



## **Chief Executive Officer**

## **Application Package**

 **John Phillips Consulting**  
PO Box 1513  
Toodyay WA 6566  
Email: [jcp.consulting@icloud.com](mailto:jcp.consulting@icloud.com)  
Mob: 0417 937 784  
Landline: (08) 9574 2974

## Advertisement



### CHIEF EXECUTIVE OFFICER

The Shire of Irwin is located on the Batavia coast 360km north of Perth, is in close proximity to the regional centre of Geraldton and features the twin townsites of Dongara and Port Denison. Economic activity within the Shire includes farming, tourism, mining, construction and fishing.

The Shire of Irwin is seeking to appoint a suitably qualified and experienced person as its next Chief Executive Officer, with a particular focus on embedding progress in relation to Council's strategic objectives.

Candidates will be able to demonstrate a strong mix of asset and financial management as well as governance and community engagement skills, in meeting the community's expectations. Significant areas of focus include economic growth, revitalisation of foreshore precincts and town centres, coastal and estuary management, improving the Shire's waste services and enhancing the standard of road construction and maintenance.

Applications from people who can demonstrate the ability to work with Councillors, regional stakeholders, community groups and service providers, in building on Council's successes, further improving assets and facilities and enabling future growth, will be highly regarded.

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 3, ranging from \$156,356 - \$256,711 per annum.

An information package can be obtained via the Shire of Irwin website <https://www.irwin.wa.gov.au/employment-tenders.aspx>. 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 into account the experience and qualifications criteria as stated in the position description are 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, marked '**Private & Confidential - CEO Shire of Irwin**', and to be received by **6.00pm** (Western Standard Time), **Friday 12 April 2019**.

*'A safe place to live, an exciting place to visit and a progressive place to work'*

**Please Note:**

**Canvassing of Councillors will disqualify.**

**Short listed candidates will be subject to relevant National Police Clearances, validation of qualifications, reference checks and a pre-employment medical assessment.**

## About the Shire of Irwin

Located on the Batavia coast 360km north of Perth and in close proximity to the regional City of Geraldton the Shire is within the Irwin River catchment area with the twin townsites of Dongara and Port Denison located on either side of the river mouth.

With a number of historic buildings in the townsites of Dongara and Port Denison, the Shire has a rich and valued built heritage blended with a number of equally attractive new buildings.

The Shire currently covers 2,223 km<sup>2</sup> of land situated on the doorstep of the Midwest wildflower region. When the warmth of spring arrives (particularly after a wet winter) the landscape turns into a mass of colour attracting tourists from all over Australia.

The blend of coastal and rural environments within the Shire support agriculture and fishing, on and offshore oil and gas and mineral sands industries. South Beach, a wide, white sand beach stretching to the horizon, provides a summer playground for residents and visitors alike. To service these industries, along with residents and visitors to the district, the Shire currently maintains 165km of sealed roads and 287km of unsealed roads.

The Community's priorities, as reflected in contributions to the Shire's Strategic Community Plan (2017 – 2027) are as follows:

- **Manage the coast and estuary** by rehabilitating local beaches and addressing erosion, repairing and upgrading the boat ramp, and providing better amenities.
- **Economic growth** and job creation by creating strong value proposition to attract investors, businesses, visitors and tourists. Other suggestions include industry diversification, revitalising town centres, promoting 'buy local', and supporting festivals and other events.
- **Better care and maintenance of road surfaces** in towns and rural areas.
- **Improve waste services** by offering recycling services, tip passes, and verge-side bulk waste collections. Residents are concerned with illegal dumping.

More information about the Dongara-Port Denison region can be found at <https://dongaraportdenison.com.au/about/about-the-region/>

### Population

3,569 people were recorded as living in the Shire at the 2016 census (source [ABS Data](#)).

Location	Population 2016 census
Dongara	1,380
Port Denison	1,410
Other Localities	779

## Climate

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

(source: <http://www.weatherzone.com.au/climate/station.jsp?lt=site&lc=8315> )

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	31.7	32.6	31.0	27.7	24.1	20.9	19.6	20.1	22.0	24.5	27.2	29.6	25.9
Mean Min (°C)	18.4	19.2	17.9	15.4	12.9	10.9	9.4	8.9	9.2	11.0	13.9	16.4	13.6
Mean Rain (mm)	5.8	11.3	16.1	23.4	69.2	98.3	90.3	64.2	32.5	19.6	9.5	5.5	444.4
Median Rain (mm)	0.5	1.9	5.6	12.8	60.1	84.6	91.4	61.8	32.2	15.5	4.8	2.0	438.6
Mean Rain Days	1.8	2.2	2.8	6.0	10.2	13.9	15.1	13.3	10.3	6.9	4.0	2.2	86.5

## Economy

The Shire's main industries are mining, construction, manufacturing and agriculture, forestry and fishing (based on output).

The main employing industries are agriculture, forestry and fishing, retail trade, accommodation, food services and construction. Combined, these sectors contribute 558 jobs (53.2%) to total employment within the shire.

Industry	Jobs
Construction	171
Agriculture, Forestry & Fishing	149
Accommodation & Food Services	124
Retail Trade	114
Education & Training	75
Health Care & Social Assistance	60
Manufacturing	58
Transport, Postal & Warehousing	58
Administrative & Support Services	54
Mining	48
Professional, Scientific & Technical Services	38
Public Administration & Safety	38
Other Services	37
Financial & Insurance Services	7
Rental, Hiring & Real Estate Services	7
Electricity, Gas, Water & Waste Services	5
Wholesale Trade	3
Arts & Recreation Services	3
Information Media & Telecommunications	0
<b>Total</b>	<b>1,049</b>

More information about the Shire's economy can be found at:

<https://www.economyprofile.com.au/irwin>

## **Facilities (within the region)**

### **Schools:**

Dongara District High School  
13 Cave Way, Dongara, 6525

Note: There are also daily bus services to schools located in Geraldton.

### **Child Care Facilities:**

Dongara Playgroup  
Moreton Terrace, Dongara  
Open: Mondays, Wednesdays & Fridays

Ready Set Grow Childcare Centre  
205 Point Leander Drive, Port Denison

### **Public Library:**

Dongara Public Library  
Waldeck St, Dongara WA 6525

### **Recreation Facilities:**

A range of facilities available within the Shire can be found at:

<https://www.irwin.wa.gov.au/Recreation-Centre.aspx>

## Council Information

### Shire of Irwin Council

**President:** Cr Mike Smith

**Deputy President:** Cr Barry Wyse

#### **Councillors**

Cr Sandy Gumley

Cr Mark Leonard

Cr Isabelle Scott

Cr Ian West

Cr Kellie Wilson

Cr Andrew Gillam

#### **Main Office**

11-13 Waldeck Street

Dongara WA 6525

#### **Website**

<https://www.irwin.wa.gov.au>

**Telephone:** (08) 9927 0000      **Email:** [reception@irwin.wa.gov.au](mailto:reception@irwin.wa.gov.au)

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

Distance from Perth CBD (km): 360

Distance from Geraldton (km): 65

Shire Area (sq km): 2,372

Population: 3,569 (2016 ABS census)

Number of Electors: 2,638

Total Rates Levied: \$4,834,416

Total Operating Revenue: \$8,210,616

Total Operating Expenditure: \$10,325,992

Number of Employees: 37 FTE

Length of Sealed Roads (km): 190

Length of Unsealed Roads (km): 258

#### **Ordinary Council Meetings**

11 Meetings per year (Generally the fourth Tuesday of each month, except January)

## Position Description

1. **TITLE** Chief Executive Officer
2. **LEVEL** Salaries and Allowances Tribunal - Band 3
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.
- Establish and maintain professional, positive and respectful relationships with stakeholders.
- Manage the infrastructure and assets of the Shire.
- Lead the organisation's employees.

##### 4.2 **Within Organisation**

- Provide strategic direction and leadership within the organisation
- Deliver 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 and efficient 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.

#### 5. **ORGANISATIONAL RELATIONSHIPS**

##### 5.1 **Responsible to:**

The President and Council of the Shire of Irwin.

##### 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
- All Committees
- Managers
- All other Staff

###### 5.3.2 **External**

- Community, Residents, Ratepayers, Public
- Businesses operating within the Shire
- Federal & State Government departments and agencies
- Local Governments within the region
- WALGA Northern Country Zone representatives
- 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 payments 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, prepare, 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 those 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 the community.

## **8. COMPETENCY REQUIREMENTS**

*Note - all requirements are essential unless otherwise stated*

### **8.1 Leadership**

- Proven leadership at the Chief Executive Officer / Senior Managerial level.
- High level strategic planning skills.
- High level corporate management skills.
- Demonstrated ability to ensure the achievement of outcomes across the organisation's functions and services.
- Demonstrated capacity in the field of 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.
- Proven provision of professional and reliable advice to support Council/Boards in making informed decisions on behalf of the District or organisation.
- Demonstrated capacity to manage and advise in a highly regulatory and compliance environment. Experience in administering the Local Government Act (1995) and associated Legislation is desirable.

### **8.4 Financial and Project Management**

- Experience in financial management, including identification and acquisition of funding and revenue, with skills specific to the local government sector highly regarded.
- Experience in the management of assets, capital projects and major programs, including the use of project management techniques.

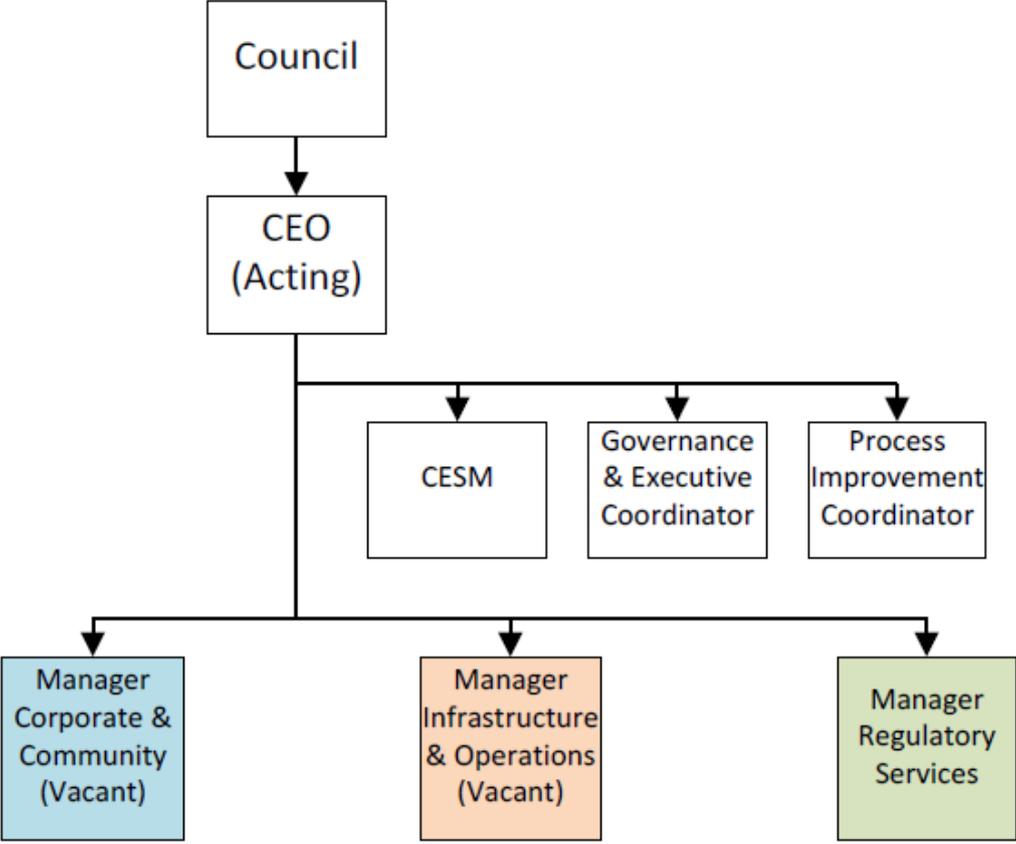
### **8.5 Community Development**

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven record of building and maintaining positive strategic relationships within the community in relation to the provision of services.
- Appreciation of the impact of culture and heritage on community identity, and how these integrate with planning and policy.

## **9. QUALIFICATIONS**

- Tertiary or equivalent qualification(s) in relevant Management, Business, Finance, Commerce and/or Public Sector Administration discipline or experience that is accepted as comparable, is desirable.

# 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 will include performance criteria for the Chief Executive Officer (CEO) which will be developed and provided to the successful prior to appointment.

## Total Reward Package and Benefit Details

The position is 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 3, negotiable within the prescribed range of \$156,356 - \$256,711 per annum.

Salary and benefits are subject to negotiation and may include, but not be limited to, base salary, superannuation, vehicle and housing allowance. Relevant Council policies, as varied from time to time, will apply.

### 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; and
  - transport of one personal vehicle

up to a total of \$5,000 (GST exclusive), and payable in accordance with the Shire's procurement policy.

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.

## Applicant Notes

### **ADVICE/INFORMATION**

Potential applicants seeking information regarding this role should contact the appointed consultant:

John Phillips, 'John Phillips Consulting' - 08 9574 2974 or 0417 937 784

**Note: *Canvassing of Councillors will disqualify.***

### **PREPARING YOUR APPLICATION**

Applicants who demonstrate that they meet the competency requirements 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 handwriting 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 Irwin**' 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 Irwin**'.

For your application to be considered as 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 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; and
- 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 Irwin is an equal opportunity employer and provides a smoke free work environment.***