

Expressions of Interest

Independent Advisor, CEO Employment Matters Committee

Expressions of interest closing date	Tuesday 1 April 2025
Duration	Three-year appointment. The Advisor will be eligible for extension or re-appointment for a further three-year term. The appointment, re-appointment or extension will be made by Council resolution.
Payment	Schedule of rates to be agreed with council as part of appointment process.
References, qualifications & police check requirements	Minimum of two referees National Police Check and evidence of qualifications are required.

Introduction

Whitehorse Council seeks a qualified Independent Advisor to support its CEO Employment Matters Committee. The ideal candidate will bring a strategic perspective and a wealth of expertise in human resources, governance, and executive leadership.

About Whitehorse City Council

At [Whitehorse City Council](#), community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower us to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



Location	The City of Whitehorse is located in Melbourne's middle-eastern suburbs, between 12 and 22 kilometres east of the Melbourne CBD.
Area	64.24 square km
Population	178,639 ABS ERP 2023
Whitehorse Civic Centre	379-399 Whitehorse Road Nunawading
Service Centres	Box Hill Town Hall Forest Hill Chase Shopping Centre
Operational budget	\$221 million
Capital works program	\$46 million
Organisational Structure	Click here for details about the Executive Leadership Team and organisational structure.

Under the *Local Government Act 2020*, Councils are required to adopt a CEO Employment and Remuneration Policy (Policy).

The Whitehorse [Policy](#) establishes a CEO Employment and Remuneration Committee which currently includes all 11 Councillors and the Advisor as a non-voting member. This advisory Committee to Council is chaired by the Mayor.

The role of the Independent Advisor is to:

- Attend and participate in all Committee meetings
- Draft the Meeting Agendas in consultation with the Mayor and take minutes of meetings

- Provide advice to the CEO Employment Matters Committee
- Support Councillors in developing the CEO annual performance plan
- Facilitate the development of the draft performance criteria and performance review methodology (in consultation with the Committee and the Chief Executive Officer)
- Provide benchmarking and advice to the Committee on an appropriate remuneration for the CEO.

Note:

The appointed Independent Advisor cannot act as an Executive Search Consultant for Council, should the CEO position become vacant.

Key Selection Criteria – skills & experience required

We are seeking expressions of interest from candidates with expertise in following areas:

- Proven experience advising or working with ASX-listed companies, not-for-profit organisations, or public sector entities
- Demonstrated experience as a senior HR executive, HR professional, or advisor with a proven track record of success in complex organisational environments
- Strong leadership and communication skills
- Previous experience working with governance bodies or boards
- Demonstrate ability to work with a diverse range of view.

Milestones for appointment

The following are a guide only for the appointment of the Independent Advisor. These dates are indicative and subject to revision by Council

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| • EOI advertised | Tuesday 18 March 2025 |
| • Closing date | Tuesday 1 April 2025 |
| • Interviews | Friday 4 April to Friday 11 April 2025 |
| • Recommendation for appointment | Monday 26 May 2025 (Council Meeting) |
| • Term commences | Monday 28 July 2025 |

How to apply

Expressions of Interest should include:

- Your skills, experience and qualifications
- Names of two (2) professional referees
- 1-2 page summary addressing the Key Selection Criteria
- Schedule of rates.

Expressions of Interest must be emailed to

celia.robinson@whitehorse.vic.gov.au by close of business on Tuesday 1 April March 2025.

For further information, please contact Celia Robinson, Manager Governance and Integrity via email at celia.robinson@whitehorse.vic.gov.au or telephone 0478 258 699.