

# **ATTACHMENT TO AGENDA ITEM**

**Special Meeting**

**15 November 2016**

**Agenda Item 4.1      Mayoral Position Description**

**Attachment 1      Mayoral Position Description - 2016..... 13**

**GREATER SHEPPARTON CITY COUNCIL****MAYOR**

<b>POSITION TITLE:</b>	<b>MAYOR</b>
<b>APPROVED BY:</b>	<b>Council</b>
<b>DATE REVIEWED:</b>	<b>October 2016</b>
<b>CLASSIFICATION:</b>	<b>Elected position</b>

It is the prerogative of the incumbent to carry out the role of Mayor as that person sees fit having regard to legislative and other constraints impacting on the position, other commitments of the incumbent and the requirements of this Position Description.

**RESPONSIBILITY:**

The Mayor is the Chairperson of the Council and has overall responsibility for the leadership of the elected Council. The Mayor shall foster a team culture of co-operation and cohesiveness within the Council. The Mayor is the principal Council spokesperson and is responsible for effectively communicating the decisions and policies of Council, speaking on behalf of the Council and presenting and maintaining, at all times, a positive, professional public image of the Council.

**Guidance to Councillors**

The mayor is to provide guidance to councillors and plays an important role in establishing and promoting appropriate standards of conduct.

The capacity to do so effectively is reinforced through the authority conferred in the Local Government Act 1989 and provisions outlined in the Councillor Code of Conduct.

**Principal spokesperson for the Council**

The Mayor is seen in the community as representing the council as a whole. This position is often charged with speaking publicly on behalf of the council both in the media and at public events. The Mayor also has a leadership role in liaising with important stakeholders from the community, business and other tiers of government to promote the interests of the council and their local community.

**Supporting good working relations between councillors**

Good governance relies on good working relations between councillors. The mayor, by virtue of the position, is expected to foster positive relationships between councillors. He or she is also in a position to encourage cooperation among councillors and promote unity.

**Civic and ceremonial duties**

The mayor is expected to undertake civic and ceremonial duties during their term of office. These duties are extensive and diverse and require the mayor to represent council at important civic functions in the municipality.

### **POSITION OBJECTIVES:**

The Mayor is specifically responsible for:

- providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65 of the Act, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors under sections 76B, 76BA and 76C of the Act; and;
- acting as the principal spokesperson for the Council
- supporting good working relations between Councillors
- carrying out the civic and ceremonial duties of the office of Mayor
- fairly and objectively chairing all Council meetings
- representing the Council in the community and to the wider audience outside the municipality
- promoting and marketing the identity of the Council
- providing advocacy for the Greater Shepparton City
- liaising with other levels of government
- liaising with other regional representative groups
- ensuring that a positive image and perception of Council is established, promoted and maintained at all times.

The Mayor will ensure:

- the smooth operation of the Council
- the achievement of the objectives of the Council Plan
- that Councillors work in a cohesive manner
- that corporate rapport is achieved through the facilitation of strong working relationships with the Council management
- that confidence is built in the community by the Mayor and the Council
- that commitment is demonstrated in the current local government culture and in the aspirations of the community.

### **KEY RESPONSIBILITY AREAS:**

The Mayor is responsible to the Council for the following:

1. Establishing and maintaining the link between Councillors and the management of the Council (Chief Executive Officer [CEO] and Directors).
2. Effectively communicating the decisions of the Council to the media, the community and to other levels of government.
3. Maintaining regular contact with all Councillors.
4. Ensuring reasonable access for all Councillors to the CEO.
5. Being available and accessible to the community at regular and reasonable times, and ensuring that other Councillors, as appropriate, are available and accessible to the community at all reasonable times.
6. Ensuring that relevant Council policies and procedures are maintained, implemented and upheld by all Councillors.
7. Encouraging all Councillors to participate in appropriate training and development to ensure they keep up-to-date with trends and changes in the local government industry, and that Councillors are properly equipped to fulfill their roles and responsibilities.
8. Ensuring that the vehicle allocated to the Mayor is utilised in accordance with all clauses relevant to a private use vehicle as outlined in the CEO Fleet Directive (excluding clauses 1 j), and 2.
9. Carrying out the civic and ceremonial duties of office of the Mayor.

## COUNCIL VALUES

### Values Based Organisation:

Greater Shepparton City Council values reflect what we feel is important in the organisation. These values may be guiding principles of behaviour for all members in the organisation, including the Mayor and Councillors.

### Our values are:

#### **Respect first, always**

We are attentive, listen to others and consider all points of view in our decision making

#### **Take ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

#### **Courageously lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton community.

#### **Working together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

#### **Continually innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

#### **Start the celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton community.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The Mayor is responsible to the Council for:

- Regularly reviewing the progress towards achievement of goals and objectives set by the Council in the Council Plan and other relevant policy documents.
- The effective communication of Council decisions and policies.
- Public awareness of the Council's policies, objectives and priorities.
- Ensuring that the Council is represented in public forums and at other functions as required.
- The achievement and promotion of a positive, public image of the Council.
- The process of consultation on Council decisions and policies.

**JUDGEMENT AND DECISION MAKING:**

Subject to any decisions of or directions from the Council, the Mayor is responsible for making decisions and exercising judgement about:

- how to communicate the Council's goals, objectives, priorities and programs to the community, business and other interest groups, and all clients;
- the level and extent of consultation on Council decisions and policies, and the involvement of other Councillors in any consultative procedures;
- the functions that are attended and the presentations made by or on behalf of the Council;
- representations made to other levels of Government made on behalf of the Council;
- the organisation of civic and other formal receptions.

**SPECIALIST SKILLS AND KNOWLEDGE:**

The Mayor should demonstrate:

- quality communication and interpersonal skills
- a high degree of political acumen and awareness
- fairness and objectivity
- ability to work with and within a culture of change
- passion for and commitment to the municipality
- sense of perspective
- conflict resolution skills
- negotiation skills
- knowledge and understanding of the local government operating environment, including legislative requirements
- active and sympathetic listening skills

The Mayor must maintain personal skills through continuing professional development to ensure contemporary policies are adopted and implemented, and to ensure that the Council meets all its statutory obligations.

The Mayor must be able to provide leadership and direction to the Council while enabling opportunities for input and involvement of all stakeholders.

The Mayor is required to regularly consult with, and to communicate effectively, sympathetically and constructively with the Councillors, CEO, Executive Leadership Team, support officers, business and industry representatives, community representatives, special interest groups, government departments, politicians, the media and all residents and ratepayers.

**QUALIFICATIONS AND EXPERIENCE:**

The Mayor must be able to gain the co-operation, trust and respect of Councillors, staff and the community and have the ability to motivate other people to achieve stated outcomes and results in a team environment.

The Mayor must be able to establish, maintain and present at all times a positive, professional and dynamic image of the Council and the community.

A commitment to ongoing professional development, especially in change management and industry trends and issues, is highly desirable and encouraged.

## PERSONAL ATTRIBUTES:

The Mayor should:

- be committed to and involved in the Greater Shepparton community
- be motivated to succeed
- be politically astute and possess a keen political awareness
- be an innovator and creative thinker
- enjoy and be able to meet the demands of a public profile
- be an effective communicator
- have a positive and professional presentation
- be committed to personal and professional development
- be able to work with a wide range of people from diverse backgrounds and groups
- be fair, impartial and objective

The Mayor must have a combination of skills, qualifications and experience, and personal attributes to enable him or her to provide the leadership, motivation and support to ensure the sustained and continuing development of the Greater Shepparton City Council, the staff and the Greater Shepparton community.

## ORGANISATIONAL RELATIONSHIPS

<b>Reports To:</b>	Council
<b>Internal Liaisons:</b>	Councillors Chief Executive Officer Executive Leadership Team Executive Support Staff
<b>External Liaisons:</b>	Residents, ratepayers and the general public Business and industry representatives Specific Interest and Community Groups Media State and Federal Ministers Local and other Members of Parliament Government Departments Neighbouring municipalities - Councillors Peak Industry Organisations Relevant regional organisations Others as appropriate or as requested

**CITY OF GREATER SHEPPARTON****MAYOR****PERFORMANCE CRITERIA**

The following criteria, which may be reviewed from time to time when considered necessary, are the performance criteria for the purpose of the Mayor's review and could be assessed and evaluated by the whole Council when measuring and reporting on the Mayor's performance.

The performance of the Mayor will be measured, in part, against his/her progress towards or achievements in the following:

- achievement of the objectives of the Council's Plan and on-going monitoring and review
- the performance of the Council in achieving its financial targets
- the degree of communication with all media on behalf of the Council and the Council's relationships with local and other media
- a positive media profile for the Council
- the degree to which the Mayor has represented the Council with other levels of Government
- the relationship established with local and other Members of Parliament
- the degree to which the Mayor has achieved and maintained harmony within the Council
- the effectiveness of the Chairmanship of the Council and efficiency of Council meetings and decision making procedures
- the nature and amount of training undertaken by the Mayor and other Councillors
- the effectiveness of relationships of the Mayor and Councillors with the CEO and Directors
- such other objectives and criteria as may be established and agreed, from time to time, between the Mayor and the Council.