



## **Chief Executive Officer Application Package**

# Advertisement



## Chief Executive Officer

(Package negotiable between \$136,023 and \$213,365 Band 4 Sat Determination)

*Great Location, Easy access to City Amenities*

Dowerin is a scenic two-hour drive along Pioneers Pathway (north-east of Perth) and a real escape from the hustle and bustle of city life.

Council is in search of an enthusiastic senior executive who will live in, work in, and actively connect with the community. As Chief Executive Officer you will take overall corporate responsibility for the organisation. The role requires highly developed leadership skills which incorporates the management of people, infrastructure, and assets of the Shire. You will foster a customer service focus, a positive team culture, a cohesive relationship with the Council and the community and. Applicants that demonstrate experience in developing campaigning strategies for resources and driving Council's plans will be highly regarded.

Ideally, applicants will have excellent knowledge of the workings of local government or have worked within a senior management capacity. Additionally, hold relevant tertiary qualifications or have equivalent relevant senior management experience as well as knowledge of the operations of a rural Shire.

A performance based 3 to 5-year maximum term contract will be negotiated which includes an attractive remuneration package in the vicinity of \$136,023 - \$213,365 including a negotiable cash component commensurate with qualifications and experience, and generous annual leave and superannuation (conditional), unrestricted business & private use of a vehicle and rent-free housing and utilities subsidy.

Interested persons can obtain an Information Package & Selection Criteria by downloading the documents at <https://www.fitzgeraldstrategies.com.au/local-government-job-vacancies/> or by calling Mike FitzGerald on 0419907443.

Applications should be emailed to: [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au) marked "Private & Confidential – CEO Shire of Dowerin" by **4:00pm Friday 16 June 2023**.

*Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

**Mike Fitz Gerald**  
**PRINCIPAL**  
**Fitz Gerald Strategies**  
**Licensed Employment Agent (Lic No EA2423)**

## Position Description

<b>Title</b>	Chief Executive Officer
<b>Department</b>	Office of the Chief Executive Officer
<b>Award</b>	Local Government Officers' (Western Australia) Award 2021
<b>Level</b>	Band 4 Salaries and Allowance Tribunal

### ROLE

The overall role of the Chief Executive Officer is as detailed in Section 5.41 of the *Local Government Act 1995* – Function of the Chief Executive Officer.

### POSITION OBJECTIVES

To implement the strategic goals and objectives of the organisation. Ensuring that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Dowerin as a Local Government and achievement of its goals. To provide overall leadership and direction for the Administration and to provide the primary link through communications and consultation between the Staff and Council.

### ORGANISATIONAL RELATIONSHIPS

**Reporting to:** The President and Council of Shire of Dowerin  
**Responsible for:** All staff by delegation to Senior Managers and Coordinators  
**Liaison with:** Shire Council, Management, and Staff - Community Members, Ratepayers & Organisations - Contractors & Suppliers - Federal & State Agencies & Departments - Media - Stakeholders

### ORGANISATIONAL STRUCTURE

Available in Appendix A

## KEY DUTIES AND RESPONSIBILITIES

### Administration and Finance

- Delivery proficient financial management and control so that community money is always safeguarded and used appropriately, economically, efficiently, and effectively.
- Ensure the effective and efficient application of relevant accounting standards and legislative requirements regarding accounting activities and reporting.
- Oversee the development and implementation of Financial Plans, Asset Management Plans and Annual Budget.

### Community Development

- Develops and maintains positive strategic relationships.
- Encourages, promotes, and facilitates sustainable business development and fosters investment opportunities with the Shire.
- Appreciates the culture and heritage of the Shire and how it integrates with planning and policy.

### Corporate Management and Leadership

- Attends all meetings as required.
- Assess, maintain, and develop a management support team and workforce that has the attitude, capabilities, knowledge, and skills needs to achieve the strategic objectives of Council.
- Assist Council in the development of its corporate image as an effective and responsible local government.
- Advises Council impartial advice on all matters affecting Council and the Local Government.
- Facilitates ongoing review and implementation of Council's integrated planning framework and informing strategies.
- Oversee the ongoing development and implementation of policies, procedures and practices which meet best practice criteria in areas of customer service and community relations, human resource management, operations, work health and safety.
- Proactively develops of new initiatives, promotes active participation and interactions with the community, other municipalities, and authorities.
- Manages local government's assets and infrastructure assets.

### Customer Service and Relations

- Employ effective and transparent communication, cooperation and liaison strategies with Council, staff, and stakeholders.
- Ensure best practice in customer service occurs across the organisation.
- Further develop Council's image as a responsive customer driven organisation, within the community.
- Liaise, facilitate, and maintain effective relationships with businesses and community organisations, and other stakeholders.
- Regularly access and monitor customer service and to develop and communicate appropriate procedures to ensure the maintenance of high service level.
- Respond to all community contact with the Shire in a timely manner.

### Governance

- Administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Deliver professional and timely advice to support Council in making informed decisions.
- Ensure decisions of Council are executed promptly and effectively.
- Oversee contractual, legal, and statutory obligations.
- Oversee the enforcement, preparation, and review of Council's local laws.

### Legislative

- Ensure compliance with relevant legislation and Shire policies.
- Work within the Work Health and Safety Act, Regulations and Codes of Practice.
- Ensure appropriate maintenance of Shire records in accordance with the Shire of Dowerin Record Keeping Plan and *State Records Act 2000*.
- Maintain knowledge of public policy issues as they impact on the local government.

## SELECTION CRITERIA

### Experience

- Capability to work strategically within a team environment.
- Evidence of project management and strategic change experience.
- Extensive experience in an executive management role.
- Well-developed and understanding of technology skills.

### Knowledge

- Demonstrated capacity to carry out the functions of the Chief Executive Officer with particular emphasis and knowledge of local government.
- Sound knowledge and evidence of contemporary management practices.
- Proven capability to manage people, with an emphasis on recruitment, risk management and workforce development.
- Working knowledge of organisational accounting principles, budgeting, and financial management.

### Skills

- Ability to develop policy.
- Ability to foster a culture of recognition, responsibility, and skill.
- Ability to negotiate and influence outcomes.
- Demonstrated ability to form operational and strategic networks of benefit to the achievement of the Shire of Dowerin's strategic objectives.
- Demonstrated capability to delegate, initiate strategic projects, inspire, and lead.
- Developed interpretive and listening skills.
- Foster a commitment to continuous improvement of business processes, efficiencies, and service levels.
- High level of decision-making and interpersonal communication skills.
- Highly developed researching and communications skills.
- Proven leadership capacity.
- Well-developed time management skills.

### Qualifications

- Tertiary qualification in relevant Business, Management and/or Public Sector Administration discipline or experience that is accepted as comparable.

## PERFORMANCE CRITERIA

The Chief Executive Officer is employed under a contract of employment. Key performance indicators will be agreed and annually appraised.

## EXTENT OF AUTHORITY

- All authority vested in the Chief Executive Officer under the *Local Government Act (1995)* and association regulations, local laws and all other relevant Acts, State and Federal Parliament.
- Authority to sign all legal documents, authorise payments as delegated and properly directed by Council.

## EMPLOYMENT CONDITIONS

- A Pre-Employment Medical Examination and current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.

## Remuneration

The position is offered under a performance-based contract of three-to-five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4, negotiable within the prescribed ranges of \$136,023 to \$213,356 per annum.

**Please note:**

- The base salary incorporates payment for all additional hours required by the Chief Executive Officer to undertake their duties and responsibilities. Time in lieu, overtime and/or penalty payments are not available to the Chief Executive Officer.
- Leave entitlements are aligned to the Local Government Officers' (Western Australia) Award 2021.
- Five weeks annual leave is included.
- Shire housing is provided – 19 Cottrell Street Dowerin.
- Council will meet the cost of the Chief Executive Officer's relocation expenses up to \$6,000 with 100% of the reimbursement to be made on. Receipts must be produced to claim reimbursement.
- If Your employment ceases (for whatever reason) prior to the completion of 12 months' continuous service with the Local Government, You are required to reimburse the Local Government for 50% of the relocation expenses received by You.

## Key Performance Areas

In accordance with the relevant provisions of the Local Government Act (1995), the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first three months of employment with the Shire of Dowerin, to review strategic directions and finalise the CEO's KPIs.

The first annual appraisal will occur on the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

# Applicant Notes

Applicants who demonstrate that they meet the selection criteria for the position and who appear to be competitive will be considered for interview.

## **Application:**

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and attributes for the position.

## **Statement Addressing the Selection Criteria:**

In your statement of claims against the selection criteria, it is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Applicants must demonstrate that they understand the requirements of the role and that they have the necessary competencies (experience, knowledge, and qualifications, to successfully carry out the duties.

## **Certification**

The **attached** certification must be signed dated and provided with the application.

## **Contact Number:**

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

## **Late Applications:**

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

## **Referees:**

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work outcomes, competencies and behaviors that are relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

## **Interviews:**

Interviews will be conducted in person in the Shire of Dowerin.

The final decision of the appointment of the successful applicant will be made by the full Council.

## **Background Checks:**

Third party background checks will be undertaken for the preferred applicant – this includes a police clearance, identity, employment history and qualification verifications.

## **Pre-Employment Medical:**

The preferred application will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

## **Equal Opportunity:**

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

## **Website:**

The Shire maintains a website [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au) which contains substantial information about Dowerin and the Shire.

# Council Information

## Shire of Dowerin Council:

### **President**

Cr Robert Trepp

### **Deputy President**

Cr Bev Ward

### **Councillors**

Cr Wayne Allsopp

Cr Lindsay Hagboom

Cr Darrel Hudson

Cr Nadine McMorran

Cr Adam Metcalf

Cr Jason Sewell

## Administration Office:

13 Cottrell Street (PO Box) Dowerin WA 6461

## Council Statistics 2023

Distance from Perth (km)	156
Area (sq km)	1,867
Length of Sealed Roads (km)	172.3
Length of Unsealed Roads (km)	772.8
Population	710
Number of Electors	475
Number of Dwellings (Residential; Commercial; Rural)	376
Total Rates Levied (\$)	\$1,452,239
Total Revenue (Operating)	\$9,010,437
Number of Employees:	29

## Council Meetings:

Ordinary Council Meeting held third Tuesday of each month.



## Certification

### Application for Position of Chief Executive Officer

#### Authorisation, Declaration 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; and
- I understand that the Shire of Dowerin reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as a applicant, or my dismissal if employed.

I authorise the Shire of Dowerin, 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 for accuracy of any information contained in my application or supporting information.

I also acknowledged 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.

<b>Applicants Name</b>	
<b>Applicants Signature</b>	
<b>Date</b>	

**Note:**

Any information obtained by the Shire of Dowerin during any backgrounds checks will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position.

Any information obtained will be treated as strictly confidential and will only be made available to the either the selection panel at the time (and for the purpose) of selecting the suitable applicant or to Council when making the appointment.