



Chief Executive Officer Shire of Ashburton

Application Package

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Advertisement



CHIEF EXECUTIVE OFFICER

Located in the Pilbara region in the North West region of Western Australia, the Shire of Ashburton is experiencing significant economic growth (59% in the last year), and Council is embarking on a process to recruit a Chief Executive Officer to work with it during this exciting time.

Important qualities which the Shire's next Chief Executive will bring to the role include the skills and desire to work with community members in providing services across four Towns in the region, an experienced leader who can develop a responsive and dynamic organisation, and strong project management and stakeholder relationship skills. The successful candidate will also be able to demonstrate successful experience in advising on, and supporting good governance in a statutory environment.

If you have all of these skills and are keen to work in a stimulating and growing environment, then Council is keen for you to consider applying for the role of Chief Executive Officer at the Shire of Ashburton.

The successful applicant will be based in the Town of Tom Price in the Pilbara Region of Western Australia, managing 190 employees with an annual revenue of nearly \$90m with \$60m allocated to capital works projects.

The position is offered under a performance based contract of up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 2, negotiable from \$206,500 - \$319,752 per annum. A rent free Shire owned residence is available to the successful applicant.

An Application Package along with the Position Description can be obtained from www.ashburton.wa.gov.au. Further information about the position is available by contacting John Phillips from 'John Phillips Consulting' on (08) 9574 2974 or 0417 937 784.

Applications which take account of the position's selection criteria, as outlined in the information package, 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 Ashburton' by 6.00pm (Western Standard Time), **7 February 2020** Please do not apply via the Shire's web link.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, provide evidence of all claimed qualifications and undertake medical assessment prior to appointment.*

About the Shire of Ashburton



The Shire

The Shire of Ashburton encompasses communities across a vast region in the Pilbara area of Western Australia. Principally recognised for its significant role in the resources sector – the region covered by the Shire produces over \$42 billion worth of iron ore and LNG - it also plays a vital role in agriculture and fishing. A significant proportion of the region also comprises pastoral leases or protected areas (including the Karijini National Park).

Population

The official population of Shire of Ashburton as of the 30th June 2016, is 13,026 and is located in four (4) main centres within the region:

- Tom Price
- Paraburdoo
- Onslow
- Pannawonica

Climate

The climate of the Pilbara region is arid and tropical and experiences high temperatures and rainfall that follows the summer cyclones. The largest percentage of the region's rainfall occurs between December and May, usually with occasional heavy downpours in thunderstorms or tropical cyclones. The period from June to November is usually completely rainless, with warm to very hot and sunny conditions.

Economy

At nearly half the size of Victoria (105,647 square km), the Shire of Ashburton boasts some of the world's largest open cut mines, largest pastoral leases and cattle stations and a thriving fishing industry all set against a beautiful and ancient arid tropical landscape. The region's 10,000 residents are employed in a variety of these industries including oil, gas, mining, cattle, fishing and tourism.

Facilities

Primary Schools:

Tom Price Primary School
North Tom Price Primary School
Pannawonica Primary School
Onslow Primary School
Paraburdoo Primary School

High Schools:

Tom Price Senior High School

TAFES & Campuses:

Pilbara Tafe

Child Care Facilities:

Paraburdoo Early Learning Centre

Public Libraries:

Tom Price, Paraburdoo, Onslow, Pannawonica

Public Swimming Pools:

Tom Price, Paraburdoo, Onslow,

Recreation Facilities:

Cricket Centre

Tennis Courts

Basketball Courts

Squash Courts

Golf Course

Parks and Gardens

3 large Ovals

Recreation Centres

3 Aquatic Centres

Skate parks

Other Facilities:

Supermarket

Bank

Doctor

Hospital

Library

Motel

Airport

Paraburdoo Airport, located 9km northeast of Paraburdoo

For information about working at the Shire of Ashburton go to:

<http://www.ashburton.wa.gov.au/the-shire/careers>

Council Information

Shire of Ashburton Council

President: Cr Kerry White

Deputy President: Cr Doug Diver

Councillors

Cr Matthew Lynch

Cr Ivan Dias

Cr Jamie Richardson

Cr Melanie Gallanagh

Cr Rory de Pledge

Cr Linton Rumble

Cr Peter Foster

Main Office

Poinciana Street (PO BOX 567)TOM PRICE WA 6751

Website www.ashburton.wa.gov.au

Email soa@ashburton.wa.gov.au

Telephone: 08 9188 4444

Facsimile: 08 9189 2252

Council Statistics 2016/2017

Distance from Perth (km): 1,577km

Shire Area (sq km): 105,647

Population: 13,026

Number of Electors: 2,936

Number of Dwellings: 2802

Number of Employees: 190

Length of Sealed Roads (km): 135

Length of Unsealed Roads (km): 1860

Total Rates Levied: \$36,807,564

Total Revenue: \$88,341,871

Non-operating grants, subsidies and contributions: \$30,966,305

Ordinary Council Meetings

11 Meetings per year (rotating around Tom Price, Pannawonica, Onslow & Paraburdo)

Position Description



Chief Executive Officer

TITLE: Chief Executive Officer
CLASSIFICATION: SAT Local Government CEO Band 2
BASIS OF EMPLOYMENT: Full time – performance based contract (up to five years)
DIVISION / BUSINESS UNIT: Chief Executive Officer

POSITION OBJECTIVES

- Provides visionary leadership and strategic management and direction for the Shire of Ashburton.
- Provide, as the principal advisor to Council, direction to Council on matters of general policy and give advice to Council on its statutory powers and responsibilities.
- Provides the primary link through effective engagement between the Council, Staff, Stakeholders and the Community to achieve the Shire's goals and objectives.
- Responsible for ensuring the highest level of business excellence, integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all.
- Commits to the Shire of Ashburton's Vision, Mission and Key Result
- Areas as documented in the 2017 – 2027 Community Strategic Plan.

ORGANISATIONAL RELATIONSHIPS

Responsible to: Council
Supervision of: Director Corporate Services
Director Infrastructure Services
Director Property & Development Services
Director Community Services
Manager Human Resources
Manager Governance
Tourism & Economic Development Specialist
Media & Marketing Manager
Executive Coordinator

Internal and External Liaison, including but not limited to:

- Shire of Ashburton President, Councillors, Committee Members and Officers
- Local Chambers of Commerce
- WALGA & LG Professionals
- Department of Local Government
- All Relevant State and Commonwealth Government Bodies
- Other Local Government Authorities
- Ratepayer Representative Groups
- Major Business Organisations/Business Representatives
- Community Groups

- Community Service Organisations
- Media

EXTENT OF AUTHORITY

- Delegated authority as determined by the Local Government Act and Council to manage the Shire's services, functions and expenditure.
- Position operates within the limits of Shire policy, Council resolutions, Delegated Authority and requirements of relevant legislation.
- Position operates independently from supervision and problem solving and is performed using own initiative within Shire policy.
- Extensive operational and decision making flexibility to ensure the effective and efficient implementation of all Council decisions, programs and activities and the utilisation of human and financial resources.
- Authority to evaluate, promote and execute as necessary, immediate decisions when necessary which may follow formal consultation with the Mayor and/or Councillors.

KEY DUTIES / RESPONSIBILITIES

1.1 Leadership and Management

- Manage the relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct and the Local Government (Official Conduct) Amendment Act 2007.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders of the Shire of Ashburton.
- Provide leadership in the Shire of Ashburton, encourage responsibility, initiative, and foster an innovative work environment for all employees.
- Responsible for researching, preparing and recommending to Council a Strategic Planning document, which takes account of all the factors that impact upon achieving the Vision and Mission of the Shire of Ashburton. Include consultation, research and needs assessment.
- Advise Council on the development of responsible and appropriate corporate objectives and annual revenue, expense and capital budgets.
- Develop measurable performance standards relative to the organisation's priorities as contained in the Strategic Plan as well as a monitoring program to ensure objectives are being implemented.
- Act as chief adviser to the Council on matters of policy and provide advice to committees on their statutory powers and limitations and provide the necessary support for the committee structure.
- Develop and maintain the status of the Shire of Ashburton as an effective, innovative and responsible leader in Local Government.
- Undertake research and prepare reports for presentation to Council on issues and trends impacting on the core activities of the Shire of Ashburton and to implement the decisions of the Council subsequent to their adoption.

1.2 Financial

- Oversee the development and implementation of the Shire's Financial Plan, Asset Management Plan and Annual Budget
- Accept total responsibility for forward planning, budget compilation, and costing.
- Regularly monitor and review the financial performance in respect of the budget.
- Ensure financial statements are prepared and audited in accordance with the required accounting standards.
- Encourage the sourcing of grant monies wherever possible.
- Monitor events influencing the Shire's financial plans.

1.3 Commercial Activities

- Manage the Shire's activities to ensure that the commercial services are promoted effectively and operate within the Cost Recovery Objectives set by the Council.
- Proactively seek out opportunities for the Shire which enable it to provide and receive its services on the best possible commercial terms.
- Ensure an effective contract management capability exists within the organisation.

1.4 Human Resource Management

- Promote a clear, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing and development programmes and outcomes.
- Lead and develop the Executive Team in such a manner that an environment of success and professional camaraderie is evident to all. Ensure that the Executive Team has the skills necessary to implement best practice human resource management.

1.5 Representations

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Shire of Ashburton remains informed and where appropriate participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the Shire of Ashburton and member local governments to all relevant stakeholders.
- Maintain a high level of cooperation and liaison with the officers of neighbouring local governments.

1.6 Policies and Procedures

- Review and develop Shire policies, manuals and management guidelines and effectively manage all Shire activities in accordance with the objectives and policies of the Shire.
- Promotion of a strong governance and audit framework, facilitating the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decisions.
- Develop and implement a risk management plan framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- Administer the Shire's vision and mission, policies and directions in the spirit in which they were developed.
- Ensure that all decisions made and directives given by Council relating to the operation of the Shire of Ashburton are acted upon.
- Act on delegated authority given by Council.

1.7 Local Government Development

- Contribute to the development of the Local Government industry and profession through active involvement in WALGA, LG Professionals and other relevant professional bodies.
- Promote and develop positive relationships with stakeholders, peer and industry groups.

1.8 Personal Development

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices.

CHIEF EXECUTIVE OFFICER - KEY COMPETENCIES / SELECTION CRITERIA

2. SELECTION CRITERIA

- 2.1. Strategic and business planning; proven experience in development, implementation and articulation of the Shire's Strategic plan to all stakeholders.
- 2.2. Extensive experience and a track record of success in a senior management role, particularly in delivering against organisation strategies and business plans.
- 2.3. Commercial leadership including the ability to liaise effectively with the business sector and to facilitate opportunities for investment in the Shire.
- 2.4. Extensive leadership and people management including the ability to influence outcomes, lead by example and make well informed decisions.
- 2.5. Committed to sustainable community and customer service
- 2.6. Understands legislative and corporate governance/compliance requirements. Understands distinction between governance and management
- 2.7. Manages an organisation which is respectful of the natural environment.
- 2.8. Displays strong commercial acumen, particularly in dealing with the corporate sector and State Government.
- 2.9. Organisational development skills that promote positive and meaningful cultural development to the organisation and community. Well-developed human resource management skills that are centred on monitoring, mentoring, encouragement, coaching and support.
- 2.10. Well-developed communication and interpersonal skills
- 2.11. An honest, open and ethical approach to developing and maintaining relationships with all relevant stakeholders. This includes President, Elected Councillors, employees, ratepayers, customers and residents.
- 2.12. An attitude which demonstrates a strong commitment to the people, culture, heritage and history of the Shire. Demonstrates a real commitment to developing the communities and serving the people within the Shire.
- 2.13. Tertiary qualifications in a relevant discipline.

Key Focus Areas and Outcomes

In accordance with the relevant provisions of the *Local Government Act (1995)*, the contract of employment will contain performance criteria for the Chief Executive Officer.

The performance criteria 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 performance review.

The first performance will occur before the completion of six month's employment, and annually thereafter. Intermediate appraisals may occur should Council so determine.

Key Focus Area 1 (Capital Works & Projects)	
Subject	Outcome
1.1 Executive Management of funded Capital Works and Major Programs	1.1 Progress the Shire's works and major projects programs in accordance with adopted plans, budgets and applicable Council decisions

Key Focus Area 2 (Stakeholder Relationships)	
Subject	Outcome
2.1 Engage with regional and local government stakeholders	2.1.1 Effective relationships are established within the sector, particularly with other Pilbara Councils
2.2 Engage with state agencies and departments	2.2.1 Effective working relationships are established with relevant State agencies.
2.3 Engage with federal stakeholders	2.3.1 Effective working relationships are established with relevant federal government agencies and representatives.
2.4 Grant funding	2.4.1 Grant funding opportunities are identified to assist in the development of the Shire's programs, projects and initiatives and applied for as relevant.

Key Focus Area 3 (Organisational Leadership)	
Subject	Outcome
3.1 Staff Resources	<p>3.1.1 provide stability and enhance the public perception/reputation of the Shire's workforce. Measure improvement through employee culture surveys.</p> <p>3.1.2 progress alternative options for providing Shire of Ashburton services.</p>
3.2 Integrated Planning Requirements	<p>3.2.1 Review and update in accordance with statutory requirements:</p> <ul style="list-style-type: none"> ○ annual and long term financial plans; ○ workforce plan ○ corporate business plan ○ asset management plan
3.3 Corporate Plans	<p>3.3.1 Continuous progress with budgeted Corporate Business Plan actions</p> <p>3.3.2 Continuous progress with budgeted Asset Management Program actions</p>
3.4 Annual Budgets	3.4.1 Prepare and deliver balanced annual budgets

Key Focus Area 4 (Governance & Elected Member Support)	
Subject	Outcome
4.1 Elected Member Engagement	4.1.1 Ensure that the President and Councillors are appropriately engaged so they can suitably undertake their leadership and community representation responsibilities of the Shire of Ashburton

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 (SAT) Band 2 \$206,500 - \$319,752 per annum (including relevant Schedules).

Salary and benefits are subject to negotiation and may include, but not be limited to, base salary, superannuation, an annual health and well being allowance and travel allowance which will be negotiated within the Band 2 range.

Rent free housing and a Shire vehicle is available to the successful applicant.

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;
 - Family travel costs;
 - Transport of one personal vehicle

up to a total of \$10,000 (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.

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.

If possible, 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 be 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 Ashburton' 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 Ashburton'.

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 **must** 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 three 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 either be held in Tom Price, in Perth or alternatively by electronic communication (eg video link, telephone) if required.

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

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

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

Certification

Application for Position of Chief Executive Officer, Shire of Ashburton

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.

I understand that:

- the Shire of Ashburton 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.
- Any information obtained by the Shire of Ashburton 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.

I authorise the Shire of Ashburton, 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.

Applicant's Name

Signature of Applicant

Date