



Shire of Wagin
2 Arthur Street
WAGIN WA 6315
Telephone: (08) 9861 1177
Email: ceo@wagin.wa.gov.au

Chief Executive Officer

EMPLOYMENT INFORMATION & APPLICATION PACKAGE

August 2019

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1 Position Advertisement



Shire of Wagin

Chief Executive Officer

(Package negotiable from \$128,226 - \$200,192 as per SAT Decision 2019)

Wagin is ideally located in the heart of the Great Southern 228 kms south east of Perth and is the home of the Giant Ram and Woolorama. The town possesses excellent educational, medical, recreational and shopping facilities and a strong and vibrant community.

As Chief Executive Officer you will take overall corporate responsibility for the organisation. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and a basis for efficient planning and delivery of services provided by the organisation. You will develop and lead the goals and objectives of the Council as set out in plans, budgets, capital works programs and integrated and asset management plans. You will be accountable for the Council's human, financial and physical resources whilst acting as the face of the organisation in the community.

Ideally, you will have experience in; and have intimate knowledge of, the workings of local government. Additionally, you will hold relevant tertiary qualifications and have relevant senior management experience as well as some knowledge of the outside operations of a small Shire.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$128226 to \$200192 including a negotiable cash component commensurate with qualifications and experience plus generous annual leave, up to 10.5% superannuation (conditional). In addition, unrestricted business & private use of a vehicle and rent-free housing and utility subsidies apply.

Interested persons may obtain an Information Package by contacting Kirsty Simkins on (08) 9861 1177 or email ea@wagin.wa.gov.au.

Applications addressed to **Cr Phil Blight President**, including a Curriculum Vitae and statement addressing the Selection Criteria should reach the President by email to sp@wagin.wa.gov.au by 16:00 hours on Thursday 26th September 2019.

Cr Phil Blight
Shire President

2 Information for Applicant

Thank you for your interest in the advertised position of Chief Executive Officer for the Shire of Wagin.

Selection on the Basis of Merit

The Shire of Wagin is an equal opportunity employer. All applications will be assessed against the same criteria included in the information package and position description.

No application will be considered until after the advertised closing date at which time it will be assessed. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria.
- A copy of your current Résumé
- Contact details of three employment referees, preferably one to be your current employer.
- Completed Application Cover Form (see 6 below)
- Signed Declaration Authorisation and Waiver (see 7 below)

Applications should preferably be scanned and lodged by email.

Applications in hard copy should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

Statement Addressing Selection Criteria

Your application should contain a concise statement specifically addressing each of the **Requirements of the Position** in the Position Description with examples, which demonstrate how you meet the requirements of each objective. Address each item separately and make your comments adequate enough to demonstrate your ability to meet the criteria.

Resume

You should attach a copy of your current resume, listing academic achievement,

professional training, memberships and relevant employment experience.

Referees

You should include the names and contact details of at least three referees we can contact to provide information on your past work performance, preferably one to be current employer. **NB: Applicants who do not provide referee contact details up front will not be considered for the position.**

One copy only

You should provide us with only one copy of your complete application.

Address for Applications

Applications in hard copy should be marked "CEO CONFIDENTIAL" and addressed to:

Chief Executive Officer Application
Shire of Wagin
2 Arthur Street
WAGIN WA 6315

Email applications are preferred sent to Cr Phil Blight, Shire President, sp@wagin.wa.gov.au.

Late Applications

Ensure your application is received prior to the closing date and time, late applications will only be considered if prior arrangements are agreed to for late lodgement.

Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised by email.

Pre-employment Medical & Police Clearance

The successful applicant will be required to provide a current police clearance and to undertake a pre-employment medical examination, prior to commencement, at the Council's expense.

Further Information

Should you require further information about the position, please contact the current CEO on ☎(08) 98611177 or ceo@wagin.wa.gov.au.

For more information on the Shire please refer to the website at www.wagin.wa.gov.au

3 Remuneration Package

1 SALARY PACKAGE AND CONDITIONS

**CHIEF EXECUTIVE OFFICER
(DEFINED TERM NEGOTIATED CONTRACT POSITION)**

A rewards package in the vicinity of \$126596 to \$198210 including a negotiable cash component commensurate with qualifications and experience plus generous annual leave, up to 15% superannuation, unrestricted business & private use of a vehicle and free housing and utilities, will be negotiated.

The components of the total reward package are:

Cash salary	Negotiable
Regional/Isolation Allowance (\$30000 max)	Negotiable
Superannuation 10.5% (Conditional)	Conditional
Associated FBT (estimate)	\$4000
Clothing allowance	\$1000
Uniform	\$300
Utilities allowance (Gas & Electricity)	<u>\$6000</u>
	<u>Negotiable</u>



CONTRACT
OF
EMPLOYMENT

Shire of Wagin

And

<<Name of Officer>>

October 2019

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THIS CONTRACT OF EMPLOYMENT

Is made on the day of 2019

BETWEEN:

1. Shire of Wagin (the Local Government)
 2 Arthur Road
 WAGIN WA 6315

and

2. <<Insert Name & Address of Officer>> (the Chief Executive Officer)

In accordance with Council resolution <<Insert resolution number>> on the <<insert date of resolution>>.

1. POSITION

The position is that of Chief Executive Officer of the Local Government.

This contract relative to that position is made under and subject to the *Local Government Act 1995*.

2. DEFINITIONS

In this Contract:

- 2.1 "Act" means the *Local Government Act 1995*;
- 2.2 "CEO" means the Chief Executive Officer of the Local Government;
- 2.3 "Confidential Information" means any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances or other agreements and things (other than an agreement or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Council or any undertaking from time to time carried out by the Council.
- 2.4 "Council" means the Council of the Local Government;
- 2.5 "Long Service Leave Regulations" means the *Local Government (Long Service Leave) Regulations*.
- 2.6 "Policies" means the policies adopted by Council.
- 2.7 "Position" means the office or position defined in Clause 1.
- 2.8 "Remuneration Package" means the total of the remuneration package specified in Clause 12.
- 2.9 "Term" means, the term specified in Clause 4.

3. CONSTRUCTION

Unless expressed to the contrary, words importing:

- 3.1 The singular include the plural and vice versa.

A reference to:

- 3.2 A person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority.
- 3.3 A person includes their legal personal representatives, successors and assigns.
- 3.4 A statute, ordinance, code, regulation, award or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them.
- 3.5 A right includes a benefit, remedy, discretion, authority or power.

- 3.6 An obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation.
- 3.7 Provisions or terms of this Contract, or another document, contract, understanding or arrangement include a reference to both express and implied provisions and terms.
- 3.8 This Contract or any other document includes this Contract or other document as varied or replaced and notwithstanding any change in the identity of the parties.
- 3.9 Writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions or other electronic mail or transmissions.
- 3.10 Anything (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them.
- 3.11 Headings are for convenience only and do not affect the interpretation of this Contract.

4. TERM OF EMPLOYMENT & PROBATION

Subject to the terms and conditions contained in this contract, the Local Government will employ the CEO for a term of five years, commencing on the <<Insert date of commencement>> and expiring on the <<Insert date of expiry>>, provided that the first six months of the term shall be a probationary period during which either party may terminate this contract for any reason by giving the other party one month's notice or by paying the other party one month's cash salary in lieu of notice.

5. FURTHER CONTRACTS

There is no compulsion on either the Council or the CEO to agree to a new Contract. The Council and/or the CEO shall initiate discussions not later than 12 months prior to the expiry of the Term for the parties to enter into a new Contract for a further term with the Council making a decision to finalise those discussions not later than 9 months prior to the expiry of the term of this Contract. In the event that the Council and the CEO agree to a new contract, a new contract will be executed.

6. CHIEF EXECUTIVE OFFICER'S DUTIES AND FUNCTIONS

The CEO must carry out the duties and functions as are:

- 6.1 Set out in the Position Description, shown as Appendix 1, and as varied from time to time by agreement between the parties.
- 6.2 Set out in the policies of the Local Government as adopted by the Local Government from time to time during the term of employment.
- 6.3 Imposed by the Act or in any other statute and associated regulations relevant to the position.

The CEO shall:

- 6.4 Work such reasonable hours as are necessary to carry out the duties and functions of the position.
- 6.5 Observe and carry out all lawful directions given by the Council, in relation to the performance of the CEO's duties and functions under this Contract.
- 6.6 Disclose any financial or other interest relating to the business of the Local Government in accordance with the Act or which conflicts or may conflict with the discharge of the duties and functions of the office and comply with any reasonable direction given by the Council in respect of that interest.
- 6.7 Devote the whole of their professional effort to their employment and will not hold any position or take on any activities which may in any way be seen to conflict with the CEO's obligations under this Contract unless approved by the Council.

7. PERFORMANCE CRITERIA

7.1 The position of CEO will be the subject of two sets of performance criteria:

A "generic" set of ongoing performance requirements centered around the Chief Executive Officer's accountability for giving effect to responsibilities in a manner agreeable to Council as follows:-

- 7.1.1 the extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council;
- 7.1.2 the extent to which the Chief Executive Officer is committed to innovation and review in the planning and delivery of services administered by the Council;
- 7.1.3 the manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council;
- 7.1.4 the nature of relationships with the Council, Senior Staff, other staff and community;
- 7.1.5 the extent to which the Chief Executive Officer projects the image of the Shire;
- 7.1.6 the manner by which the Chief Executive Officer implements the programs and policies of the Council and the extent to which these policies are communicated to the public;
- 7.1.7 the extent to which the Chief Executive Officer maintains and enhances the reputation of the Shire as a provider of cost-effective services for the community.
- 7.1.8 the manner and effectiveness of the internal and external communications of the Chief Executive Officer;
- 7.1.9 the extent to which the Chief Executive Officer is committed to forward planning in the management of the Council's resources and the review of formulation of policies;
- 7.1.10 the manner by which the program of Council, adopted through the annual budget, is achieved;
- 7.1.11 the manner by which cost effectiveness and productivity is demonstrated.

Specific and measurable performance targets relating to the CEO's core duties:

7.2 The CEO is the principal adviser to the Council

- 7.2.1 Councillors receive their meeting agendas before the weekend prior to the next Council meeting (timely delivery of agendas)
- 7.2.2 The advice provided to Council is accurate, comprehensive and timely
- 7.2.3 The advice to Council includes all relevant information and clear recommendations and Council will accept that an 80% acceptance by Council of the CEO's recommendations is a fair indication of compliance with this clause
- 7.2.4 All the Minutes are prepared and circulated to Council within the time period specified in the relevant legislation

The CEO, as the principal officer, is responsible for everything that happens in the Shire's operations, including projects

7.3 Financial Management

- 7.3.1 Annual budgets are prepared and presented to Council for timely adoption in accordance with the legislation
- 7.3.2 Budgets are supported by sufficient working documents to enable both Councillors and officers to understand exactly what is to be provided and how it is to be provided
- 7.3.3 There being policies, practices and procedures in place that are established and documented to ensure prudent management of the Shire's finances in accordance with the Local Government Financial regulations 1776 and other relevant legislation
- 7.3.4 Budget reviews are prepared and presented for adoption within the statutory timeframes
- 7.3.5 The Shire complies with all other requirements of the legislation including but not limited to:
 - 7.3.5.1 Timely appointment of the auditor
 - 7.3.5.2 Rates and sundry debts are collected in a timely manner and in general bad debts and write offs are kept at a minimum
- 7.3.6 The CEO periodically reviews the adequacy of the financial management arrangements of the Shire in accordance with the regulations (at least every 4 years).
- 7.3.7 That all purchasing is carried out in accord with Council's policies, practices and procedures and the Local Government Functions and General Regulations 1776 (Note: This is the single biggest source of complaints to the department of Local government – purchasing and bungled tendering procedures)
- 7.3.8 That the CEO maintains tight supervision and control of tendering and purchasing so as to ensure that all officers throughout the organisation comply with the Shire's purchasing policies, practices and procedures and the Regulations

7.4 Legal

- 7.4.1 That the CEO ensures the prudent obtaining and implementation of sound legal advice from a competent law firm on all matters where Council may have an exposure to legal action

- 7.4.2 That all contracts and other legal documents are reviewed by the Shire's lawyers such that Council is not exposed to documents that have been drafted by unqualified persons (e.g. Jack the Builder.)
- 7.5 Management of Human Resources
 - 7.5.1 That the CEO maintains a suitably qualified and skilled team of executive and other staff aligned with the timely delivery of Shire's corporate and strategic objectives and plans
 - 7.5.2 That staff turnover is kept to an acceptable level having regard for the historic figures of the Shire, the levels of staff turnover in similar Shires in the region and the cyclical career changes made by Local Government employees
 - 7.5.3 That human resource policies, practices and procedures are compliant with the relevant legislation and common law particularly in relation to matters such as OSH, recruitment, discipline and terminations, remuneration and other employment benefits, equal employment opportunities, training and staff development and the employment of local residents
 - 7.5.4 That staff performance reviews and probation reviews are conducted annually and/or in a timely manner and information provided to Council detailing the due dates of and actual dates of each staff review
- 7.6 Public Relations and Relationships
 - 7.6.1 That the CEO maintains positive working relationships with other local governments and other agencies in the region
 - 7.6.2 That the CEO maintains effective and positive relationships with the news media, such that the image and reputation of the Shire of Wiluna is enhanced
 - 7.6.3 That the CEO manages his relationships with the public, electors and residents in such a way as enhances the image and reputation of the Shire.

These Performance Criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of this contract.

8. PERFORMANCE REVIEWS

Council will ensure that a review of the CEO's performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.

The Council shall give the CEO a minimum of ten working days' notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.

Where an external facilitator is to be used, both parties must agree to the nominated facilitator.

The final report on the performance of the CEO is to be forwarded to Council for consideration to either accept or reject the report.

9. CONFIDENTIAL INFORMATION

The CEO shall not divulge any confidential information about the Local Government both during and after their term of employment with the Local Government. Confidential information includes all information and intellectual property relating to the functions and operations of the Local Government which is not made available to the public.

In the event of termination, the CEO must deliver to the Local Government all confidential information relating to the Local Government in the CEO's possession and must not keep or make copies of such information.

10. CONDUCT

The CEO shall at all times carry out his duties and functions in the best interests of the Local Government, and ensure that the CEO's actions do not bring the Local Government into disrepute or cause the Local Government damage.

The CEO will comply with the Code of Conduct adopted by the Local Government pursuant to section 5.103 of the Act or as prescribed in Regulations under the Act.

11. SUSPENSION

The Council may, during a period which the CEO is under charge with any criminal offence, or under any other serious misconduct allegation suspend the CEO from duty on full pay.

12. REWARD PACKAGE

The Local Government will provide the CEO with the reward package detailed below:

12.1 The CEO shall be entitled to a Total Reward Package of <<Insert package value>>per annum, which takes into account:

- the requirement to attend Council meetings outside working hours;
- an acknowledgment that the position is measured on performance and not on the number of hours worked; and
- all additional loadings and allowances.

The components representing the reward package shall be:

[To be negotiated]

12.2 Reward Package Adjustments

12.2.1 The reward package referred to in subclause 12.1 shall be reviewed annually by Council. It should be noted that the cash component of the reward package is comprised of the base salary of <<Insert cash salary amount>>. A review shall not result in a decrease in the reward package. Notwithstanding the above, the base salary (cash) component of the remuneration package will be adjusted by the Perth Consumer Price index for the previous twelve months.

The telephone and utilities allowance shall be adjusted annually according to movements in the service provider's charges.

The Local Government acknowledges that if over expenditure is incurred in any of the components relating to utilities, telephone and clothing, that this may be offset by under expenditure in any of the other components.

12.2.2 The CEO's salary shall be payable fortnightly, in arrears to an account nominated by the CEO.

12.3 Superannuation

12.4.1 The Local Government will make superannuation contributions during the term of the contract of 10.5%. The Local Government's contribution includes the Superannuation Guarantee levy and a 1% matching contribution where the CEO makes voluntary contributions equal to or exceeding 1% of salary.

12.4.2 The CEO may elect to pay additional superannuation contributions as part of a salary sacrifice arrangement with the Local Government. Such an agreement will result in a lower cash component being paid to the CEO.

12.4 Fringe Benefits Tax

The Local Government shall pay any liability with respect to Fringe Benefits Tax incurred as a result of the benefits provided in this Contract, or the ordinary carrying out of Local Government business by way of functions or travelling.

12.5 Valuation

The value to be allocated to each component of the CEO's total reward package shall be determined by the Local Government in accordance with such valuation principles as it may adopt from time to time to value benefits extended to its employees.

12.6 Other Entitlements

The parties agree that there are other entitlements that the CEO's position attracts that are considered as "costs of employment" and in accordance with the determination of the Western Australian Salaries and Allowances Tribunal, are not included in the Total Reward package. These entitlements are shown at Appendix 2.

13. LEAVE

This may include, but is not limited to:

13.1 Annual Leave

The CEO is entitled to five weeks paid annual leave each year, to be taken during agreed periods.

13.2 Long Service Leave

Long Service Leave shall be in accordance with the Local Government The CEO is entitled to Long Service Leave in accordance with the Local Government (Long Service Leave) Regulations.

13.3 Other Leave

13.3.1 The CEO is entitled to personal/bereavement leave in accordance with the relevant provisions Local Government Officers (Western Australia) Interim Award 2011.

13.3.3 The CEO is entitled to one day Executive Leave per month to be taken in consultation with the President. This leave is non cumulative unless by agreement with the President.

13.4 Public Holidays

The CEO is entitled to public holidays in accordance with the relevant provisions Local Government Officers (Western Australia) Interim Award 2011.

14. TERMINATION OF EMPLOYMENT

14.1 Effluxion of Time

The employment of the CEO shall, unless a new contract is negotiated, terminate on the expiry date specified in Clause 4 of this Contract.

14.2 Termination by Either Party for any reason

Either party may terminate this contract for any reason by giving three months written notice to the other party or by paying three months' salary in lieu of notice.

14.3 Summary Dismissal

The Council may terminate the employment of the CEO in writing for a period of less than 3 months if:

14.3.1 The CEO commits any wilful or serious misconduct or wilful neglect in the discharge of the CEO's responsibilities or obligations under this Contract.

14.3.2 The CEO wilfully disobeys any reasonable and lawful order or direction by the Council.

14.3.3 The CEO is convicted and under sentence for a crime or has been convicted of a serious Local Government offence within the meaning of Section 2.22 of the Act.

If the Council summarily dismisses the CEO under the provisions of Clause 14.3 then the Council shall pay the CEO three (3) months salary.

A payment under sub-clause 14.2 does not apply where the termination is a result of an event identified under sub-clause 14.3.1, 14.3.2 or 14.3.3.

15. INCONSISTENCY AND SEVERANCE

This Contract shall be governed by and construed in accordance with the laws of the State of Western Australia.

If there is any inconsistency between this Contract and any Industrial Relations Law, the Industrial Relations Law prevails, but only to the extent of the inconsistency.

If there is any inconsistency between this Contract and the *Local Government Act 1995*, the Act prevails but only to the extent of the inconsistency.

Each provision of this document shall be read and construed independently of the other provisions of this document so that if one or more are held to be invalid for any reason whatsoever, then the remaining provisions shall be valid to the extent that they are not held to be so invalid.

If a provision of this document is found to be void or unenforceable but would be valid if some part hereof were deleted or the period of application reduced, such provision shall apply with such modification as may be necessary to make it valid and effective.

16. ALTERATIONS TO THIS CONTRACT

This contract may only be varied or replaced by agreement in writing signed by the parties.

17. NOTICES

Any notice or other communication between the parties:

- 18.1 Must be in legible writing to the last recorded (or known) address;
- 18.2 Is regarded as being given to the sender and received by the addressee:
 - if by person, when delivered;
 - if by post, 3 business days from and including the date of postage; and
 - if by facsimile transmission, whether or not legibly received, when transmitted to the addressee, but if the delivery or receipt is on a day which is not a business day or is after 4.00pm (addressee's time) it is regarded as received at 9.00am on the following business day.
 - if by email, the date of receipt shown on the email.
- 18.3 If the sender is advised that a facsimile transmission is not legible within 2 hours after transmission, the facsimile transmission is not regarded as legible.

18. OTHER TERMS AND CONDITIONS

Subject to any express provision in this Contract to the contrary, each party shall bear its own legal and other costs and expenses relating directly or indirectly to the preparation of, and performance of its obligations arising out of this Contract

APPENDIX 1

SHIRE OF WAGIN

POSITION DESCRIPTION

1. TITLE: CHIEF EXECUTIVE OFFICER

2. LEVEL: NEGOTIATED

3. DEPARTMENT/SECTION: Not Applicable

4. POSITION/OBJECTIVES:

4.1 Objectives of Position:

Manage the operations of the Shire for the Council in accordance with Council policy and statutory requirements.

4.2 Within Section:

Not Applicable.

4.3 Within Organisation:

Liaise between the Council and other staff for the management of the Shire's operations.

5. REQUIREMENTS OF THE POSITON:

5.1 Skills:

- Well developed management skills.
- Well developed team development and leadership skills.
- Well developed time management skills.
- Well developed verbal and written communications skills.
- Well developed Local Government Accounting skills.
- Well developed public relations, media and interpersonal skills.
- Well developed ability to make and implement decisions.
- Well developed problem solving and conflict resolution skills.
- Well developed political awareness.
- Well developed negotiating skills.
- Well developed innovative skills.

5.2 Knowledge:

- Knowledge of Local Government law and meeting procedure.
- Sound knowledge of human resource development.
- Sound knowledge of Local Government accounting requirements and financial management practices.
- Detailed knowledge of Council's organisational structure and function.

- Working knowledge of information technology, including computer systems and software operations.
- Knowledge and practical understanding of corporate planning.
- Working knowledge of community consultation processes.
- Working knowledge of customer service and "best practice" strategies.

5.3 Experience:

- It is essential to have at least 2 years experience in a Local Government CEO or senior management position within Local Government.

5.4 Qualifications and/or Training

- It is desirable to hold an appropriate tertiary qualification in finance, commerce, administration or management commensurate with the position and acceptable to the Council.
- Be prepared to participate in ongoing professional development.
- Hold a current Motor Driver's Licence.

6. KEY DUTIES/RESPONSIBILITIES

- Perform all statutory requirements of the position of "Chief Executive Officer" as defined in the *Local Government Act 1995* including that of Returning Officer.
- Advise and provide direction to Council (and if warranted, individual Councillors) on all matters pertaining to Council business.
- Ensure the Council's compliance with statutory requirements including the *Local Government Act 1995* and other relevant legislation.
- Attend all Council and Committee meetings (and other Council functions as required or deemed necessary) and ensure that prompt and appropriate action to implement Council decisions is proceeded with in an efficient and effective manner.
- Communicate information to the Shire President and Council on all matters generally affecting the operations and affairs of the Council.
- Ensure that all employees understand and adhere to the objectives and policies of Council and that they perform to an acceptable standard. The Chief Executive Officer has the right and responsibility, subject to the Local Government Act and other written law, to deal with lapses of the above mentioned standards as considered best suits the situations.

Other more specific responsibilities include but are not limited to –

- Represent Council when requested, and in particular liaise, as may be necessary, with other Local Governments, the Department of Local Government and Regional Development and other State and Federal Government Ministers / departments / authorities and/or institutions.
- Attend special seminars and conferences with Councillors and other officers where this is deemed beneficial.
- Ensure Council and Committee agendas and minutes are prepared promptly.
- Ensure that all registers as required by the Local Government Act and ancillary legislation are maintained and available for public inspection.
- Ensure that correspondence arising out of Committee and Council meetings is dealt with promptly.

- Communicate personally in respect of miscellaneous written and verbal requests, complaints, and enquiries from the general public if deemed necessary.
- The preparation, review and enforcement of Council's Local Laws.
- Prepare, review and control, the Plan for the Future and Annual Report.
- The preparation of the budget.
- The appointment of staff in accordance with the Local Government Act and Council Policy.
- Initiate reviews, and advise Council on the formulation of policy, and, delegations to the Chief Executive Officer and other officers.
- Perform or oversee the preparation of special projects or reports, the research of minutes, government enquiries, etc., as may be required by Council.
- Ensure that Council is wherever possible, perceived in a positive manner and that any specific publicity/public relations activities are undertaken effectively.
- Ensure that legal and tender documents are prepared in a manner that accurately reflects Council requirements.
- Perform or oversee the performance of other requests as may from time to time, be directed or required by Council.
- Ensure that the works programme is carried out in an effective and efficient manner in accordance with the adopted budget and the Council road development program.
- Responsible for town planning matters within the area of the Shire of Wagin's Town Planning Scheme in accordance with the Scheme and Council policy or directions.

7. ORGANISATION RELATIONSHIPS

- 7.1 Responsible to: Council
- 7.2 Responsible for: Deputy CEO
 Manager of Works & Services
 Environmental Health Officer/Building Surveyor
 Ranger
 All Other Employees
- 7.3 Internal and External Liaison:
- Internal: President and Councillors
 Deputy CEO
 Manager of Works & Services
 Environmental Health Officer/Building Surveyor
 Ranger
 All Other Employees
- External: General Public and Ratepayers
 Community Groups
 Members of Parliament
 State and Federal Government Departments
 Associations of Local Government

8. EXTENT OF AUTHORITY

Operates under broad direction of Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

9. SELECTION CRITERIA - Essential:

1. It is essential to have at least 2 years' experience in a local government CEO or senior management position within local government.
2. Well developed management skills including:
 - i. team development and leadership skills
 - ii. time management skills
 - iii. verbal and written communication skills
 - iv. public relations media and interpersonal skills
 - v. ability to make and implement decisions
 - vi. problem solving and conflict resolution skills
 - vii. political awareness
 - viii. negotiating skills
 - ix. innovative skills
 - x. knowledge and practical understanding of corporate planning
 - xi. knowledge of community consultation processes
 - xii. knowledge of customer service.
3. Hold a current Motor Drivers Licence

Desirable:

- i. An appropriate formal Management qualification or similar.
- ii. Participation in ongoing professional development
- iii. Detailed knowledge of Local Government law and meeting procedure
- iv. Sound knowledge of human resource development
- v. Sound knowledge of Local Government accounting requirements and financial management practices
- vi. Knowledge of Council's organisational structure and function
- vii. Working knowledge of information technology, including computer systems and software operations

STAFFING LEVELS

- Deputy CEO
- Manager of Works and Services
- Community Emergency Services Manager
- Environmental Health Officer/Building Surveyor (Contract)
- Executive Secretary
- Senior Finance Officer
- Finance Officer
- Customer Service Officer
- Ranger (Contract)
- Leading Hand
- 14 outside staff (Wagin based)
- Other staff (includes casual cleaners, caretakers etc.)

APPENDIX 2

SHIRE OF WAGIN

POSITION ENTITLEMENTS (Clause 12.6)

Residence

The Local Government shall provide an unfurnished executive style residence (currently 5 Marks Court Wagin) to the CEO, rent free.

The CEO acknowledges that the residence shall be vacated within twenty-one (21) days of the expiration or cancellation of the contract for whatsoever reason.

Motor Vehicle

The Local Government shall provide unlimited private use of a motor vehicle, equivalent in value to a Isuzu MUX Wagon, for the use of the CEO.

The Local Government shall be responsible for all running costs of the motor vehicle including, but not limited to all registration, insurance, fuel and maintenance costs of the motor vehicle.

The CEO is responsible for organising for the motor vehicle to be maintained, serviced and cleaned in an appropriate manner.

Unlimited private use entitles the CEO and a driver designated by the CEO to use the motor vehicle for both business and private purposes in Western Australia.

20. EXECUTION BY THE PARTIES

THE COMMON SEAL of the Local Government
was hereunto affixed by authority of a resolution
of the Council in the presence of:

PRESIDENT

Name of President: Cr Phil Blight

Date

Signed

CHIEF EXECUTIVE OFFICER

Name of Chief Executive Officer: <<Insert Officer’s Full Name>>

Date

Signed

in the presence of:

WITNESS

Name of Witness

Date

Signed

5 Please attach this form to the front of your application

Chief Executive Officer
Shire of Wagin
2 Arthur Road
WAGIN WA 6315

Telephone: (08) 9861 1177
Email: ceo@wagin.wa.gov.au

PLEASE PRINT IN BLOCK LETTERS	
SURNAME:	
GIVEN NAMES:	
ADDRESS:	
EMAIL:	
CONTACT NUMBERS:	
POSITION APPLIED FOR:	CHIEF EXECUTIVE OFFICER

6 Declaration Authorisation and Waiver

SHIRE OF WAGIN

APPLICATION FOR POSITION OF CEO DECLARATION, AUTHORISATION AND WAIVER

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Council reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Council or its agents to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: The Council undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicants' suitability for the position. Any information obtained will be treated as strictly confidential by Council and its agents and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

Signature of Applicant:

Date:

About Wagin

Wagin (meaning the Emu's Watering Place) is located 228 kms south east of Perth in the heart of Western Australia's Great Southern Region. The population of the Shire is approximately 1900 and the Shire comprises an area of 1950 square kilometres.

The economy of the district is based on agriculture with wheat, barley, oats, canola and lupins being the main crops and sheep and cattle production being prominent.

Although the local industries and services are based around the agricultural sector Wagin is also home to Grainfeeds a pet food manufacturer, UniGrain a grain merchant and also a steel fabrication firm and machinery dealership.

The town is well serviced when it comes to medical infrastructure and offers a Medical Centre where the local doctor, dentist and Child Health Service operate from. Wagin has an 18 bed hospital which has received accreditation from the Australian Council for Hospital Standards and the community places a high priority on this facility.

A Frail Aged Hostel known as Waratah Lodge is equipped with 18 well appointed rooms adjacent to the hospital and the Wagin Cottage Homes.

In 2011/2012 the Wagin Airstrip was upgraded to provide a new patient transfer building and an all weather runway landing surface which is utilised by the Royal Flying Doctor Service to assist in the air transport of patients requiring emergency care in a larger hospital. The local airstrips are serviced by Pilot Activated Lighting.

The Wagin Swimming Pool has recently undergone an extensive upgrade including installation of a wet deck beach entry to the fifty-metre pool, and a learn to swim pool featuring beach entry, fountains, water bucket and mini lap pool.

The Wagin District High School caters for schooling from kindergarten to year 10 and a daily bus runs to the Narrogin Senior High School.

Sport and Recreation plays an important part in the Wagin community and the town is well serviced by recreational facilities with sports such as tennis, cricket, football, badminton, lawn bowls, golf, darts, shooting, trotting, go-karts, motor cycle club, swimming and hockey most prominent.

All major services are available and the following service clubs exist, Wagin Action Group, Lions, Masonic Lodge and Rotary. The Anglican, Catholic, Baptist, Uniting and Vineyard Christian Fellowship Churches are represented in the town.

Wagin is the home of the Giant Ram which is a man-made tourist attraction being a replica of a merino ram which has become an icon of Wagin.

The Wagin Historical Village is an excellent reproduction of an old Australian Village and acts as a living historical museum. Wagin is also home to the largest annual sheep show in the southern hemisphere being the Wagin Woolorama. The Woolorama has attracted over 30,000 people over the two days of the event. The event is totally organised and run by the Wagin community.

The local paper The Wagin Wool Press and a local radio station provide an excellent source of communication for our residents.

Wagin is fortunate to have the services of local builders, electricians, plumbers, and the presence of the National Australia Bank, Bankwest and a Challenge Bank instore branch and a strong Police presence in the town.

Wagin offers its residents a safe, well appointed town with a real sense of community and it has been heartening to welcome new residents to our community in recent years who are choosing to move to our town.