

Shire OF Wiluna

70 Wotton Street
PO Box 38, Wiluna 6646
T **08 9981 8000**

reception@wiluna.wa.gov.au
ABN 48 828 074 872



Information for Intending Applicants

Position of

Chief Executive Officer

May/June 2020

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**Shire of Wiluna
Chief Executive Officer
(Package negotiable from \$128,226 - \$200,192 as per SAT Decision 2020)**

The Shire of Wiluna is seeking to recruit a suitably qualified person to fill the role of Chief Executive Officer.

The Shire of Wiluna lies 966 kilometres northeast of Perth, covering an area of 184,000 sq. kms consisting of mining and pastoral land which includes the Canning Stock Route and Gunbarrel Highway in the Mid-West region of Western Australia. Council wants to foster an active, safe and vibrant community that works together with honesty and respect of the values of all.

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 provide 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 integrated plans, budgets, and capital works programs. 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 (desirable) and have relevant senior management experience as well as a reasonable knowledge of road construction and maintenance and the outside operations of a remote or small Shire.

A performance based 3-year contract will be negotiated which includes an attractive remuneration package in the vicinity of \$126,226 to \$200,192. The package includes a negotiable cash component commensurate with qualifications and experience, generous superannuation up to 14.5% superannuation (conditional), a Regional/Isolation Allowance, annual travel assistance, utilities subsidies, unrestricted private use of a vehicle within WA, and rent-free housing and generous annual leave applies.

Only Online Applications will be accepted

To submit your application, please visit the following webpage:

<https://applynow.net.au/jobs/123080-chief-executive-officer-ceo>

**Mike Fitz Gerald
PRINCIPAL**

Fitz Gerald Strategies (Licensed Employment Agent (Lic No EA2423))

About Wiluna

The Shire of Wiluna is a district comprising 182,156 square kilometres of predominantly desert and pastoral country which is situated deep in the beautiful but rugged the Murchison goldfields subregion of the boom state of Western Australia. As one of the more isolated local governments in the State, the Shire faces unique challenges and opportunities.

The main industries are pastoralism (cattle), mining, tourism (mainly self-drive tourism), and government and non-government services.

The Shire administration is based in the township of Wiluna, which is situated on the Goldfields Highway about 833kms from Perth as the crow flies (950kms or 1,125kms by road, depending on the route) and 533km from Kalgoorlie. Wiluna sits on the edge of the Western Desert and has a population of around 200 people, predominantly of Aboriginal descent.

Tourism features include:

- The starting points of the Canning Stock Route and the Gunbarrel Highway - two great outback adventures for four-wheel drive enthusiasts.
- Wiluna Walk Trails
- Tjurkurba Art Gallery – see the display of historic photos and unique paintings by Wiluna’s Aboriginal Martu artists who frequent the Gallery workshop, producing high-quality paintings for sale.
- The *Last of the Nomads* statue, the town’s tribute to Warri (1909-1979) and Yatungka (1917-1979), believed to be the last desert nomads leading a traditional lifestyle.
- A graceful Old Hospital (now refurbished as the *Canning-Gunbarrel Discovery Centre*), the birthplace of many local Martu people - and former Governor-General, Major General Michael Jeffery.
- Red Hill Lookout – a rocky rise just 1200 metres south of the town which gives wonderful views over Wiluna across to the gold mine.
- Wanjarri Nature Reserve, approximately 100kms south of the town, which contains a variety of flora and fauna including over 100 different species of birds have been documented in the Reserve.
- North Pool – a delightful rock hole that is located approximately 20km from Wiluna town centre.

The Shire of Wiluna is rich in mineral resources including gold, iron ore, lead, uranium, and nickel. Mining is a very cyclical industry, with production depending very much on demand and price. Mining production within the Shire of Wiluna is estimated to have been worth \$2.4bn in 2012/2013.

In addition to many working mines, the area has a significant mining heritage and some prospectors are still finding gold around the area.

The town has a general store and post office, a primary school, a well-staffed police station, and a medical centre. There is free-to-air FM radio broadcasting as well as numerous free-to-air television channels available via the VAST satellite system.

Pay TV is also available to subscribers, as is high-speed ADSL internet access. Mobile telephony is available via Telstra's Next G network.

The Shire of Wiluna is an area of low rainfall and extreme temperatures. The mean rainfall for Wiluna is 250mm (10 inches) per annum, although high rainfall is possible at any given time. The daily temperature can vary from highs of well over 40 degrees in the summer months to nightly lows in the winter months below zero.

Although Wiluna is undeniably small and remote, it is really a very liveable town offering good lifestyle opportunities.

The Shire

The staff is very small and very friendly (i.e. It is a happy workplace).

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural

Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislations of the above items.

There are regular staff meetings, and all employees are expected to work within the following corporate values and display the following behaviours:

- **Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.
- **Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.
- **Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.
- **Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

The Position

Reporting direct to Council, 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 provide 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 integrated plans, budgets, and capital works programs. 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 (desirable) and have relevant senior management experience as well as a reasonable knowledge of road construction and maintenance and the outside operations of a remote or small Shire.

Remuneration

The position is offered under a performance-based contract of three years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4: Package is negotiable up to \$200,192 per annum.

- Base Salary (negotiable within the scope of the SAT decision 1 July 2020).
- Regional/Isolation Allowance (negotiable up to \$40,000 per annum).
- Superannuation SGC (at 9.5% of cash salary plus additional employer funded contributions conditional upon employee's contributions up to an additional 5% of cash salary).
- Motor Vehicle – unrestricted business and private use within Western Australia.
- Professional membership fees. (\$1000 per annum)
- Communication allowance. (\$2280 per annum)
- Utilities (water, electricity and gas – \$3000 per annum)

In addition

- Rent free partly furnished house.
- Free gym membership. (\$210 per annum)
- 2 x return airfares to Perth per annum (valued at \$1,300 each)

Please note:

1. 17.5% leave loading on five weeks' annual leave is factored into the base salary.
2. Council will meet the cost of the Chief Executive Officer's relocation expenses up to \$4,500 subject two quotations, with 50% of the reimbursement to be made after twelve (12) months and 50% paid after twenty-four (24) months service. Receipts must be produced to claim reimbursement.

Applications

Applications will close at **4pm (Perth Time) on Friday, 19 June 2020.**

Applications should contain the following information:

1. Your full name and place of birth.
2. Your address and telephone numbers and/or other contact details.
3. Details of your qualifications (including the year each qualification was completed).
4. A summary showing all relevant employment history, and all employment history for the past 10 years. If you haven't been in the workforce for 10 years, then show your employment history for as long as you have been in the workforce.
5. Your reasons for applying for the position.
6. Your claim for the position; in this section you must address each of the selection criteria as shown on page 10 of this document, explaining how and to what extent you meet them. The selection criteria are listed in the Position Description attached to this information pack.
7. A copy of a Police Clearance issued within the past 3 months.
8. Any other matter you wish to mention in support of your application. This may include (but is not limited to) relevant personal interests, membership of relevant professional associations, or achievements in voluntary work or associations.
9. The names and contact details of not less than three referees to whom enquiries will be made.
10. You may include copies of written testimonials if you wish. If you do, we may contact the issuers.

In addition to the documents set out above, each applicant is required to submit with their application a signed copy of the ***Declaration, Authorisation and Waiver*** which is on page 7 of this document.

Only Online Applications will be accepted. Applications close at 4:00pm on Friday 19 June 2020

To submit your application, please visit the following webpage:

<https://applynow.net.au/jobs/123080-chief-executive-officer-ceo>

Selection and Appointment Process

All applications received will be assessed, in the first instance, against the Selection Criteria to rank them in order of their respective merits and suitability for the position. The full list of applicants will be provided to the Council at this stage for initial assessment.

A long-list of prospective applicants will then be drawn up for further assessment as to their comparative merits and relative suitability for the position, following which a first-cut short-list of applicants will be drawn up.

Referees of the first-cut short-listed applicants will then be consulted to further assess these applicants' relative merits and suitability for the position, following which a final short-list of applicants for initial interview will be drawn up.

Applicants short-listed for an initial interview will be required to undertake a Personality Profiling Test, after which the most suitable applicants will be invited to an initial interview with the Council using an electronic application for remote interviews to avoid travel to and from Wiluna for these initial interviews.

Final short-listed applicants will be required to undergo a medical examination (at the Shire's expense) in Wiluna during their visit to the town for final interview.

Final interviews for the preferred applicants will be held in Wiluna on a date yet to be determined.

The successful applicant will be offered a three-year performance-based contract of employment within the scope of the advertised remuneration limits.

Police Clearance and Medical Examination Required

A recent *Police Clearance* (issued within the last 3 months) should be provided with your application.

Probationary Appointment

The successful applicant will be appointed on a probationary basis for the first twelve months.

Declaration Authorisation and Waiver

This form must be printed, signed, scanned and submitted with your application

DECLARATION, AUTHORISATION, AND WAIVER

I certify that:

- the information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.
- I understand that the Shire of Wiluna reserves the right to verify all information in the application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Wiluna, or its appointed 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 the veracity of any information contained in my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Signature of Applicant

Date

Note. The Shire of Wiluna 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 applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection committee at the time, and for the purpose, of selecting the suitable applicant

Position Description

POSITION DESCRIPTION

1 TITLE

Chief Executive Officer

2 LEVEL

Band 4 Salaries and Allowances Tribunal

3 DEPARTMENT/SECTION

Office of the Chief Executive Officer

4 POSITION OBJECTIVES

4.1 Objectives of the position

- Implement Council's directions in a timely manner
- Implement the strategic goals and objectives of the Shire
- Lead and manage the people, infrastructure and assets of the Shire

4.2 Within Section

- Meet corporate objectives
- Lead the organisation in providing a high level of service to the community and Elected Members
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.

4.3 Within Organisation

- Develop a corporate approach within the Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Manage the performance of employees with reference to appropriate key performance indicators
- Monitor and improve the organisational culture and staff morale
- Ensure continuous improvement in the natural and built environment and customer service
- Administer the legal and statutory processes of the Shire's operations and be the chief adviser to the Council on these matters
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area

- Provide strong strategic direction and leadership to the entire organisation
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority

5 COMPETENCY REQUIREMENTS

NOTE: all competency requirements are essential unless otherwise stated

5.1 Leadership

- Proven leadership at Chief Executive Officer/General Manager/Managing Director level
- High level of Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management and staff and the development of employees' abilities
- Demonstrated capacity to administer contemporary human resource management practices
- Demonstrated community leadership
- Understanding of Social Media usage and implementing policy and procedures in the organisation

5.2 Policy Implementation

- Good knowledge of public policy issues as they impact local government

5.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management
- Demonstrated capacity to administer the *Local Government Act 1995* and associated legislation applicable to local government
- Proven ability to provide professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents
- Sound knowledge of statutory, legal and contractual obligations

5.4 Financial Results

- Extensive experience in the area of financial management

5.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- Considerable experience in dealing with community members and stakeholders
- A proven track record of building and maintaining positive strategic relationships within the Community
- An appreciation of the culture and heritage of the Shire and how it integrates with planning and policy

5.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders
- Tertiary qualification(s) in relevant management, business and/or public sector administration discipline or experience that is accepted as comparable is desirable

NOTE: Employment is subject to relevant police clearance and other checks

6 KEY DUTIES AND RESPONSIBILITIES

- 6.1 In consultation with the Council, promote and implement strategic and service delivery plans for the Shire
- 6.2 Coordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives
- 6.3 Manage the human resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council
- 6.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focussing on service delivery to the Community
- 6.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure Council is operating within statutes and all legal requirements are met
- 6.6 Be responsible for the day-to-day operations of the Shire
- 6.7 Ensure all legal and statutory compliances are met, particularly related to substantial asset infrastructure
- 6.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council as required
- 6.9 Ensure the development and maintenance of sound communications and good relationships between the Shire, government departments and the community at large
- 6.10 Provide appropriate leadership to the organisation
- 6.11 Provide Council with appropriate information and advice on relevant statutory requirements
- 6.12 Ensure reports and recommendations to Council are well written and based on sound judgement and include appropriate recommendations and options
- 6.13 Ensure that Council's statutory compliance obligations are met

7 PERFORMANCE CRITERIA

- The extent to which the Chief Executive Officer is effective and efficient in the management, development and coordination of the resources of the Council
- 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
- The manner by which the Chief Executive Officer maintains and enhances a corporate approach within the Council
- The nature of relationships with the Council, Senior Staff, other staff and community
- The extent to which the Chief Executive Officer projects the image of the Shire
- 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
- 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
- The manner and effectiveness of the internal and external communications of the Chief Executive Officer
- 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
- The manner by which the program of Council, adopted through the annual budget, is achieved
- The manner by which cost-effectiveness and productivity is demonstrated
- Councillors receive their meeting agendas at least 1 week before the next Council meeting (timely delivery of agendas)
- The advice provided to Council is accurate, comprehensive and timely
- The advice to Council includes all relevant information and clear recommendations and Council will accept that a 90% to 95% acceptance by Council of the CEO's recommendations is a fair indication of compliance with this clause
- All the Minutes are prepared and circulated to Council within the time period specified in the relevant legislation
- Annual budgets are prepared and presented to Council for timely adoption in accordance with the legislation
- 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
- Budget reviews are prepared and presented for adoption within the statutory timeframes
- Rates and sundry debts are collected in a timely manner and in general bad debts and write offs are kept at a minimum
- The CEO periodically reviews the adequacy of the financial management arrangements of the Shire in accordance with the regulations (at least every 4 years)
- That all purchasing is carried out in accord with Council's policies, practices and procedures and the Local Government Functions and General Regulations 1996 (Note: This is the single biggest source of complaints to the department of Local government – purchasing and bungled tendering procedures)
- 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

- 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
- 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)
- 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
- 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
- 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
- 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
- That the CEO maintains positive working relationships with other local governments and other agencies in the region
- 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
- 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 of Wiluna is enhanced
- That the CEO engages in a minimum of weekly meet/brief with the President and a weekly information brief to all of Council

8 ORGANISATIONAL RELATIONSHIPS

- 8.1 Responsible to:
The President and Councillors of the Shire of Wiluna
- 8.2 Supervision of:
All staff by delegation to the relevant Managers
- 8.3 Internal and External Liaison
- 8.3.1 Internal
- President and Councillors individually
 - All Committees
 - Deputy CEO, Executive Managers and Managers
 - All staff

8.3.2 External

- Community, ratepayers, electors and the Public
- Business community
- Sporting Groups
- Federal and State Government departments and agencies
- Local Governments
- Media
- Primary contractors and suppliers

9 EXTENT OF AUTHORITY

- All authority vested in the chief executive officer by the *Local Government Act 1995* and the associated Regulations and local laws and other relevant Acts, both State and Federal
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council

End Text