



APPLICATION PACKAGE
CHIEF EXECUTIVE OFFICER



**SHIRE OF NUNGARIN
HUMAN RESOURCES
APPLICATION PACKAGE
CHIEF EXECUTIVE OFFICER**

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1. ADVERTISEMENT



SHIRE OF NUNGARIN
CHIEF EXECUTIVE OFFICER

The Shire of Nungarin is a friendly rural town located in the Wheatbelt 280km east of Perth, offering residents an enviable small-town country lifestyle. Council is seeking a suitably qualified person who is enthusiastic, community focused, creative and innovative with strong leadership skills and the ability to promote and encourage effective community engagement.

Work Type: Full-Time

Applications Close: 1pm WST Friday 21 April 2023

The position is offered under a performance-based contract of three to five years, with an attractive remuneration package to be set in accordance with the Salaries and Allowances Tribunal Band 4 (Currently \$136,023 - \$213,356). Salary and benefits are subject to negotiation and could include, but not limited to base salary, superannuation, utilities, private use of a motor vehicle, shire housing and professional development allowances.

The position is very much a "hands on" position working within a small but dedicated team, therefore a sound understanding of local government including governance, finance, integrated planning and road maintenance is essential.




To be considered for the position, applicants must address the selection criteria found in the application package which may be obtained via email request to ceo@nungarin.wa.gov.au.

For further information regarding this position, please contact Mr John Merrick JP on (08) 9046 5006.

Applications should be sent to ceo@nungarin.wa.gov.au and marked "Private and Confidential – Vacancy – Chief Executive Officer"

Ms P De Lacy
SHIRE PRESIDENT

2.	APPLICATION INFORMATION
	<p>Please read this and all the Application Package information carefully.</p> <p>Thank you for expressing interest in this position with the Shire of Nungarin. It is the Council's intent to select the best possible applicant for this position and it wishes you all the best.</p> <p>The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.</p>
3.	GUIDELINES TO APPLYING FOR AN ADVERTISED POSITION
	<p>Your application should include the following documentation:</p>
3.1	<p><u>Application for Employment Form</u></p> <p>Please complete the attached form (located after these guidelines) to the front of your application. Applications will not be accepted without a completed application form.</p>
3.2	<p><u>Covering Letter</u></p> <p>The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:</p> <p>Confidential Application – Chief Executive Officer Mr Leonard Long Chief Executive Officer Shire of Nungarin PO Box 8 NUNGARIN WA 6490</p>
3.3	<p><u>Resume</u></p> <p>Your resume should include:</p> <ul style="list-style-type: none"> • Your personal details; • Your contact details; • Work history (with your current position first); • Periods of employment; • Position(s) held with details of the duties; • Details of academic qualifications; • Details of three (3) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and • Other relevant information including personal interests.

<p>3.4</p>	<p><u>Addressing the Selection Criteria</u></p> <p>In order for you to be considered for short listing, you <u>must</u> address the selection criteria that is listed in the position description (Position Description Item 10).</p> <p><u>Preparation of the statement addressing the selection criteria is the most important part of your application</u></p> <p>Information addressing all the selection criteria should be presented in a structured format using each of the selection criteria as heading. Outline your relevant experience against each heading. Council only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position.</p>
<p>3.5</p>	<p><u>Presentation</u></p> <p>Please provide your application information on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.</p>
<p>3.6</p>	<p><u>Submitting Applications</u></p> <p>All applications may be submitted in any of the following ways:</p> <p> Post</p> <p>Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Chief Executive Officer Mr Leonard Long Chief Executive Officer Shire of Nungarin PO Box 8 NUNGARIN WA 6490</p> <p> Hand</p> <p>Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Chief Executive Officer Shire of Nungarin Administration Offices 66 Railway Avenue NUNGARIN WA 6490 Opening hours 9am to 4pm Monday to Friday.</p> <p> Electronic Mail</p> <p>By email to ceo@nungarin.wa.gov.au</p>
<p>3.7</p>	<p><u>Closing Date</u></p> <p>The closing date for applications is 1pm WST Friday 21 April 2023</p>

3.8

Further Information

The Shire of Nungarin's current CEO Leonard Long, is the nominated Council contact for this position and can be contacted on 0427 465 006 or (08) 9046 5006.

Please visit the Shire website at www.nungarin.wa.gov.au for general information about the Shire.

The Shire of Nungarin is administered by a Council of seven (7) members inclusive of the President.

The Shire of Nungarin provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Nungarin is an Equal Employment Opportunity employer.

4. APPLICATION FOR EMPLOYMENT

PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

Vacancy Details			
Position Title:			
Personal Details			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia ? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Nungarin website <input type="checkbox"/>		West Australian <input type="checkbox"/>	
Seek <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
Employment Referees (details must be completed)			
Please provide details of at least two contactable work-related referees – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
Declarations			
The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.			

Health

To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?

No

Yes

If "Yes" please provide details of condition

Workers' Compensation Claim

Have you ever made a workers' compensation claim?

No

Yes

If "Yes" please describe claim details (e.g. Year of injury, company worked for, period of time off work)

Are any claims still current?

No

Yes

Not Applicable

If "Yes" please provide details of current claims.

Criminal Convictions

Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988).

No

Yes

If "Yes" please provide details

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signed

Date

5. REFEREE AND REFERENCE CHECKS

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your Application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Council is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s), but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Academic Qualifications

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

6. GENERAL EMPLOYMENT CONDITIONS

Position	Chief Executive Officer
Award	Negotiated Contract
Annual Salary	Negotiated Contract
Annual Leave	Negotiated Contract
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations.
Personal Leave	Ten days personal leave per annum.
Probation	A probationary period of three (3) / six (6) months will apply, depending on applicant.
Pre-placement medical	Prior to appointment, the Officer will be required to undertake a medical examination with a Doctor of choice at Council's cost. The appointment to the position is not confirmed until a medical is completed.
Police clearance	A police clearance will be required to be provided to Council prior to confirmation of appointment.
Payment of salary	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
Superannuation	<p>The Council will contribute to the Local Government Superannuation Scheme and Occupational Superannuation. The total contribution is negotiable up to 15%. Any increase in the Occupational Superannuation percentage will not be automatically absorbed by the Council.</p> <p>Salary sacrificing of superannuation is available.</p>

7. POSITION DESCRIPTION

SHIRE OF NUNGARIN
HUMAN RESOURCES
POSITION DESCRIPTION
CHIEF EXECUTIVE OFFICER

POSITION IDENTIFICATION

TITLE:	Chief Executive Officer
DIRECTORATE:	Executive Services
REPORTING TO:	Council
AWARD:	Negotiated (Contract)
LEVEL:	Negotiated (Contract)
JOB TYPE:	Full Time
DATE EFFECTIVE:	
LAST REVIEWED:	

1. POSITION OBJECTIVES

1.1	To carry out the statutory role of the Chief Executive Officer with emphasis on: <ul style="list-style-type: none"> a. the provision of accurate, timely information and advice to the Council that promotes sound decision making; b. ensuring that decisions are implemented promptly and properly; c. to manage the day to day operations in an efficient and effective manner; and d. to accept management responsibility for the efficient performance of all other employees and contractors.
1.2	To develop and maintain a sound working relationship with the: <ul style="list-style-type: none"> a. Council; b. The President; c. Elected members; d. Employees; e. Community; and
1.3	To assist the Council, develop and implement: <ul style="list-style-type: none"> a. Sound forward planning strategies; b. Organisational structures; and c. Policies that promote the good government and development of the Shire.
1.4	To observe and promote a high level of ethics in the operations and affairs of the Shire of Nungarin.
1.5	To strive to achieve recognition as a respected professional local government manager through sound performance and professional development.

2. ESSENTIAL REQUIREMENTS OF THE POSITION

2.1	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Highly developed management skills. • Highly developed team development and leadership skills.
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	<ul style="list-style-type: none"> • Highly developed interpersonal skills. • Developed public relations and communication skills. • Highly developed decision making and innovative skills. • Developed conflict resolution and negotiation skills and a working knowledge of community consultation processes. • Sound knowledge and practical understanding of corporate and strategic planning strategies. • Working knowledge of customer service principles and “best practice” strategies.
2.2	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Detailed knowledge of the Local Government Act and meeting procedures. • Sound knowledge of Human Resources principles and practices. • Sound knowledge of Local Government accounting and financial reporting requirements. • Sound knowledge of the roles and responsibilities of a Local Government Chief Executive Officer. • Working knowledge of computer systems and software applications.
2.3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least five (5) years’ experience in a Senior Management position within Local Government or as a Senior Executive in the commercial or public sectors with a good understanding of the working of Local Government.
2.4	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Hold a Diploma in Local Government or a qualification in Management or a related field acceptable to the Council. • Participate in ongoing Professional development. • Hold a current “C” Class Motor Driver’s Licence. • Be able to obtain a National Police Clearance.

3.	SUMMARY OF KEY DUTIES AND RESPONSIBILITIES
3.1	<p><u>Within Section:</u></p> <ul style="list-style-type: none"> • Manage and lead senior employees in order to meet corporate objectives. • Ensure that statutory duties, responsibilities and delegations are exercised in accordance with all statutory requirements and Council Policies. • Lead the organisation in providing a high level of service to the Community and to Elected Members to achieve community satisfaction with the local government.
3.2	<p><u>Within Organisation:</u></p> <ul style="list-style-type: none"> • Administer all the Legal and Statutory obligations of the Shire’s operation and be the chief advisor to Council on these matters. • Ensure that the financial management of the shire is maintained in a prudent manner and that a high standard of compliance is maintained. • In consultation and co-operation with the Council, provide positive and inclusive leadership to the organisation which develops and maintains effective working relationships. • Develop a corporate approach within the senior employee Management level towards a best practice approach to operational efficiency and effectiveness, financial management and budget control, and ensure that effective financial controls operate within, and across each functional area. • To develop and implement reasonable and applicable employee directives and internal management controls that compliment Council policies and other directions, and that provide employees with clear direction on their duties and other responsibilities. • To develop and encourage an environment where employees are able to reach a high-level job satisfaction through good management, communication, teamwork, recognition and sound performance.
3.3	<p><u>Organisational:</u></p> <ul style="list-style-type: none"> • Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies. • Actively embrace and participate in change to better achieve the Shire’s values, goals and objectives. • Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined. • Maintain strict confidentiality. • Actively participate in the ongoing development, compliance and promotion of professional customer service standards. • Comply with Council’s Code of Conduct ensuring probity and ethical behaviour in all dealings. • Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery where relevant to the scope of the position or department. • Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation and Council’s Policies and Procedures.

4. ORGANISATIONAL RELATIONSHIPS	
Responsible for:	Manager Corporate Services Manager Works and Services Contract Ranger Contract Environmental Health Consultant
Responsible to:	Council
Internal Relationships:	Shire President and Councillors, Council staff, Committees, NEWROC
External Relationships:	General public, community groups, Sporting groups, Primary contractors and suppliers, Members of Parliament, State and Federal Government Departments, associations of Local Government, other Local Government authorities.



6. POSITION DIMENSIONS	
Work Location:	Shire of Nungarin Administration Office, 66 Railway Avenue, Nungarin.
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

7. EXTENT OF AUTHORITY	
Operates under broad direction of Council within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other applicable legislation.	

8.	CORPORATE ACCOUNTABILITIES
8.1	All employees are bound by the requirements of the <i>Local Government Act 1995</i> to act with integrity, and in a way that shows proper concern for the public interest.
8.2	Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
8.3	Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
8.4	Maintain obligations described within the Shire of Nungarin’s Customer Service Charter.
8.5	Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
8.6	Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8.7	Deliver effective use of Shire resources within the level of accountability for this position.
8.8	Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and the <i>Work Health and Safety 2020</i> .
8.9	Employees shall cooperate with the Shire of Nungarin in the carrying out of the obligations imposed on the Shire under the <i>Work Health and Safety Act 2020</i> .

9.	OCCUPATIONAL SAFETY AND HEALTH
9.1	Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
9.2	Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
9.3	Report all accidents, incidents and hazards.
9.4	Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
9.5	Eliminate and control hazards in the workplace using the hierarchy of controls.
9.6	Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and Regulations.

10.	SELECTION CRITERIA
10.1	<p data-bbox="229 230 343 259"><u>Essential</u></p> <p data-bbox="229 277 715 309">Knowledge, Experience and Leadership:</p> <ol data-bbox="277 327 1358 365" style="list-style-type: none"> <li data-bbox="277 327 1358 365">1. Proven Leadership Experience at a Chief Executive Officer / Senior Professional Level <p data-bbox="229 371 512 403">Financial Management:</p> <ol data-bbox="277 421 1474 582" style="list-style-type: none"> <li data-bbox="277 421 1086 456">1. Extensive experience around the area of financial management. <li data-bbox="277 456 1474 515">2. Demonstrated experience in overseeing the development and implementation of financial plans, asset management plans and annual budget. <li data-bbox="277 515 1474 582">3. Demonstrated experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements regarding accounting activities and reporting. <p data-bbox="229 589 711 620">Corporate Governance and Compliance:</p> <ol data-bbox="277 638 1474 732" style="list-style-type: none"> <li data-bbox="277 638 1257 674">1. High-level strategic Planning Skills and Knowledge of Corporate Management. <li data-bbox="277 674 1474 732">2. Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government Sector. <p data-bbox="229 739 691 770">Statutory and Regulatory Environment:</p> <ol data-bbox="277 788 1430 860" style="list-style-type: none"> <li data-bbox="277 788 1246 824">1. Comprehensive knowledge of public policy as they impact Local Government. <li data-bbox="277 824 1430 860">2. Proven sound knowledge of statutory, legal and contractual obligations of Local Government. <p data-bbox="229 866 659 898">Strategic and Operational Networks:</p> <ol data-bbox="277 916 1474 1037" style="list-style-type: none"> <li data-bbox="277 916 1474 974">1. Demonstrated experience in developing and maintaining strategic relationships and partnerships with key and non-government agencies, business, organisations and the community. <li data-bbox="277 974 1474 1037">2. Excellent communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders. <p data-bbox="229 1043 734 1075">Interpersonal Skills and Strategic Thinking:</p> <ol data-bbox="277 1093 1474 1151" style="list-style-type: none"> <li data-bbox="277 1093 1474 1151">1. Ability to identify, explore and seize opportunities that are aligned to Councils Integrated Strategic Plan. <p data-bbox="229 1169 392 1200">Qualifications:</p> <ol data-bbox="277 1218 1474 1312" style="list-style-type: none"> <li data-bbox="277 1218 1474 1312">1. Tertiary qualification in relevant management, business, engineering, planning or other disciplines and / or public sector administration or experience that is accepted as comparable to the Shire's operations.

11. PHYSICAL DEMANDS CRITERIA		
11.1	Standing:	Minimum standing is required to perform the tasks associated with this position.
11.2	Sitting:	Required to be in a sedentary position for lengthy periods of a time in a semi-static position during the performance of desk/office and keyboarding duties.
11.3	Walking:	Limited walking within the main Administration Building and infrequent walking throughout other Council premises and external agencies.
11.4	Bending or Stooping:	Frequent bending or stooping is required whilst performing normal duties, for example when using filing systems.
11.5	Lifting:	Lifting of small to medium items of office equipment and stationery.
11.6	Reaching:	Only infrequent reaching is required.
11.7	Arm & Hand Movement:	Must have full dexterity of both hands and full arm movements, to enable repetitive use of office equipment and the handling of all work-related items.
11.8	Neck Flexion & Rotation:	Frequent spinal rotation is utilized during daily duties.
11.9	Eyesight:	Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. reading and clerical duties and use of computer-based equipment.
11.10	Hearing:	A good level of hearing capability is required.
11.11	Psychological Factor:	Ability to work independently, whilst maintaining good observation and concentration skills.
11.12	Literacy Skills:	Must have highly developed communication skills, both verbal and written. A high degree of accuracy with attention to detail, along with excellent time management and organisational skills. Highly developed analytical, research and evaluation skills.

12. AREA OF POTENTIAL RISK	
	<ul style="list-style-type: none"> • Personal injury; and • Public safety.

13. POSITION AND INCUMBENT DETAILS	
<p>Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Manager Corporate Services for filing on personnel files.</p>	
Present Occupant:	
Date Appointed:	
Manager Corporate Services:	

14. STAFF INDUCTION RECORDS			
INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace duties and responsibilities			
Workplace safety induction			
Workplace emergency evacuation induction			

8.	CHECKLIST	
	<input type="checkbox"/>	Application for Employment form;
	<input type="checkbox"/>	Covering Letter;
	<input type="checkbox"/>	Resume;
	<input type="checkbox"/>	Selection Criteria answered;
	<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
	<input type="checkbox"/>	The application has been photocopied for personal reference;
	<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
	<input type="checkbox"/>	I have checked that I am aware of the closing date and time.