



## **Chief Executive Officer**

## **Application Package**

 John Phillips Consulting  
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## Advertisement



### CHIEF EXECUTIVE OFFICER

A big Shire with big challenges – Council wishes to establish a collaborative and dynamic relationship with a Chief Executive Officer who can work with it on a significant range of capital and community based projects and programs within the District. This will entail close working relationships with stakeholders who live, work, invest in and visit the Shire, within an area of over 93,000 square kilometres and reaches from the Town of Norseman in the West and the Town of Eucla near the South Australian Border.

Applications are sought from people who can demonstrate a sound mix of local government statutory experience, financial management, project management and community engagement skills. Candidates should also be able to have proven ability to work effectively with regional stakeholders to ensure that the Shire participates constructively in growth strategies.

The position is offered through a performance based contract of three years. A total reward package is negotiable in accordance with the Salaries and Allowances Tribunal Band 4 ranging from \$126,956 – 198,210 per annum. In addition, Shire housing is available for the successful candidate and a regional allowance can be negotiated in accordance with the applicable Salaries and Allowances Tribunal Determination.

An information package can be obtained via the Shire of Dundas website [www.dundas.wa.gov.au/employment](http://www.dundas.wa.gov.au/employment). Further information about the position is available by contacting John Phillips (*John Phillips Consulting*) on (08) 9574 2974 or 0417 937 784.

Applications which take account of the experience and qualifications criteria contained in the position description, is to be sent to: [jcp.consulting@icloud.com](mailto:jcp.consulting@icloud.com) or mailed to John Phillips, *John Phillips Consulting*, PO Box 1513, Toodyay WA 6566 and marked 'Private & Confidential - CEO Shire of Dundas' by 6.00pm (Western Standard Time), **Monday 11 June 2018**

**Please Note:**

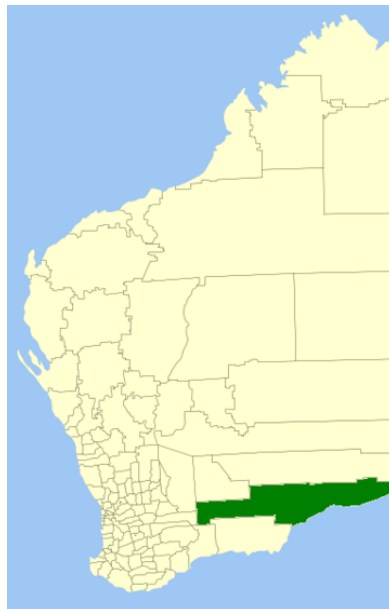
**Canvassing of Councillors will disqualify.**

**The successful applicant is required to obtain relevant police checks, provide evidence of all claimed qualifications prior to appointment and undergo a medical health assessment,**

## About the Shire of Dundas

### The Shire – Quick facts

- Located in the Goldfields-Esperance region of Western Australia and covers an area of 93,179 square kilometres (see map below)
- Main centre is the town of Norseman.
- Territory lies between Norseman and Eucla, near the border with South Australia (including much of the Eyre Highway)
- Perth is 750 kilometres to the West of Norseman
- The City of Kalgoorlie Boulder is approximately 200 kilometres to the North of Norseman
- The town of Esperance is approximately 200 kilometres to the South of Norseman
- The Ngadju people are the traditional owners of the land in the Shire of Dundas.
- Towns within the district:
  - Norseman
  - Eucla
- Roadhouse and pastoral communities:
  - Balladonia
  - Caiguna
  - Cocklebiddy
  - Madura
  - Mundrabilla



- Handy link for the history of the Shire can be found at <http://www.dundas.wa.gov.au/history.aspx>

### Population

Approximately 770

## Climate

### Norseman Long-Term Averages

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
<b>Mean Max (°C)</b>	32.5	31.2	28.7	24.7	20.5	17.6	16.8	18.5	21.6	25.1	28.1	30.7	<b>24.6</b>
<b>Mean Min (°C)</b>	15.9	16.0	14.5	11.8	8.6	6.3	5.2	5.5	7.4	9.7	12.4	14.2	<b>10.6</b>
<b>Mean Rain (mm)</b>	20.7	24.6	24.9	23.7	30.8	30.2	27.6	24.0	20.8	19.7	21.1	21.2	<b>289.5</b>
<b>Median Rain (mm)</b>	9.7	10.9	12.1	16.8	24.5	26.1	24.5	21.0	16.8	14.2	15.6	12.5	<b>275.9</b>
<b>Mean Rain Days</b>	3.4	3.6	4.4	5.1	7.2	8.4	9.2	8.3	6.8	5.2	4.4	3.8	<b>65.8</b>

## Economy

Although the main industry is gold mining, in 2016 a significant nickel/copper mine went into operation in the Fraser Range area East of Norseman. There are also vast sheep/cattle properties along the Eyre Highway and these along with tourism also contribute to the economy of the Shire.

## Facilities

Medical & Health - The Town's General Practitioner consults patients at the Norseman Hospital between Mondays and Thursday.

The Community Health Sister and various visiting Practitioners including an Optometrist and the Infant Health Sister regularly visit Norseman.

Country Audiology is based permanently in Esperance and run a visiting clinic at the Community Health Centre on Prinsep St in Norseman once every 6-8 weeks.

Chemist - The Norseman Gold Pharmacy is open Monday - Friday 9:00am - 5:00pm and Saturday 9:00am - 12:00pm and is located on Roberts Street. It is the last pharmacy before Ceduna, Kalgoorlie, Kambalda and Esperance.

Service stations - There is a BP and a Caltex service station in Norseman

Mechanical services - There are two local Mechanical businesses in Norseman;

Police - the local Police station is located 85-87 Prinsep Street

Shops - Norseman has an IGA supermarket(incorporating a licensed Post Office and news-agency), a hardware store, café and chemist.

Veterinary Services - Swan veterinary services visits Norseman on a monthly basis.

## Schools:

Norseman District High School has years K to 12 and is located on the corner of Goodliffe and Morgan Street.

**Public Library:**

The Norseman Public Library is open from Monday to Friday 8:00am to 4:00pm and has access to all of the facilities of the Library & Information Service of WA (SLWA).

**Recreation Facilities:**

- **Swimming Pool:** The Town of Norseman has an Olympic sized public swimming pool located on Roberts Street. It is open November through to March (summer season).
- **Gymnasium:** The Gym is situated on the southern boundary of Welcome Park, also on Roberts Street in Norseman.
- **Youth Centre:** The Youth Centre is situated at 76 Roberts Street Norseman (next to the Skatepark & Swimming Pool).
- **Town Oval** at the western end of Richardson Street, and incorporating:
  - Basketball/Netball/Tennis Courts
  - Squash Courts
  - Cricket nets

**Community Resource Centre:**

- The Norseman Community Resource Centre is located at 81 Roberts Street and includes a range of community facilities.

## Council Information

### Shire of Dundas Council

**President:** Cr Laurene Bonza

**Deputy President:** Cr Rasa Patupis

### **Councillors**

Cr Pat Hogan  
Cr Barry Bayley  
Cr Sharon Warner  
Cr Veronica Wyatt

### **Main Office**

88-92 Prinsep Street, Norseman  
PO Box 163 Norseman WA 6443

**Website** <http://www.dundas.wa.gov.au>

**Telephone:** (08) 9039 1205      **Fax:** (08) 9039 1359

### **Council Statistics 2016/2017**

Shire Area (sq km): 93,000  
Number of Electors: 400  
Number of Rateable properties: 746  
Total Rates Levied: \$2,000,000  
Total Operating Revenue: \$4,000,000  
Total Operating Expenditure: \$5,400,000  
Number of Employees: 34 FTE  
Length of Sealed Roads (km): 860  
Length of Unsealed Roads (km): 500

### **Ordinary Council Meetings**

12 Meetings per year (11 held at the Dundas Shire Council Chambers in Norseman, and one in Eucla).

## Position Description

1. **TITLE** Chief Executive Officer
2. **LEVEL** Band 4 Salaries and Allowances Tribunal
3. **DEPARTMENT/SECTION** Office of the Chief Executive

#### 4. POSITION OBJECTIVES

##### 4.1 Objectives of this Position

- Implement Council's strategic goals and objectives.
- Administer the legal, and statutory processes of the Local Government's operation and be the chief adviser to Council on these matters.
- Manage significant Shire Capital Projects
- Establish and maintain positive stakeholder relationships
- Lead the people and manage the infrastructure and assets of the Shire.

##### 4.2 Within Organisation

- Provide strategic direction and leadership within the organisation in delivering a high level of service to the community and Council.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Ensure effective financial controls operate within and across each functional area.
- Manage the preparation, review and enforcement of Council's policies and local laws.
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role;
- Monitor and improve organisational culture and the morale of staff.
- Ensure continuous improvement in the delivery of services within the natural and built environment;

## **5. ORGANISATIONAL RELATIONSHIPS**

### **5.1 Responsible to**

The President and Council of the Shire of Dundas.

### **5.2 Supervision of**

All staff through delegation to relevant Managers and Professional staff.

### **5.3 Internal and External Liaison**

#### **5.3.1 Internal**

- President and Councillors individually
- All Committees
- Managers
- All Other Staff

#### **5.3.2 External**

- Community, Ratepayers, Public
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments within the region (e.g. GVROC and WALGA Goldfields-Esperance Zone)
- Media (where delegated)
- Primary contractors and suppliers

## **6. EXTENT OF AUTHORITY**

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations and Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents and cheques as delegated and properly directed by Council



## **7. KEY DUTIES/RESPONSIBILITIES**

- 7.1 Provide Council with appropriate information and advice on relevant statutory requirements.
- 7.2 Ensure that the Council's legal and statutory compliance obligations are met.
- 7.3 In consultation with Council, promote and implement strategic and corporate business plans for the Shire.
- 7.4 Ensure reports and recommendations submitted to Council are professionally prepared and include options and recommendations as appropriate.
- 7.5 Ensure all legal and statutory compliances are met particularly related to substantial asset infrastructure.
- 7.6 On behalf of Council, represent the issues, views, policies and needs of Council, as delegated.
- 7.7 Co-ordinate, in conjunction with the Management Team, the fiscal management of the Shire to reflect Council's aims and objectives.
- 7.8 Manage the Human Resources function to ensure the supervision and management of Departments are in accordance with Council's service delivery objectives for the Community.
- 7.9 Participate in the development and maintenance of sound communications and good relationships between the Shire, Government Agencies and Community members.

## **8. COMPETENCY REQUIREMENTS**

***Note - all requirements are essential unless otherwise stated***

### **8.1 Leadership**

- Proven leadership at the Chief Executive Officer/ Senior Professional level.
- High level strategic planning and corporate management skills.
- Ensure the achievement of outcomes and the accountability of the Shire's employees.
- Demonstrated capacity to administer contemporary human resource management.
- Demonstrated community engagement skills
- Understanding of the effective use of social media within a communications management framework .
- Excellent interpersonal and communication skills focusing on maintaining effective relationships with all stakeholders.

### **8.2 Policy Implementation**

- Good knowledge of public policy issues as they impact on Local Government.

### 8.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation relevant to the Local Government sector
- Proven provision of professional and reliable advice to support Council in making informed decisions on behalf of the District.

### 8.4 Financial and Project Management

- Experience in financial management specific to the local government sector.
- Experience in the management of capital projects and major programs, including the use of project management techniques.

### 8.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships within the community.
- Appreciation of the culture and heritage of the Shire, particularly in relation to the indigenous community, and how it integrates with planning and policy.

## 9. QUALIFICATIONS

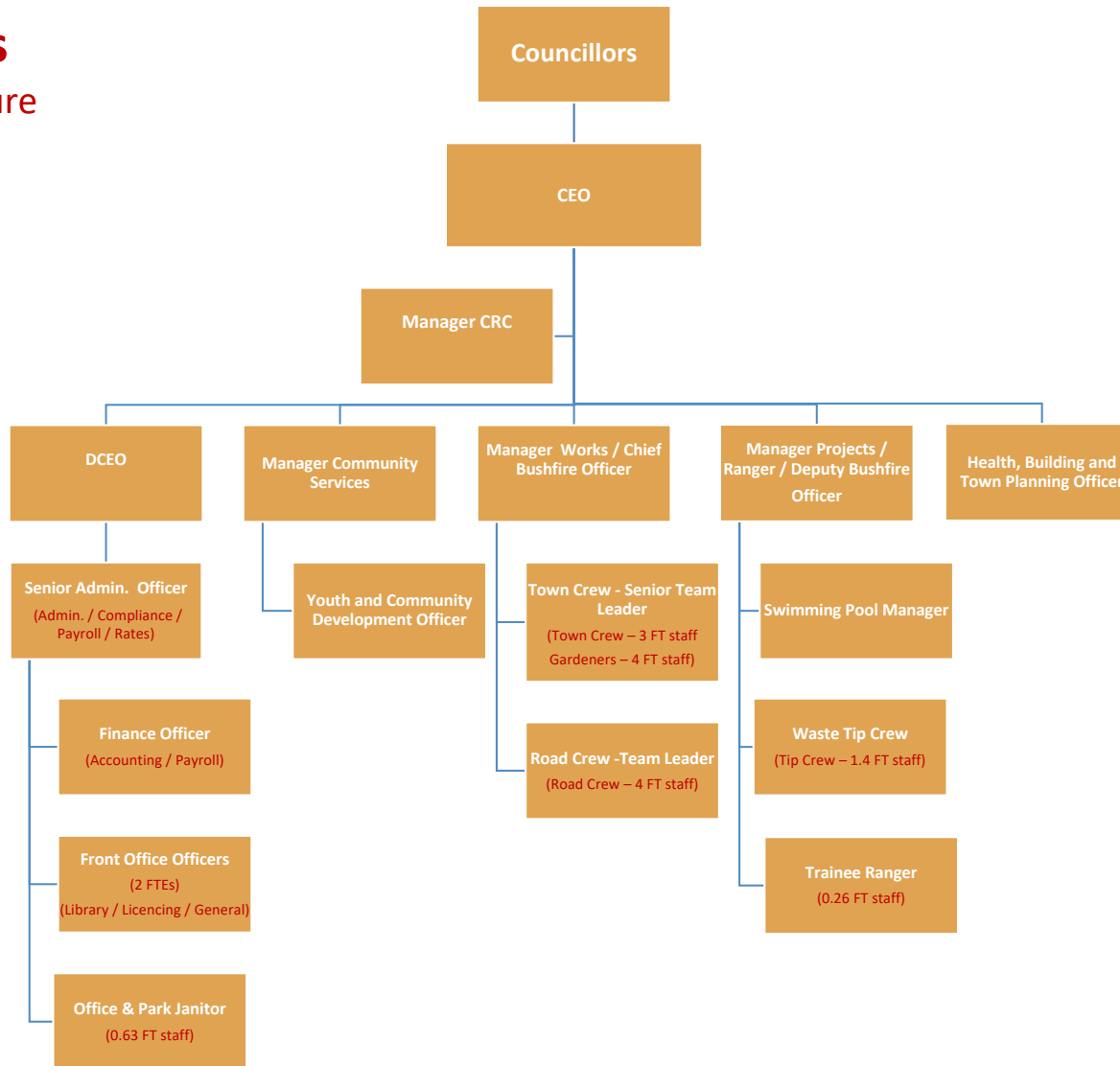
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable is desirable.

***Note: Employment is subject to relevant Police Clearances, validation of qualifications, medical assessment and reference checks***

# Organisation Chart

30/04/2018

## Shire of Dundas Organisational Structure



## Key Result Areas and Performance Objectives

In accordance with the relevant provisions of the *Local Government Act (1995)*, the draft contract of employment contains key result areas and performance criteria for the Chief Executive Officer (CEO). These are as currently agreed between Council and the incumbent CEO.

<b>Theme 1: A vibrant, active, healthy and socially connected Community</b>				
<b>STRATEGY Accessibility to medical services</b>				
	<b>ACTIONS</b>	<b>Success Indicator</b>	<b>Timeframe</b>	
			<b>2017</b>	<b>2018</b>
	Meet with relevant stakeholders health care such as Department of Health, Population Health for them to understand healthcare issues in the region.	Meetings held with health care providers and stake holders on a regular basis.	•	•
	Advocate on behalf of the Community the need to maintain the local hospital at or above the current service standard.	Meetings held with the WA Department of Health to support the need for the local hospital.	•	•
	All-weather access airstrip in Norseman to manage emergency services.	Being able to access the airstrip throughout the year for emergency services.	•	
	All-weather access airstrip in Eucla to manage emergency services.	Being able to access the airstrip throughout the year for emergency services.		•

**STRATEGY Recreation, sport and leisure**

Actions	Success Indicator	Timeframe	
		2017	2018
Construct a new Community Hall in Eucla.	Eucla community hall has been constructed	•	•

**STRATEGY Engagement of the community**

Actions	Success Indicator	Timeframe	
		2017	2018
Ngadju community engagement.	Ngadju community consultation when consider shire projects that have cultural and family impacts to the Ngadju community.	•	•

**STRATEGY Highly developed educational facilities**

Actions	Success Indicator	Timeframe	
		2017	2018
Work with the Norseman District High School to provide increased opportunities for students.	A strong relationship with the NDHS that promotes educational opportunities.	•	•
Advocate for traineeship opportunities from industry and business. Ensure opportunities for people with disability are promoted.	Regular meetings with community, regional stakeholders and Industry Leaders. Increased traineeships for local residents including people with disabilities.	•	•

**Theme 2: A thriving local economy and economic base**

**STRATEGY Provide infrastructure that simulate growth**

Actions	Success Indicator	Timeframe	
		2017	2018
Woodlands Cultural, Community and Visitor Centre to attract tourists and to promote natural, built and cultural heritage.	Full functioning Woodlands Cultural, Community and Visitor Centre.	•	•
Upgrading of the Norseman aerodrome.	Upgraded aerodrome.	•	•

**STRATEGY Opportunity for economic diversification (Attracting new businesses)**

Actions	Success Indicator	Timeframe	
		2017	2018
Attract more visitors to the CBD to create more business opportunities.	Full functioning Woodlands Cultural, Community and Visitor Centre and upgraded visitor experience sites.	•	•
Promote more tourism opportunities in the Shire to minimise the dependency on mining industry.	Tourism stakeholder networks established and maintained (Goldfields Tourism Network).	ongoing	

**THEME 3**

**A protected and enhanced environment that is aesthetically pleasing and provides benefits to the Community for generations to come**

**Strategy Improved Streetscape**

<b>Actions</b>	<b>Success Indicator</b>	<b>Timeframe</b>	
		2017	2018
Home and business owners are encouraged to improve the streetscape of their property & buildings.	An improved state of building repair and streetscape in town.	•	

## Total Reward Package and Benefit Details

The position offered on a performance based contract of three years with an attractive remuneration package to be set in accordance with the Salaries and Allowances Tribunal Band 4, negotiable within the prescribed range of \$126,956 – 198,210 per annum.

Salary and benefits are subject to negotiation and may include, but not be limited to, base salary, superannuation and professional memberships.

### **Please note:**

1. 17.5% leave loading on four weeks annual leave is included in the base salary.
2. Council will pay the reasonable relocation expenses for the successful applicant which includes:
  - Removal expenses for furniture and personal effects;
  - Transport of one personal vehicleup to a total of \$10,000 (GST exclusive), subject to quotations;  
  
Reimbursement by the employee will be required at 100% if the Officer leaves within 12 months, and 50% if the Officer leaves within 24 months.
3. Shire housing is provided in Norseman.
4. A Regional/Isolation Allowance will be considered in accordance with the relevant Determination of the Salaries and Allowances Tribunal (10 April 2018, effective 1 July 2018).



## **Applicant Notes**

### **PREPARING YOUR APPLICATION**

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

Your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

**Applications** can be either emailed (preferred) or posted but must be received before the advertised closing date.

Email address for applications: [jcp.consulting@icloud.com](mailto:jcp.consulting@icloud.com) marked 'Private & Confidential - CEO Shire of Dundas' in the subject line.

Postal address for applications: John Phillips, 'John Phillips Consulting', PO Box 1513, TOODYAY WA 6566 marked 'Private & Confidential - CEO Shire of Dundas'.

So that your application can be considered to be valid, you must include all of the following information:

#### **Resume (Curriculum Vitae) which comprises of:**

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

#### **Statements Addressing the Selection Criteria:**

The information you provide must be concise and relevant, so that the selection panel can properly assess your compatibility with the role. You must demonstrate that you understand the requirements of the role and that you have the necessary competencies (knowledge, experience and qualifications) to successfully carry out the duties. Applicants who best demonstrate that they meet the competency requirements will be interviewed.

#### **Other Documents**

Certified copies of supporting documents should accompany your application so as to avoid loss or damage to originals.

The successful applicant must provide the following to Council prior to appointment:

- a current National Police Clearance
- Substantiated evidence of qualifications

NB: failure to provide either or both of the above will nullify any offer of employment.

## **References**

Applicants must provide the names and contact details of a minimum of two referees in their application. Referees will be those who can comment on recent and relevant experience.

Referee details are to be provided in the knowledge that they may be contacted shortly after the close of applications without any prior notification to the applicant.

## **Contact Details**

Your telephone number and an email address are to be provided so that you can be contacted if you are invited for an interview, or for clarification regarding any information contained in your application.

## **LATE APPLICATIONS**

Late applications will not be accepted.

## **INTERVIEWS**

Interviews will be held within the region or alternatively by electronic communication (eg video link, telephone) if required.

Council will meet reasonable, out-of-pocket expenses including fares where incurred in responding to an invitation for an interview.

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

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***The Shire of Dundas is an equal opportunity employer and provides a smoke free work environment.***