



Chief Executive Officer

Application Package

Advertisement



CHIEF EXECUTIVE OFFICER

The Shire of Ngaanyatjarraku is seeking to appoint a new Chief Executive Officer who can work with Councilors and the community and take a 'hands on' approach to managing the Shire. The new Chief Executive Officer is expected to commence as soon as possible.

Shire of Ngaanyatjarraku is responsible for the provision of "mainstream" local government and delivery of services to the ten aboriginal communities and visitors within the boundaries of the Shire. The Shire encompasses an area of 159,948 square kilometers and is located approximately 1,542kms from Perth. The region itself is diverse in natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert.

Applications are sought from candidates who can demonstrate a strong mix of financial management, governance skills and who actively engage in, and enjoy, a remote rural lifestyle based in Warburton.

The position is offered through a performance-based contract of up to five years. An attractive total reward package is negotiable in accordance with the Salaries and Allowances Tribunal Band 4 ranging from \$128,226 - \$200,192 per annum. In addition, the Shire may provide housing and private use of a motor vehicle which is not included in the TRP. A Regional/Isolation Allowance may be payable as salary to the Chief Executive Officer of up to \$40,000.

An application package can be obtained via the Shire of Ngaanyatjarraku website <https://www.ngaanyatjarraku.wa.gov.au/index.php/our-shire/positions-vacant>. Further information about the position is available by contacting Kerry Fisher, Director Corporate Services, dcs@ngaanyatjarraku.wa.gov.au or 08 8956 7966

Applications which take account of the experience and qualifications criteria contained in the position description, is to be sent to: mail@ngaanyatjarraku.wa.gov.au and marked 'Private & Confidential - CEO Application' by 2.00pm (Western Standard Time), Monday 17 June 2019.

Please Note:

Canvassing of Councillors will disqualify.

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

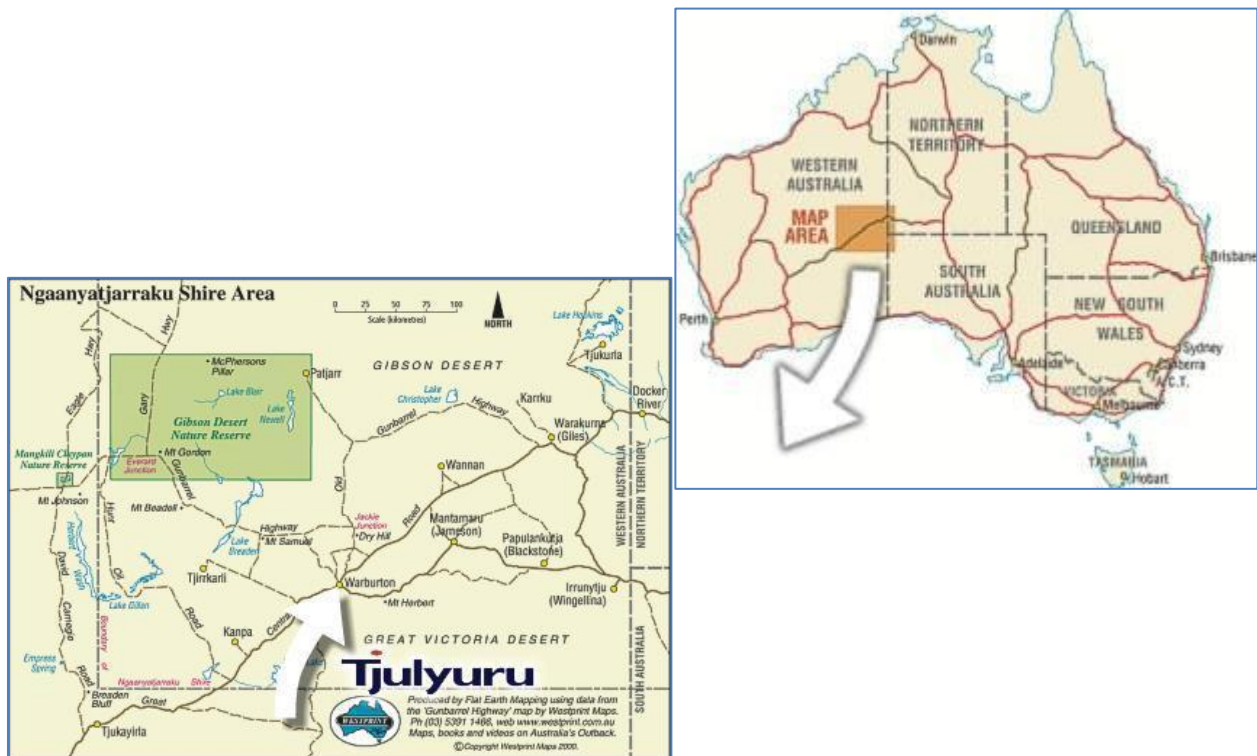
About the Shire of Ngaanyatjarraku

The Shire of Ngaanyatjarraku is responsible for the provision of "mainstream" local government and delivery of services to the ten aboriginal communities and visitors within its boundaries.

The Shire encompasses an area of 159,948 square kilometres and is located approximately 1,542km from Perth. The region itself is diverse in natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert.

The Shire's main township is Warburton, which is also the largest of the 10 Indigenous communities within the Shire. Warburton is positioned 1,542kms north-east of Perth, 560kms of gravel road north-east of Laverton, 900kms north-east of Kalgoorlie and 1,000kms south-west of Alice Springs. Neighbouring shires include the Shire of Wiluna, Laverton, and East Pilbara. The Shire offices are located in the Tjulyuru Cultural and Civic Centre in Warburton.

In the 2011 local Census the Shire had an estimated residential population of 1,437 people, comprised of 49% male and 51% female residents and there are approximately 559 residential dwellings within the Shire. The Shire has a higher percentage of residents aged between 0-29 years and a lower proportion of residents aged 65+ years compared with the wider Australian population.



In 2011 Aboriginal residents comprised 84.2% of the Shires population, residing in eleven communities such as:

- [Blackstone](#) (168) [Giles](#) (6) [Jameson](#) (97) [Patjarr](#) (65) [Tjiirkarli](#) (83)
- [Tjukurla](#) (107) [Wanarn](#) (70) [Warburton](#) (550) [Warakurna](#) (241)
- [Wingellina](#) (154)

Local History

The Shire of Ngaanyatjarraku is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia. The 99-year leases held by the Ngaanyatjarra Land Council on behalf of the traditional owners also form the boundaries of the Shire of Ngaanyatjarraku.

The Shire of Ngaanyatjarraku was formed on the 1st July 1993 by the division of the Shire of Wiluna with the eastern area becoming the new Shire. The first local government elections were held in October 1993 and eight Councillors were elected unopposed. The communities, as originally stated in their submission to the Boundaries Commission, are committed to "mainstream" local government and the delivery of services by the Shire rather than any other organisation.

At its formation, the Shire assumed responsibility for the limited services previously provided by the old Shire of Wiluna. Since then the Shire has been steadily improving and extending the range of services provided to the communities including ovals, street lights, TV and radio retransmission and culture. Increasingly the Shire is now undertaking the more conventional Local Government services including early years child development, health, building, litter control, rubbish collection, road maintenance, sports and recreation, project management and other community-based programs.

Since the establishment of the Shire there have been extensive improvements to the communications, road infrastructure and services provided to the communities within the Shire. The Shire continues to represent and be an advocate for the community at a State and Federal level of government.

Climate

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean maximum temperature (°C)	37.9	36.6	34.2	29.5	24.4	20.7	20.8	23.3	28.0	32.0	34.5	36.7	29.9
Mean minimum temperature (°C)	23.1	22.2	20.2	15.4	10.5	6.6	5.7	7.2	11.3	15.8	18.8	21.5	14.9
Mean rainfall (mm)	30.3	35.3	29.8	18.6	15.6	18.2	12.3	8.8	5.4	14.3	24.5	31.7	247.6
Decile 5 (median) rainfall (mm)	10.8	17.4	8.9	6.2	9.4	10.4	3.6	1.5	1.7	4.3	22.5	20.4	222.0
Mean number of days of rain ≥ 1 mm	2.9	2.9	2.6	1.9	2.3	2.1	1.7	1.4	0.9	1.7	2.7	3.5	26.6

Economy

The main industries within the Shire are Local Government Administration along with Social Assistance services. This highlights the importance of the Shire's operations to the local economy of the Shire.

Facilities

The town of Warburton offers an air service (Chartair mail plane), medical clinic, community swimming pool, general store and roadhouse.

Schools:

Early Years Program (Ages 3 to 5)

Primary School (Years 1 to 6)

Senior High School (Years 7 to 12)

Council Information

Shire of Ngaanyatjarraku Council

President: Cr. Damian McLean

Deputy President: Cr. Preston Thomas

Councillors

Cr. L West

Cr. A Jones

Cr. A Bates

Cr. D Frazer

Cr. J Frazer

Cr. Vacant

Main Office

Tjulyuru Cultural and Civic Centre
Warburton Community

Website <http://www.ngaanyatjarraku.wa.gov.au>

Telephone: (08) 8956 7966 **Fax:** (08) 8956 7959

Ordinary Council Meetings

11 Meetings per year (held at the Shire Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community).

Strategic Documents

The following key documents can be found on the Shire's website:

- Agendas and Minutes
- Annual Reports
- Adopted Annual Budget
- Fees and Charges
- IPRF - Integrated Strategic Plan (inc. CBP), Long Term Financial Plan, Workforce Plan & Asset Management Plan
- Policies
- Local Emergency Management Arrangements
- Business Continuity Disaster Recovery Plan
- Risk Management Framework
- Customer Service Charter
- Record Keeping Plan

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 supporting CEO procedures.
- 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.
- Assist Council to ensure the Long-Term Financial Sustainability of the Shire.
- Ensure legislative compliance with relevant Acts.

5. ORGANISATIONAL RELATIONSHIPS

5.1 **Responsible to**

The President and Council of the Shire of Ngaanyatjarraku.

5.2 **Supervision of**

All staff through delegation to relevant Managers and Professional officers.

5.3 **Internal and External Liaison**

5.3.1 **Internal**

- President and Councillors individually
- All Committees
- Managers / Professional officers
- 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 Goldfields Zone of WALGA, Goldfields Regional Road Group)
- Ngaanyatjarra Council Aboriginal Corporation
- 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 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 to achieve Long-Term Financial Sustainability.
- 7.4** Ongoing management and development of Integrated Planning & Reporting Framework plans.
- 7.5** Ongoing management and development of Disability Access and Inclusion Plan, Local Emergency Management Arrangements, Record Keeping Plan, Business Continuity Disaster Recovery Plan, Risk Management Framework.
- 7.6** Ensure reports and recommendations submitted to Council are well written and based on sound judgment and include appropriate recommendations and options.
- 7.7** 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.
- 7.8** Ensure all legal and statutory compliances are met particularly related to asset infrastructure.
- 7.9** On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.
- 7.10** Co-ordinate, in conjunction with the Leadership Group, the fiscal management of the Shire to reflect Council's aims and objectives.
- 7.11** Manage the Human Resources function to ensure the supervision and

management of Departments are in accordance with corporate business objectives.

7.12 Promote a staff training program that will improve staff skills across the organisation to assist staff in focusing on service delivery to the Community.

7.13 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
- Ability to implement 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.
- Ability to work with Councilors to develop an appropriate training and development plan.
- 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 Long-Term Financial Planning and Annual Budget control.
- Demonstrated experience in asset / infrastructure management and in particular road funding programs and acquittals.

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 aboriginal culture and heritage of the Shire and how it integrates with planning and policy.

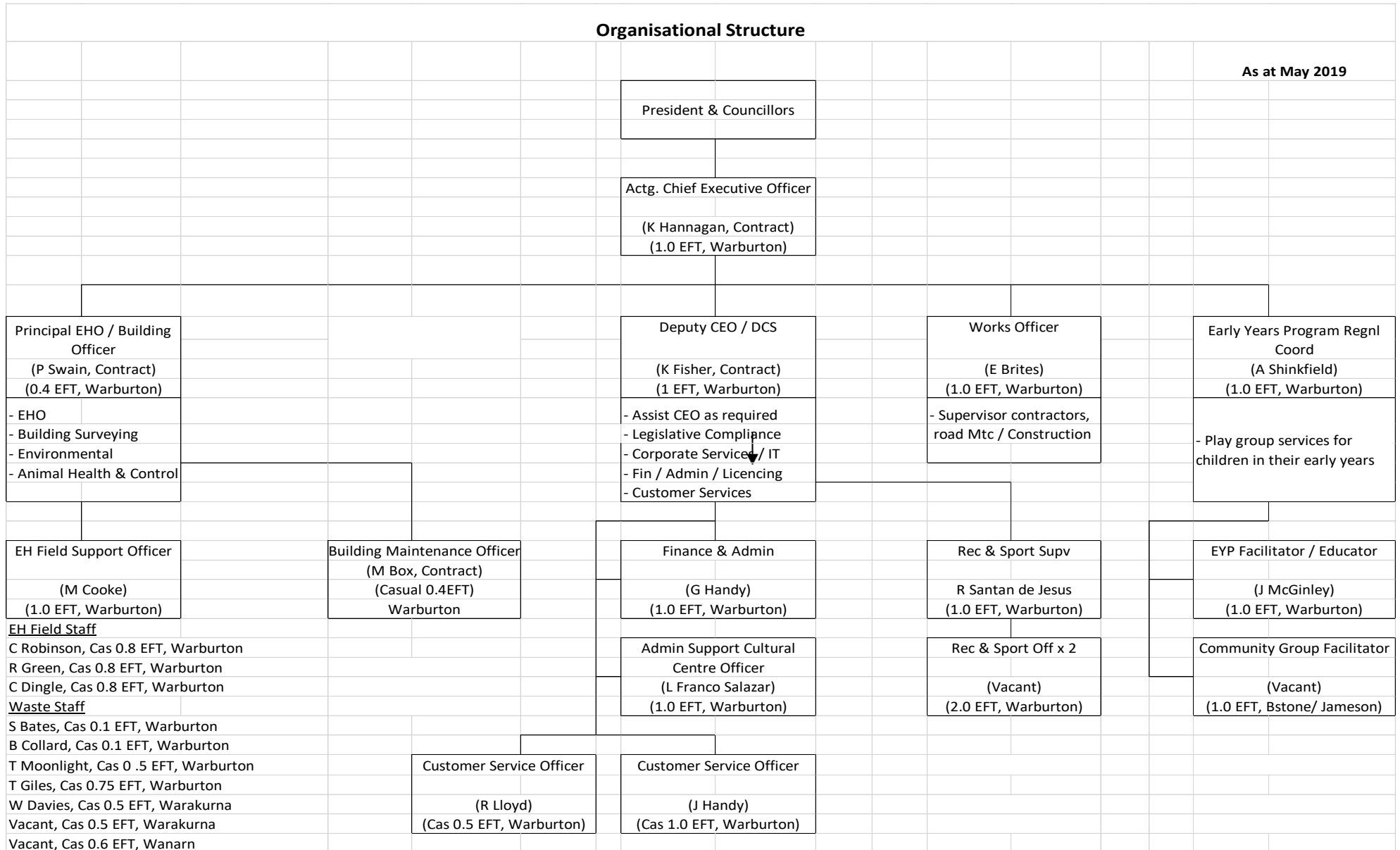
9. QUALIFICATIONS

- Degree in relevant Management, Business and/or Public Sector Administration discipline is essential.
- Qualification in Accounting or extensive experience that is accepted as comparable is desirable.
- Post Graduate Qualification relevant to the position or extensive experience that is accepted as comparable is desirable
- Certificate in Community Engagement or extensive experience that is accepted as comparable is desirable.

Organisation Chart

Organisational Structure

As at May 2019



Annual Performance Review Criteria

1 July 2019 to 30 June 2020

The Local government Act 1995 advises at S5.38 that the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

This Performance Agreement is based on achieving the 'Key Responsibilities' in the Position Description and the 'Actions' in the Corporate Business Plan to achieve the Goals, Outcomes and Strategies in the Integrated Strategic Plan. Performance measures may also be included from 'Supporting Strategic Documents' e.g. Workforce Plan, Asset Management Improvement Plan, Records Management Plan, etc.

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).

The Management Team at the Shire of Ngaanyatjarraku has adopted the following 7 non-negotiable behaviours as part of their working relationship:

- Respect and support each other's roles;
- Integrity and commitment of actions and teamwork;
- Uphold the integrity of the Management Team;
- Value our human capital (value, safety, development);
- Contribute to the wellbeing of the organisation;
- Interact and communicate with honesty and humour; and
- Enhance and develop the organisational culture.

Review Dates:	September 30 & June 30	Signatures
Chief Executive Officer	
President	Damian McLean
Council Report	Date:/...../.....

GOAL 1: OUR LAND - LOOKING AFTER OUR LAND

Strategy	Action	Timeframe	KPI	30 June 2020 Review Comment
Manage resource extraction	Work with Key Stakeholders to ensure resource access	30/06/2020	Road maintenance agreements with resource companies	
Good roads - Asset Management Plan	Review and progress recommendations in Plan	30/06/2020	Actions implemented and Revised AMP adopted by Council	
Good Roads	Develop a 10 Year CW Program for Roads	30/06/2020	Plan incorporated in AMP & LTFP	
Good Shire Buildings	Develop maintenance plans and implement	28/02/2020	Staff housing and offices maintained	

GOAL 2: OUR PEOPLE - LOOKING AFTER OUR PEOPLE

Strategy	Action	Timeframe	KPI	30 June 2020 Review Comment
Attract Tourism	Develop a tourism strategy that increases employment opportunities	30/06/2020	Plan completed	
Good services	Undertake a review of service provision across the lands	30/06/2020	Plan completed	
Safe place to work	Implement OSH Management System	30/06/2020	System implemented	

GOAL 3: OUR LEADERSHIP - SHOWING THE WAY FOR OUR COMMUNITY

Strategy	Action	Timeframe	KPI	30 June 2020 Review Comment
Good local governance	Undertake governance training - Develop and implement training and development program for Council	30/11/2019	Plan complete and adopted by Council	
Financially sustainable local government	Progress Recommendations in LTFP and Report to Council	30/06/2019	Financial sustainability in accordance with LTFP	
Compliance Calendar	Statutory Reports to DLG	As per Calendar	Reports provided to DLG as per timetable	
Council Policies	Review all policies	30/06/2019	Reviewed policies adopted by Council	

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 \$128,226 - \$200,192 per annum. In addition, the Shire may provide housing and private use of a motor vehicle which is not included in the TRP. A Regional/Isolation Allowance may be payable as salary to the Chief Executive Officer of up to \$40,000.

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. No leave loading is payable on the five weeks annual leave 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. Overtime and/or penalty payments are not available to the Chief Executive Officer.
3. Council will pay the reasonable relocation expenses (one way) for the successful applicant which includes:
 - Removal expenses for furniture and personal effects;
 - Transport of one personal vehicleup 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. Three bedroom, furnished Shire housing is provided in Warburton.

Applicant Notes

PREPARING YOUR APPLICATION

Applicants who demonstrate that they meet the essential 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 must be emailed to mail@ngaanyatjarraku.wa.gov.au and marked 'Private & Confidential - CEO Application' and be received before the advertised closing date.

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:

- medical health assessment;
- a current National Police Clearance; and
- substantiated evidence of qualifications.

NB: failure to provide any 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 (e.g. 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 or information about the position is Kerry Fisher, Director Corporate Services, dcs@ngaanyatjarraku.wa.gov.au or 08 8956 7966.

Canvassing of Councillors, including directly approaching any elected member for any reason, will disqualify.

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

Certification

Application for Position of Chief Executive Officer, Shire of Ngaanyatjarraku

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 the Shire of Ngaanyatjarraku 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 Ngaanyatjarraku, 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 Name

Applicant Signature

Date/...../.....

Note: Any information obtained by the Shire of Ngaanyatjarraku 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.