

# Council Meeting - 23 November 2020 Attachments

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# COUNCILLORS STATEMENT OF EXPECTATIONS FOR THE ROLE OF MAYOR OF GREATER SHEPPARTON CITY COUNCIL



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| <b>Title:</b>          | <b>Mayor</b>                              |
| <b>Approved by:</b>    | <b>To be approved by Council</b>          |
| <b>Date approved:</b>  | <b>Anticipated to be 23 November 2020</b> |
| <b>Classification:</b> | <b>Elected position</b>                   |

## ORGANISATIONAL RELATIONSHIPS

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|--|---|
| <b>Primary Internal Relationships:</b>   | <ul style="list-style-type: none"> <li>▪ Councillors</li> <li>▪ Chief Executive Officer (CEO)</li> <li>▪ Executive Assistant – Mayor and Councillors</li> </ul>   |
| <b>Secondary Internal Relationships:</b> | <ul style="list-style-type: none"> <li>▪ Director Corporate Services</li> <li>▪ Director Sustainable Development</li> <li>▪ Director Infrastructure</li> <li>▪ Director Community</li> <li>▪ Communications &amp; Engagement</li> <li>▪ Manager Corporate Governance</li> <li>▪ Team Leader Governance</li> <li>▪ Audit and Risk Management Committee</li> </ul>  |
| <b>Primary External Relationships:</b>   | <ul style="list-style-type: none"> <li>▪ Community members and ratepayers</li> <li>▪ Community groups</li> <li>▪ Community Business and Industry representatives</li> <li>▪ Media</li> <li>▪ State and Federal Ministers</li> <li>▪ Members of Parliament</li> <li>▪ Government Departments</li> <li>▪ Neighbouring municipalities - Councillors</li> <li>▪ Peak Industry Organisations</li> <li>▪ Municipal Association of Victoria / Local Government Victoria</li> <li>▪ Relevant Professional Bodies</li> </ul> |

## POSITION OBJECTIVES

The Mayor actively promotes and develops opportunities for the municipality. This often involves developing and maintaining extensive individual and community networks, and performing an important social and ceremonial role as leader of the community.

As the Chairperson of the Council, the Mayor has overall responsibility for the leadership of the elected Council. This includes custodianship for fostering a team culture of co-operation and cohesiveness within the Council.

The Mayor is the principal spokesperson for the Council 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.

## ELECTION OF THE MAYOR

The election of the Mayor must be conducted in accordance with Section 25 of the Local Government Act 2020.

- The Mayor is to be elected:
  - at a Council meeting that is conducted by the CEO, and
  - in accordance with the Governance Rules; and
  - open to the public; and
  - by an absolute majority of Councillors.

## ROLE AND AUTHORITY

### The Role of the Mayor is to:

- Chair Council meetings;
- Be the principal spokesperson for the Council;
- Lead engagement with the municipal community on the development of the Council Plan;
- Report to the municipal community, at least once each year, on the implementation of the Council Plan;
- Promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct;
- Assist Councillors to understand their role;
- Take a leadership role in ensuring the regular review of the performance of the CEO;
- Provide advice to the CEO when they are setting the agenda for Council meetings;
- Perform civic and ceremonial duties on behalf of the Council.

### The Mayor has specific powers under legislation to:

- Appoint a Councillor to be the chair of a delegated committee;
- Direct a Councillor, subject to any procedures or limitations specified in the Governance Rules, to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;
- Require the CEO to report to the Council on the implementation of a Council decision.

### Council Committees:

The Mayor, by virtue of position, is elected to represent Council on range of Committees of Council, including but not limited to the Audit and Risk Management Committee.

## ACCOUNTABILITY AND EXPECTATION

### This Mayor has accountability for:

- Establishing and maintaining the link between Councillors and the management of the Council (CEO and Directors).
- Presiding over the meetings of Council, ensuring they conducted in accordance with the Governance Rules.
- Ensuring that Council decisions are made in accordance with the governance principles and relevant legislation.
- Ensuring that Council follows community engagement principles.
- Ensuring that Council maintains public transparency.
- Effectively communicating the decisions of the Council to the community, media and other levels of government.
- Assist in the development and adoption of a Councillor Code of Conduct.
- Promoting and monitoring the conduct of Councillors, ensuring compliance with the Councillor Code of Conduct.
- Ensuring they are reasonably available and accessible to the community as appropriate.
- Ensuring that the vehicle allocated to the Mayor is utilised in accordance with the relevant provisions of the Councillor Resources and Facilities Policy.

### 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;
  - 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.

### Guidance to Councillors

- Encouraging Councillors to abide by the appropriate standards of conduct becoming of a Councillor.
- Encourage cooperation among Councillors and promote unity and establish good working relationships.
- Encouraging Councillors to participate in appropriate training and development:
  - as required to gain or maintain skills and knowledge required to fulfil their role as a Councillor;
  - to ensure they keep up-to-date with trends and changes in the local government industry.
- Encouraging Councillors to be reasonably available and accessible to the community as appropriate.

### Principal spokesperson for the Council

- The Mayor is seen in the community as representing the Council as a whole.
- 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.

## EXPERIENCE, QUALIFICATIONS, SKILLS AND KNOWLEDGE

There are no pre-requisites for any Councillors to be elected to the position of the Mayor. The following criteria has been provided as a guide that may assist the Mayor in undertaking their role and responsibilities.

### Experience

- Chairing Council or other Board meetings.
- Communicating with the Community.
- Communication with the media, including interviews.

### Specialist Skills and Knowledge

- Comprehensive understanding of the Local Government Act 2020
- Understanding of services offered by Council.
- Excellent interpersonal skills
- Excellent conflict resolution skills
- Excellent negotiation skills
- Active and sympathetic listening skills
- Understanding of computer applications and developments and their potential to department's operations.
- Familiarity with the purchasing requirements within Local Government Act 2020, including tenders/quotations and probity.

## PERSONAL ATTRIBUTES

The Mayor should:

- Be committed to the Greater Shepparton community
- Be politically astute and possess a keen political awareness
- Enjoy and be able to meet the demands of a public profile
- Have high level communication and interpersonal skills
- Possess the ability to work with and within a culture of change
- Be fair, impartial and objective.

## 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 Councillors 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.

## LEGISLATION

As the Mayor, the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

- Local Government Act 1989 (Relevant provisions until they are repealed)
- Local Government Act 2020
  - Local Government (Governance and Integrity) Regulations 2020
  - Local Government (Planning and Reporting) Regulations 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council – Councillor Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

## ORGANISATIONAL CONTEXT

### Council Overview

Every four years, the Community has the opportunity to vote for nine (9) individuals to represent their needs and participate in decision making that affects the lives of everyone in the municipality.

The Councillors appoint one of their representatives to become Mayor, for a period of either 12 months or two years.

The Councillors appoint a Chief Executive Officer, to manage Council operations and ensure services are delivered and Council decisions are implemented.

## VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**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.