)

Purpose

Work effectively with the Council staff, external consultants and contractors to drive overall development of the Tamala Park Project in accordance with agreed objectives in order to maximise environmental practicability and economic returns for the TPRC.

Key Accountabilities

Leadership and Communication

- Establish a high-quality decision-making process for effective project delivery, allocation of capital funds, concept development, design and execution, guaranteeing discipline in this process.
- Counsel TPRC on its statutory powers and responsibilities, enhancing the Council's image with the general public, government departments, authorities, commerce and industry.
- Establish, implement and maintain regular reporting systems advising the Council and stakeholders on the status of key development issues, which affect budgets or programs.
- Advise the TPRC in relation to its functions, responsibilities and obligations as it relates to the *Local Government Act* and other written laws.
- Cultivate effective networks, coordinate and liaise with external contractors and local government entities to ensure smooth approval and development outcomes and delivery of a quality urban development which maximises returns for stakeholders.
- Keep abreast of Local, State and Federal government policies which may directly or indirectly impact on the objectives of the Tamala Park development.
- Provide accurate and timely advice and feedback to the Council.
- Provide leadership to the TPRC organisation fostering a team culture and principles of equity and fairness in employee relations. Provide leadership to the project team, including personal performance, motivation and development.
- Perform any other function specified or delegated by the local government or imposed under the *Local Government Act* or any other written law as a function to be performed by the CEO.
- Implement the Tamala Park Project in accordance TPRC objectives, budget and program.

Relationship Management

- Attend all Council and Committee meetings as chief advisor to the Council and represent the TPRC as required.
- Cooperate and contribute to the work of senior executive personnel of the TPRC participant Councils.
- Manage and maintain relationships with principal stakeholder groups including relevant local governments, state government agencies, and other relevant stakeholders.
- Manage the activities of the Development Manager to ensure TPRC project, financial and development objectives delivery.

Organisational Management

- Ensure, on behalf of the TPRC, the delivery of its corporate objectives, strategies, policies and statutory requirements, by managing, facilitating and evaluating activities within the resources available.
- Undertake transactions and projects in a spirit of equity and inclusiveness and proactively consider community values.
- Implement corporate systems and policies to achieve efficient administration of TPRC affairs and provide assurance to the Council to meet its statutory compliance obligations.
- Monitor all aspects of the development process from a financial, approvals, management and quality perspective.
- Maximise opportunities to add shareholder value to the TPRC Project.
- Monitor Development Manager's KPIs in accordance with the Development Management Agreement.

Financial Management

- Ensure effective and accountable utilisation of financial and physical resources and exercise professional skill and diligence to ensure the TPRC Project is completed within the nominated timeframe, budget and agreed financial returns.
- Provide prudent financial management to ensure the TPRC maintains adequate operating capital to assure positive cashflows to participant Councils.
- Maximise within prudent risk parameters, the financial return to stakeholders.
- Minimise infrastructure costs whilst ensuring the whole project is developed in a sustainable manner.
- Achieve the budget objectives of the TPRC.
- Comply with the requirements of the *Local Government (Financial Management) Regulations 1996*, and all relevant *Australian Accounting Standards Board* obligations.

Project Management and Planning

- Deliver on Council's planning objectives to demonstrate the best urban design, built form and development practices.
- Ensure the design of the Tamala Park development meets contemporary lifestyles and environmental best practice.

- Ensure the objectives outlined in the Strategic Community Plan and Corporate Business Plan are achieved.
- Focus on the key areas of public utility and land infrastructure, design for future proofing, economic health outcomes, environment sustainability, return on investment, community development and communication in developing Tamala Park and in interactions with suppliers and stakeholders.
- Lead the development and implementation of the TPRC Project by direct service provision, alliancing and/or other relevant partnership models.
- Implement environmental initiatives to achieve long term environmental sustainability for the Tamala Park development.
- Manage the integration of the new urban development with surrounding urban infrastructure and Bush Forever conservation areas.
- Develop contract frameworks for the efficient and effective provision of subdivision, infrastructure, marketing and sales.
- Continually monitor activity in relation to the performance of each project and recommend changes where applicable.

Challenges

To provide effective leadership, management and oversight of the Tamala Park development in an environmentally and socially sustainable manner whilst ensuring returns are maximised so as to guarantee positive outcomes for the community and stakeholders.

TEMPORARY TPRC CHIEF EXECUTIVE OFFICER - SELECTION CRITERIA

Policy and Strategic Development Skills

- Demonstrated ability to plan and act strategically.
- Experience in developing strategic plans, business plans and policies for organisations, especially within a local government context.
- Knowledge of contemporary issues, economic and social factors impacting the property development sector is desirable.

Leadership Skills

- Demonstrated record of effective leadership and successful delivery of organisational objectives within a 'c-suite' leadership context.
- Demonstrated experience in working collaboratively with a range of stakeholders including external contractors, local government personnel and Elected Members.
- Ability to provide effective counsel to the TPRC on its statutory powers, obligations and responsibilities to ensure compliance with the *Local Government Act 1995* and all other laws.
- Capability to drive innovation in the way the organisation meets the objectives of the Tamala Park Regional Council.

Project Management & Financial Skills

- Ability to deliver sound financial management to ensure effective and efficient use of project resources and maximise financial return to stakeholders.
- Demonstrated experience in project / contract management and procurement practices, especially within a local government context.
- Experience in management of human resources, project budgets and financial outcomes.

Technical Competencies

- Governance experience and applied knowledge of the *Local Government Act* and regulations is essential.
- Experience in financial management practices, and knowledge of the requirements of the *Local Government (Financial Management) Regulations 1996*, and relevant *Australian Accounting Standards*.
- Understanding of relevant state government legislation and policies.
- Understanding of property development processes and best-practice urban design principles is desirable.

Personal Qualities and Interpersonal Skills

- Highly developed communication skills, written and verbal.
- Personal integrity, honesty, and uncompromising ethical standards.
- Ability to develop positive working relationships with a wide range of stakeholders and negotiate win-win outcomes.
- Willingness to apply innovation and agile thinking to the delivery on TPRC objectives.
- Capacity to deal with complex problems and conflicting priorities and to exercise sound evidence-based judgement.
- Highly motivated and proactive in resolving issues and meeting agreed performance objectives and oncomes.
- Sound approach to decision making that is evidence based, thorough, and transparent.