



Chief Executive Officer

Application Package

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Advertisement



CHIEF EXECUTIVE OFFICER Shire of Goomalling

The Shire of Goomalling's long serving and respected Chief Executive Officer is retiring later in 2018 and Council now seeks to appoint a successor who can work with it and the community in meeting its social, cultural, environmental and economic expectations. The new Chief Executive Officer will commence on 3 September 2018.

Goomalling is a rural town located in the north eastern section of the Avon Valley region and is within a 90 minute drive from Perth. In recent years the Shire has been rebuilding and revitalising its community which has resulted in a growing population base. Members of the community are immensely proud of their Shire and are positive, proactive, hard-working and willing to support each other for the benefit of the whole community.

If you are ready to bring your skills, experience and management style to the Shire of Goomalling, and to be an important part of our community, then Council would encourage you to consider applying for the role.

Applications are sought from candidates who can demonstrate a strong mix of governance, financial management and community engagement skills. Strong candidates will be able to demonstrate the ability to work with business groups as well as with regional stakeholders to position the Shire in relation to future growth strategies.

The position is offered through a performance based contract of up to five years. An attractive total reward package is negotiable in accordance with the Salaries and Allowances Tribunal Band 4 ranging from \$126,956 – 198,210 per annum. Shire housing is available to the successful candidate.

An information package can be obtained via the Shire of Goomalling website <http://www.goomalling.wa.gov.au/>. 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 or mailed to John Phillips, 'John Phillips Consulting', PO Box 1513, Toodyay WA 6566 and marked 'Private & Confidential - CEO Shire of Goomalling' by 6.00pm (Western Standard Time), **Friday 23 March 2018**.

Please Note:

Canvassing of Councillors will disqualify.

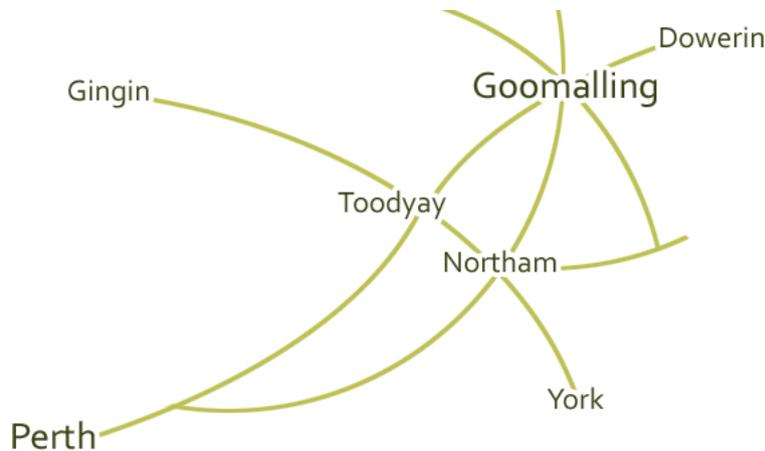
The successful applicant is required to undergo a medical health assessment, obtain relevant police checks and provide evidence of all claimed qualifications prior to appointment.

About the Shire of Goomalling

The Shire

Situated in the Central Wheatbelt, 132 km north east of Perth, Goomalling is in the north eastern section of the Avon Valley area and is ideally located within a 90 minute drive from Perth via either Northam or Toodyay and is strategically located as the Gateway to the Wildflower areas to the east and north of the Shire.

The area was first explored by Assistant Government Surveyor Austin in 1854 and in 1902 the government decided to establish a townsite at Goomalling (gazetted in 1903). The extension of the railway northwards to Wongan Hills was opened nine (9) years later and the eventual extension through to Mullewa was completed in 1915. The branch railway running east from Goomalling was opened as far as Dowerin in December 1906 and eventually, to Merredin in 1911. The name "Goomalling" was derived from the Koomal Possum (silver-grey possum) which inhabited the area when the district was first established in the Wongamine area in the late 1830's.



<http://www.goomalling.wa.gov.au/history.aspx>

Population

The official population of Shire of Goomalling, located within the north eastern part of the Avon region of Western Australia's Central Wheatbelt, is approximately 1,000 and is distributed throughout the following centres:

- Goomalling
- Jennacubbine
- Konnongorring

Climate

The climate in the Goomalling region is mild, and generally warm and temperate, as demonstrated by the following historical data:

Goomalling Long-term Averages													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	34.6	33.9	30.9	26.3	21.8	18.4	17.1	17.9	20.5	25.2	29.1	32.0	25.4
Mean Min (°C)	16.9	17.4	15.6	12.5	9.4	7.6	6.6	6.3	7.0	9.3	12.6	15.0	11.2
Mean Rain (mm)	13.7	15.4	18.3	21.9	48.1	65.8	67.4	48.9	28.5	20.1	12.0	10.2	366.5
Median Rain (mm)	3.2	3.8	10.2	15.4	42.6	63.1	60.1	45.8	24.3	16.8	7.6	2.3	359.7

Economy

Goomalling is highly dependent upon the agriculture industry however in the past 10-15 years Goomalling has been rebuilding and revitalising its community which has resulted in a growing population base. This has been driven by a gradual change in the aspirations of young people with more wanting to live and work in Goomalling as well as an expansion of the 'tree change' phenomena as Goomalling becomes identified as a desirable destination for retirees looking to relocate to a well serviced but less expensive locale, enabling them to sell up, reinvest and retain cash assets.

Facilities

The town offers excellent medical, hospital, tourist, recreational, banking and local facilities/services, with regional services available within a 30 minute drive to Northam.

Schools:

There are two Primary/Pre-Primary Schools within Goomalling:

- Sacred Heart Catholic School
- Goomalling Primary School

Both are on Hoddy Street in Goomalling

High schools are located in Northam (State and Private Senior High Schools), Dowerin (District HS only) and Toodyay (District HS only).

Child Care Facilities:

Child care services are available within the Goomalling town site (Goomalling Gumnuts Childcare Centre).

Public Library:

The Library, which includes a Toy Library, is located at the Shire's Community Resource Centre (CRC) at 51-53 Railway Terrace. The Centre also provides a range of meeting and conference rooms for use by community members and visitors.

Recreation Facilities:

The Shire's impressive Goomalling Sport & Community Centre is located within the Town, on the corner of Quinlan and Lockyer St, and caters for a wide range of activities including football, netball, cricket, hockey, tennis and lawn bowls. This is complemented by the Town's 'War Memorial Swimming Pool located on Throssell Street.

The Goomalling Golf Course is on the Goomalling-Calingiri Rd, just minutes from the Goomalling town site. There is also a Pony Club as well as two Go-Kart clubs based within the Shire.

Council Information

Shire of Goomalling Council

President: Cr Barry Haywood

Deputy President: Cr Rolly Van Gelderen

Councillors

Cr Joe Bowen

Cr Julie Chester

Cr Christine Barratt

Cr Kevin Ryan

Cr Rodney Sheen

Main Office

32 Quinlan St, Goomalling WA

PO Box 118, Goomalling WA 6460

Website <http://www.goomalling.wa.gov.au/home.aspx>

Telephone: 08) 9629 1101 **Fax:** (08) 9629 1017

Council Statistics 2015/2016

Distance from Perth (km): 132km

Shire Area (sq km): 1,853

Population: approximately 1,000

Number of Electors: 676

Number of Rateable properties: 580

Total Rates Levied: \$1,865,543

Total Operating Revenue: \$4,665,006

Total Operating Expenditure: \$5,233,671

Number of Employees: 35 FTE

Length of Sealed Roads (km): 220

Length of Unsealed Roads (km): 469

Ordinary Council Meetings

11 Meetings per year (held at the Goomalling Shire Council Chambers)

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 the strategic goals and objectives of the organisation.
- Lead the people and manage the infrastructure and assets of the Shire.

4.2 Within Organisation

- Administer the legal, and statutory processes of the Local Government's operation and be the chief adviser to Council on these matters.
- Manage the preparation, review and enforcement of Council's policies and local laws.
- Provide strategic direction and strong 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 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;
- Ensure effective financial controls operate within and across each functional area.

5. ORGANISATIONAL RELATIONSHIPS

5.1 Responsible to

The President and Council of the Shire of Goomalling.

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. AROC and WALGA Avon Midland Zone)
- Media
- 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 statutory compliance obligations are met.
- 7.3** In consultation with Council, promote and implement strategic and service delivery plans for the Shire.
- 7.4** Ensure reports and recommendations submitted to Council are well written and based on sound judgment and include appropriate recommendations and options.
- 7.5** Administer the legal, statutory and election process of the Council's operations and be the chief adviser to Council on these matters to ensure Council is operating within the statutes and all legal requirements are met.
- 7.6** Ensure all legal and statutory compliances are met particularly related to substantial asset infrastructure.
- 7.7** On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.
- 7.8** Co-ordinate, in conjunction with the Executive Management Team, the fiscal management of the Shire to reflect Council's aims and objectives.
- 7.9** Manage the Human Resources function to ensure the supervision and management of Departments are in accordance with corporate business objectives.
- 7.10** Promote a staff training program that will improve staff skills across the organisation to assist staff in focusing on service delivery to the Community.
- 7.11** Ensure the development and maintenance of sound communications and good relationships between the Shire, Government Departments and the Community at large.

8. COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

8.1 Leadership

- Proven leadership at the Chief Executive Officer/General Manager/Senior Professional level.
- High level Strategic Planning skills and knowledge of corporate management.
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of employees' abilities.
- Demonstrated capacity to administer contemporary human resource management.
- Demonstrated community engagement
- Understanding of social media use and implementing policy and procedures in the organisation.
- Excellent interpersonal and communication skills focusing on maintaining good 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, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Knowledge of statutory, legal and contractual obligations.

8.4 Financial Management

- Extensive experience in the area of financial management.

8.5 Community Development

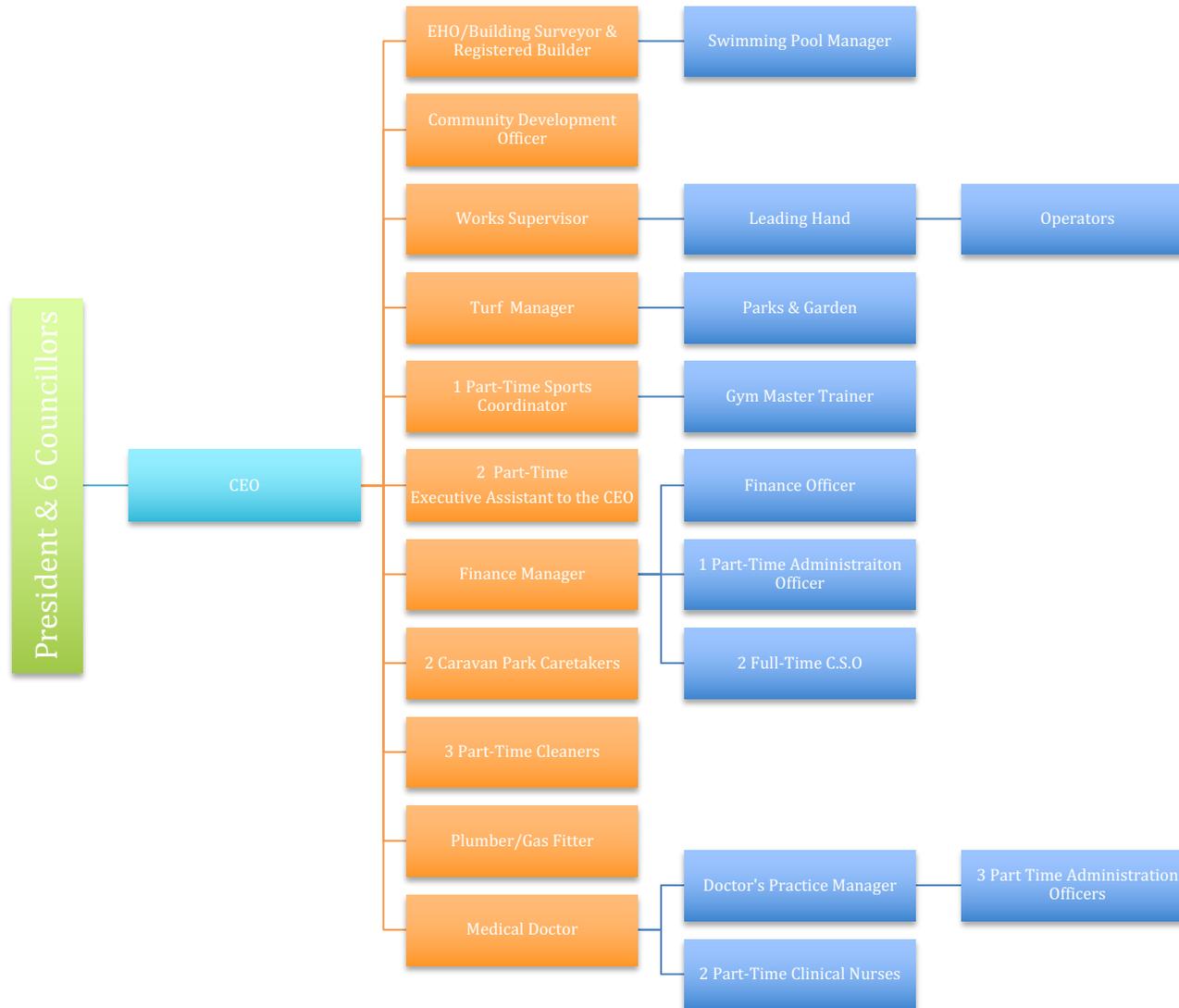
- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- Considerable experience in dealing with community members and stakeholders.
- A proven history of building and maintaining positive strategic relationships within the community.
- Appreciation of the culture and heritage of the Shire 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



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) which are currently agreed between Council and the incumbent CEO.

TO BE PROVIDED

Total Reward Package and Benefit Details

The position offered on a performance based contract of up to five 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, vehicle and housing.

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 vehicle

up to a total of \$5,500 (GST exclusive);

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 Goomalling.

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 marked 'Private & Confidential - CEO Shire of Goomalling' 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 Goomalling'.

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.

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