



Chief Executive Officer

Application Package

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Advertisement

CHIEF EXECUTIVE OFFICER (Re-Advertised)

The Shire of Three Springs's current Chief Executive Officer is retiring in September 2019 and Council now seeks to appoint a successor who can work with Councillors and the community in continuing to meet its social, cultural, environmental and economic expectations. The new Chief Executive Officer is expected to commence on 1 November 2019.

Applications are sought from candidates who can demonstrate financial management, governance and community engagement skills, and who enjoy a rural lifestyle . Candidates will also 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 opportunities. This is a great opportunity for a senior officer who is ready for their first full time role as a Chief Executive Officer.

The position is offered through a performance based contract of up to five 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, and a Regional Allowance may also be considered. Shire housing is available to the successful candidate .

An information package can be obtained via the Shire of Three Springs website <https://www.threesprings.wa.gov.au/index.php/our-council/vacant-positions>.

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 Three Springs' by 6.00pm (Western Standard Time), **Friday 5 July 2019**.

Please Note:

Previous applicants need not reapply however they will continue to be considered

Canvassing of Councillors will disqualify.

Shortlisted applicant will be required to undergo a medical health assessment, provide a contemporary National Police Clearance and provide evidence of all claimed qualifications prior to finalisation of the process.

About the Shire of Three Springs

The Shire

Three Springs is located in the Midwest Wheatbelt, also referred to as the North Midlands, and is about 310km north of Perth and 172km south east of Geraldton.

The area was first visited by Europeans in 1839 and the townsite, whilst originally named Kadathanni, was gazetted by the State Government in 1908 and formally gazetted as Three Springs in 1946. The Yamatji people are the traditional owners of land within the Shire of Three Springs.

The Shire covers an area of 2,6253km² and primarily undertakes broadacre farming and also incorporates the largest talc mine in the southern hemisphere.

More information is available in the Shire's Local Planning Strategy Background Document: http://www.threesprings.wa.gov.au/images/OurCouncil/publicDocuments/Strategy_Background.pdf

An interesting summary of the history of the area is available at: <https://www.carnamah.com.au/three-springs-history>

Population

The official population of the Shire of Three Springs, is approximately 600 and is distributed throughout the following centres:

- Three Springs;
- Arrino;
- Dudawa; and
- Kadathinni.

Climate

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

Mid West Long-term													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	37.4	36.8	33.4	28.9	23.9	20.0	18.6	20.3	23.1	28.4	32.0	35.2	28.1
Mean Min (°C)	19.9	20.6	18.2	14.5	10.4	7.5	6.1	6.5	7.6	11.1	14.4	17.4	12.8
Mean Rain (mm)	24.3	18.7	19.4	19.1	39.4	41.4	42.5	31.8	25.0	9.2	11.0	16.5	299.3
Median Rain (mm)	2.6	2.7	3.0	3.4	7.2	10.3	12.4	10.4	7.0	3.5	3.0	2.5	65.1

Economy

The economy of the region is primarily based on broadacre farming, government service agencies and also incorporates the largest talc mine in the southern hemisphere.

Tourism is also a focus for the region with Three Springs located in the heart of Wildflower Country, as well as being a part of the Astro-Tourism WA Star Gazing trail (<http://www.threesprings.wa.gov.au/index.php/visitors/astro-tourism>). The outdoor adventure activity of Geocaching is also becoming popular within the region (<http://www.threesprings.wa.gov.au/index.php/visitors/geocaching-in-three-springs>) and there is a well established Heritage Trail which attracts visitors.

Facilities

The town offers medical, dental, aged care, banking and local services, including an IGA, hardware, butchers, and dining establishments.

Schools:

Three Springs:

Pre-School (Ages 4 and 5)
Primary School (Years 1 to 6)

Carnamah:

Junior High School (Years 7 to 10), with a daily bus service provided.

Morawa:

Senior High School (Years 7 and 12), with a daily bus service is available.

TAFE/Other Tertiary:

TAFE courses are available through the Carnamah District High School, otherwise Geraldton or Moora are the closest centres for higher studies.

Child Care Facilities:

Three Springs Childcare Centre (Ages 0 - 4)

Public Library:

Public library services are available at the Shire of Three Springs Administration Centre.

Community and Recreation Facilities:

The Shire's engaged community participates in a diversity of community activities as well as recreation for all age groups, including:

- Badminton
- Indoor Bowls
- Returned Services League
- Community Action Group
- R.S.L. Womens Auxillary
- Craft Group
- Lions Club
- Sport Clay Target Shooting
- Cricket Club
- Netball Club
- Sporting Club
- Football Club
- St. John Ambulance
- Friends Of N.M. Health Services
- Parents & Citizens
- Tennis Club
- Golf Club
- Parents & Citizens Catering
- Tourist & Information Centre
- Historical Society
- Playgroup
- Town Fire Brigade
- Hockey Club
- Rifle Club
- Yoga
- Public swimming pool

Churches:

- Uniting/Anglican
- Catholic

Council Information

Shire of Three Springs Council

President: Cr. C. (Chris) Lane

Deputy President: Cr. C. (Chris) Connaughton

Councillors

Cr. A.E. (Anthony) Thomas

Cr. R. (Richard) Thorpe

Cr. R.J. (Jim) Heal

Cr. J.D. (Jenny) Mutter

Main Office

132 Railway Road

Three Springs W.A. 6519

Website <http://www.threesprings.wa.gov.au/index.php>

Telephone: (08) 9954 1001 **Fax:** (08) 9954 1183

Facebook: <https://www.facebook.com/ShireofThreeSprings>

Council Statistics 2015/2016

Distance from Perth (km):	313km
Shire Area (sq km):	2,653
Population: approximately	600
Number of Electors: approximately	340
Number of Rateable properties:	580
Total Rates Levied:	\$2,037,388
Total Operating Revenue:	\$3,553,691
Total Operating Expenditure:	\$3,409,789
Total Value of Assets:	\$49,717,388
Number of Employees:	22
Length of Sealed Roads (km):	191
Length of Unsealed Roads (km):	327

(Source: <https://mycouncil.wa.gov.au/Council/ViewCouncil/122?year=2017/2018>)

Ordinary Council Meetings

11 Meetings per year (held at the Shire Council Chambers, 132 Railway Road, Three Springs)

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 Three Springs.

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 members, ratepayers and other local interest groups
- Business community
- Federal and State Government Departments and Agencies
- Federal and State Government elected representatives for the region
- Regional Councils
- Local Governments within the region (e.g. Northern Country Zone of WALGA, Mid West Regional Road Group)
- Industry Associations
- Media Agencies
- 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 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 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 Senior Officer Group, 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, other Local Governments, State and Federal 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 understanding of the application of contemporary human resource management principles and processes.
- 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.
- Awareness of new innovations and legislative reforms relative to Local Government.
- Demonstrated capacity to identify entrepreneurial opportunities that maximise the return on Council assets.

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 results

- Demonstrated experience in the area of financial management, including budget control.

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.

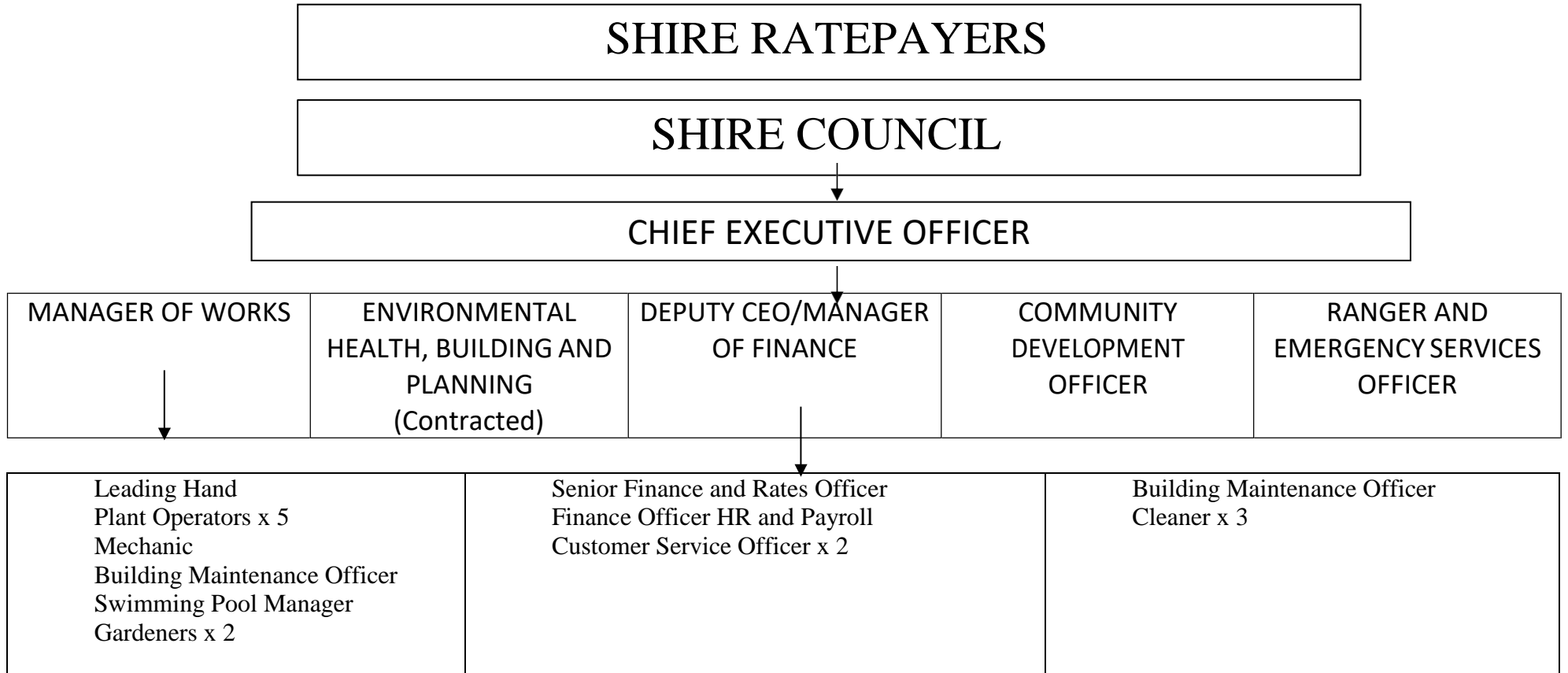
9. QUALIFICATIONS

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

Organisation Chart

SHIRE OF THREE SPRINGS ORGANISATIONAL STRUCTURE

APRIL 2019



Annual Performance Review Performance Criteria*

Area of significant focus (‘KEY FOCUS AREA’)	Evidence/Proof of Achievement (‘OBJECTIVE/ACTION’)	Time frame (‘TARGET DATE’)
Early Childhood Learning Centre	§ Finalise funding arrangements and provide progress report to Council	§ July 2018
	§ Tender Process	§ July 2018
	§ Commence site works	§ August 2018
	§ Commence Construction	§ Sept 2018
Waste Transfer Station	§ Prepare business case for the facility	§ Sept 2018
	§ Report to Council	§ Nov 2018 OMC
Marketing and Communications Strategy	§ Develop draft strategy	§ April 2019
	§ Report to Council	§ May 2019 OMC
Infrastructure Program	§ Identify roads for priority upgrades	§ July 2018
	§ Develop a drainage replacement and maintenance program	§ June 2018
	§ Report to Council	§ August 2018 OMC
Community Development	§ Initiate the establishment of a Young Leaders Group	§ March 2019
Governance and Compliance	§ Develop a policy review schedule	§ Nov 2018
	§ Report to Council	§ Nov 2018
	§ Review of IPRF and Informing Documents	§ June 2019

- These are the incumbent’s Performance Criteria, and will be reviewed by the parties within three (3) months of the commencement of employment by the Chief Executive Officer and then at the end of each annual performance review (or more often where required).

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, utilities subsidy, professional memberships and development, clothing allowance and FBT.

Please note:

1. 17.5% leave loading on four weeks annual leave is included in the base salary.
2. The base salary also incorporates payment for any and 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.
3. 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 \$4,000 (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.

4. Shire housing is provided in Three Springs.

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 Three Springs' 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 Three Springs'.

An application 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 Competency Requirements:

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.

CERTIFICATION

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

CANVASSING OF COUNCILLORS.

The sole contact for any enquiries regarding the recruitment and selection process and/or information required to make an application will be John Phillips (*John Phillips Consulting*). Canvassing of Councillors, including directly approaching any elected member for any reason, will disqualify.

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

Certification

Application for Position of Chief Executive Officer, Shire of Three Springs

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; and
- I understand the Shire of Three Springs 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 an applicant, or my dismissal if employed.

I authorise the Shire of Three Springs, 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 accuracy 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.

Applicant's Name

Signature of Applicant

Date

Note: Any information obtained by the Shire of Three Springs 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 panel at the time, and for the purpose, of selecting the suitable applicant.