



Application Package

CHIEF EXECUTIVE OFFICER



Closing Date 5th July 2021

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INTRODUCTION FROM THE SHIRE PRESIDENT



Thank you for your interest in the CEO's Position with Council.

Quairading is a progressive and passionate community with a great vision for the future.

The Shire is ideally located in the Central Wheatbelt Region and only 2 hours from the Perth Metro Area and has a proud history and a strong Agricultural industry.

The Town is well serviced with Retail, Medical, District High School and Child Care Facilities. There is a host of Sporting and Recreational facilities and many Clubs to participate in.

Following the recent announcement of the impending Retirement of our longstanding CEO Graeme Fardon, this vacancy presents an outstanding opportunity for the new CEO to work closely with energetic and committed Elected Members and skilled Staff to deliver a wide range of Services and to plan and deliver many exciting Capital Projects into the future.

Council is seeking an experienced Community Leader who is able to provide sound advice to Council while also having both a Strategic and Operational focus for the Organisation.

The successful applicant must have excellent Communication and Community Engagement skills and be willing to become part of our great Community.

Council looks forward to your Application.

Cr Wayne Davies

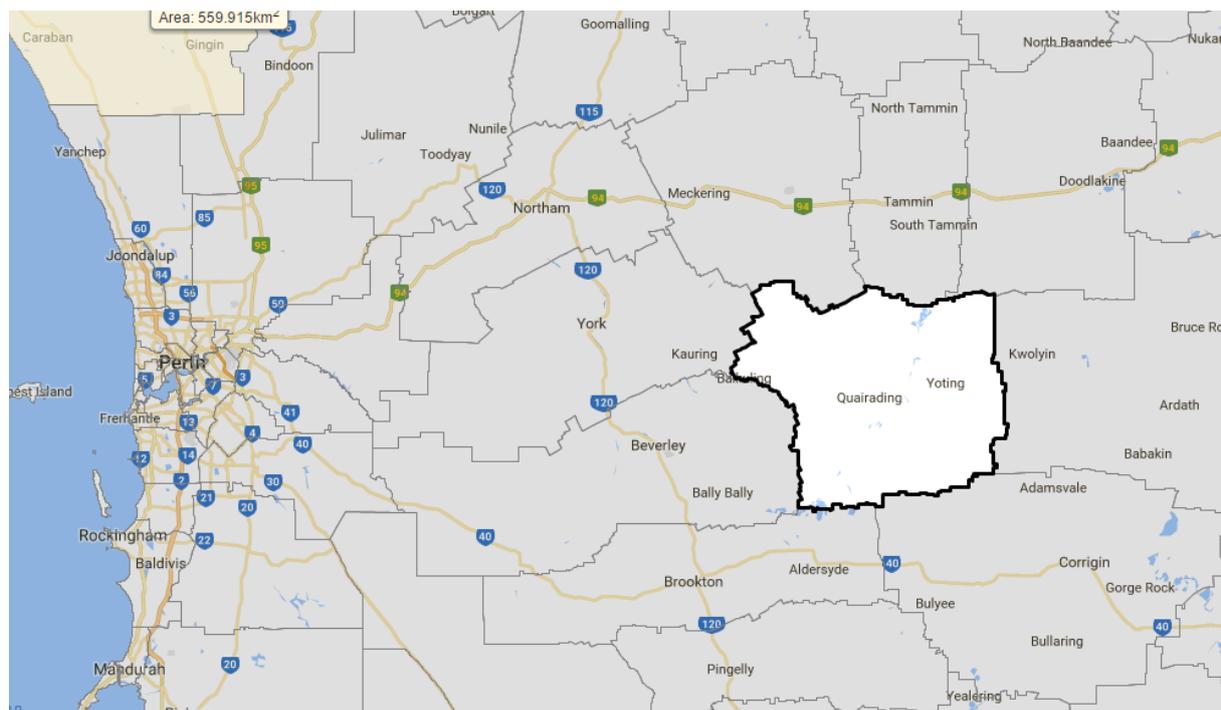


ABOUT THE SHIRE OF QUAIRADING



Quairading established in 1907, is a beautiful town nestled in the Central Wheatbelt of Western Australia, just 167km east of Perth via York on the York- Merredin Road.

The Shire's main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2040 km², the Shire borders eight other Local Governments consisting of the Shires of Beverley, Brookton, Bruce Rock, Corrigin, Cunderdin, Kellerberrin, Tammin and York.



Quairading is a farming community with a population of about 1020, producing cereal and grain crops (wheat, barley and canola), forestry (sandalwood), wool, sheep and cattle, supported by rural service industries. The community provides a variety of volunteer-run cultural, sporting and social activities.

Improvements in technology and farming methods have resulted in a steady increase in production over the years and today Quairading is a very attractive and safe area in which to farm. Quairading also boasts many quality facilities and amenities to suit individuals, families and retirees.

Shire of Quairading Vision Statement

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."

Community Demographics

In the 2016 census, Quairading had 1019 residents with the median age of 52 years, compared to the national median age of 38. 28.2% of the population are under 30 years of age compared to the national average of 38.6%. 69.3% of the residents are Australian citizens, with English the language spoken at home by 87.5% persons, compared to the national average of 72.7%. 8.1% of the residents identify as of Indigenous background compared with 2.8% nationally. The median household weekly income was \$906 compared to \$1,438 nationally.

Attractions

The primary appeal of the town lies in the attractions - huge granite outcrops (Mount Stirling & Nookaminnie Rock), Pink Lake, nature bushwalks and Toapin Rise Olive Farm.

Toapin Weir located 7kms from Town, is an early example of a reticulated water system from a rock catchment being used for farm properties and was completed in 1912. Today the Weir is on the State Heritage Register is used as a Free Camping Area and a great spot for a picnic and a walk.

The spectacular Kokerbin Rock is a short drive East of Town and is just on the border with the Shire of Bruce Rock.



Pink Lake is regarded as the local phenomena. It is located 11 kilometres east of Town on the road to Bruce Rock and at certain times of the year the North side of the lake is a distinctive pink colour while the South side remains blue. Summer evaporation causes the water level to drop and salt builds up on the old trees and fence posts. When the water returns, the salt causes the pink colour.



Amenities and Facilities

Amenities include: -

Early Childhood Education Centre

District High School

Youth Centre

District Hospital

Doctors Surgery

General Shopping and Agricultural Retail

Fuel, Automotive & Gas Supplies

Greater Sports Ground (Football, Hockey, Cricket, Tennis, Basketball, Netball & Passive Recreation)

18 Hole Golf Course

Town Hall (Community Theatre, Events, Badminton, Seniors Fitness & Dance Classes and more...)

Community Resource Centre and Arts Centre

Community Gym

Aquatic Centre

Caravan Park and Cabins

Vintage Machinery Club & Display

Council History

The first local government body to be responsible for the present Shire's area was the Beverley Road District in 1892. This was followed by the Greenhills Road District in 1909, Avon Road District 1913, Quairading Road Board 1922 and then finally the Quairading Shire Council was formed in 1960.

Council

The Council is comprised of eight Councillors with 4 Year Terms. Half of the Councillors' Terms expire every 2 years with biennial Elections held in October.

Council meets monthly on the last Thursday of the month, commencing at 2.00pm. At the Conclusion of the Ordinary Council Meeting Council and Senior Management conduct an Information Session for current and emerging issues to be presented for Councillors information.

Council has 2 main Standing Committees being the Audit & Risk Committee and the Strategic Planning Committee. All 8 Councillors are on each of these Committees and each Committee meets 4 times per Year.

Council has a number of Occasional Committees and Advisory / Working Groups.

Council is a member of the Central Country Zone of WALGA, Member of the Wheatbelt South Regional Road Group and a Member of Roe Tourism Association.

Council's Executive Management Team

The EMT is comprised of the CEO and the 3 Executive Managers, being Corporates Services, Works & Services and Community, Projects & Strategic.

Currently the Executive Management Team meets fortnightly to track Progress against Budgets and Strategic Plans.

Council Staff

Council employees a total of 28 FTE's, 38 persons are employed across Full Time, Part Time and Casual positions.

Promotional Videos

Please click on the following links or copy and paste into your browser.

<https://www.quairading.wa.gov.au/news/take-a-closer-look/21334>

<https://www.quairading.wa.gov.au/news/take-a-closer-look/21335>

History

The Shire's name, Quairading, is derived from the Aboriginal word 'Kwirading' meaning the home of a small bush kangaroo.

In the beginning, nomadic Aboriginals roamed the Dangin area, which provided good hunting grounds and waterholes. At times there were six to eight hundred Aboriginals camped near Dangin Springs - the only water supply for miles around. The name 'Dangin' is Aboriginal for the needle bush which grows in profusion in the area. In 1863 Mr Stephen Stanley Parker took up a selection on Dangin



Springs although farming didn't commence there until 1859 when his son Edward Read Parker moved to the area. Stephen Parker owned Crown Grant land in York and went on to become one of the wealthiest pastoralists in the Avon Valley region.

The farming property, called 'Dangin Parker Estate' was further expanded by Edward's son, Jonah Smith Wells Parker when he acquired an additional 16,000 acres making it one of the largest farming properties in Western Australia at the time. In addition to experimenting with wool, mutton, pigs and sandalwood production, Jonah Parker pioneered the production of eucalyptus oil in 1882.

In the early 1900's, the Government opened up new areas of land to accommodate those men looking for work and somewhere to settle permanently. Quairading was one such area, and during the period from 1903 to 1908, many new settlers moved into the area and commenced clearing the land. Settlers were given a homestead block of 160 acres free of charge, on the condition they lived on it and improved it over a period of seven years.

The town of Quairading was officially gazetted on 7th August 1907 and a railway extension from Greenhills to Quairading was built in 1908 with Quairading at the terminus. A small settlement sprang up. By 1909 there was a hotel, general store, blacksmith, baker, carpenter and two banks. The Quairading district quickly went ahead, and by 1950 there was very little farming land which had not been cleared and brought into production. The small community at Dangin was eventually disbanded in favour of one central settlement at Quairading. Dangin's status as a 'dry' town also led to its demise as people were drawn to the licensed hotel at Quairading.



CHIEF EXECUTIVE OFFICER

The Shire of Quairading is seeking a committed Senior Executive with proven Leadership and Management experience.

- Great Career Opportunity
- Able to deliver the aspirations of this progressive and passionate community
- Ideal location in the Central Wheatbelt Region

Due to the retirement of the current CEO, Council is seeking to appoint a suitably qualified, experienced and influential replacement. You will be responsible for leading and developing the staff, administering the legal and statutory processes of Council's operations and implementing the strategic goals and objectives of the Shire.

This role will appeal to a candidate with an inclusive and resilient leadership style. The successful candidate must have strong interpersonal skills and be able to engage with Council, Community and Stakeholders. Proven background in Financial Management, Strategic Planning and Project Management will be well regarded. Council is seeking a person with a willingness to integrate and be part of the Community.

The total reward package range is offered in accordance with SAT Band 4, being \$128,226 to \$200,192 per annum. The contract is up to 5 years and includes a negotiated Cash component, superannuation, private motor vehicle usage, subsidised housing and professional development allowance.

To apply, go to www.beilbydt.com.au and quote job reference 199880. Your application should include a covering letter addressing each of the selection criteria and your current resume. For a confidential discussion please contact Emily Bulloch on 08 9323 8801 or ebulloch@beilbydt.com.au.

Canvassing of Councillors will disqualify potential candidates.

Applications close at 5pm AWST on Monday 5th July 2021

The anticipated start date for this appointment is early December 2021.

ORGANISATIONAL CHART

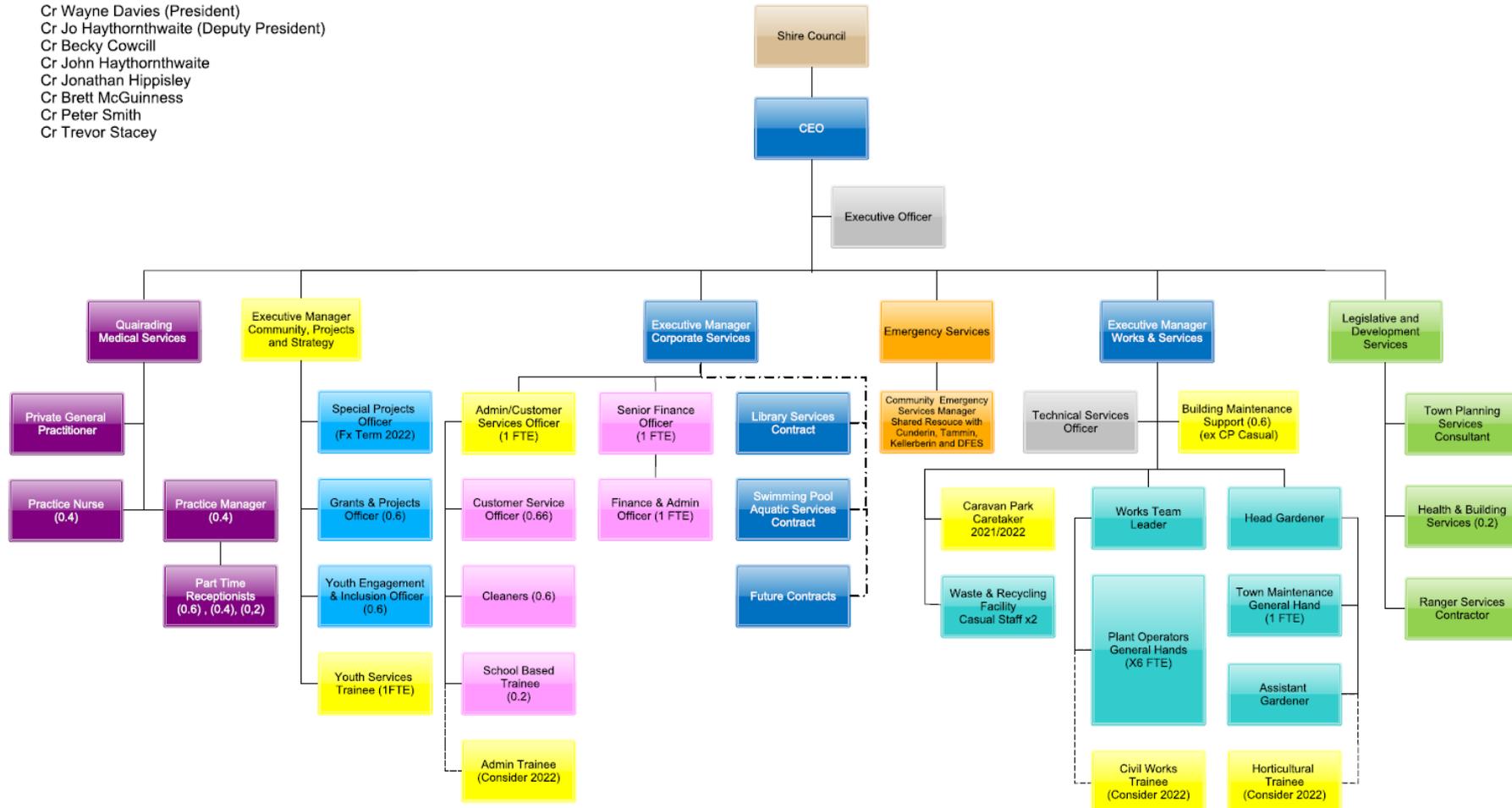
2021/2022 STRUCTURE

SHIRE

Cr Wayne Davies (President)
 Cr Jo Haythornthwaite (Deputy President)
 Cr Becky Cowcill
 Cr John Haythornthwaite
 Cr Jonathan Hipsisley
 Cr Brett McGuinness
 Cr Peter Smith
 Cr Trevor Stacey

SHIRE OF QUAIRADING

APRIL 2021



POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -

The President and Council of the Shire of Quairading.

1.2 Supervision of: -

All staff through delegation to relevant Executive Managers and Professional staff.

1.3 Internal and External Liaison: -

Internal

Shire President and Councillors

Council Committees

Executive Managers

All Other Staff

External

Community, Ratepayers, Public

Business Community

Sporting Groups & Community Groups

Federal & State Governments Departments and Agencies

Local Governments

WA Local Government Association and Central Country Zone

Media.

2. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Western Australian Local Government Act and associated Regulations and Local-Laws and all other relevant Acts of State and Federal Parliaments.
- Delegations conferred on the CEO by Council.

3. POSITION OBJECTIVES

OBJECTIVES OF THIS POSITION

- To implement the strategic goals and objectives of Council.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Quairading and achievement of its goals.
- To ensure that the organisation maintains full Compliance with all relevant legislation.

- To provide overall leadership and direction for the administration of the Shire of Quairading and to provide the primary link through communications and consultation between Council and Staff.
- To ensure the organisation maintains a positive relationship and image with the Quairading Community and the broader Community.
- Ensure that delegations are exercised within statutory requirements, Council's Policies and strategic objectives.
- Strategically lead the organisation in providing a high level of service to the Community and Elected Members.
- Develop and maintain a corporate approach within the Executive Management Team towards achieving the sound strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan and the Long Term Financial Plan.

4. KEY DUTIES / RESPONSIBILITIES

- Responsible for the day to day operation of the local government.
- Provide Council with professional and timely information and advice on relevant statutory and legal requirements.
- In consultation with Council, promote and implement strategic and service delivery plans for the Shire.
- Ensure reports and recommendations submitted to Council are well written and based on sound judgment and include appropriate recommendations and options.
- 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.
- On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.
- Co-ordinate, in conjunction with the Executive Management Team, the fiscal and operational management of the Shire to reflect Council's aims and objectives.
- Oversee the preparation of the Annual Budget and monitor the performance to Budget throughout the Year
- Oversee the Preparation of the Annual Financial Statement and liaise with the Office of the Auditor General.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policies and Delegations of Authority.
- Manage the Human Resources function to ensure the supervision and management of all Staff are in accordance with the corporate business objectives.
- Promote a staff training program that will improve staff skills across the organisation to assist staff in focusing on service delivery to the Community.
- Ensure the development and maintenance of sound communications and good relationships between the Shire, Government agencies and the Community at large.

5. COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated.

LEADERSHIP

- Proven leadership experience 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 capacity to administer contemporary human resource management.
- Proven leadership experience with the Planning and Delivery of Major Capital Projects.
- Excellent interpersonal and communication skills focusing on maintaining good relationships with all stakeholders.

POLICY IMPLEMENTATION

- Comprehensive knowledge of public policy issues as they impact on Local Government.
- Demonstrated knowledge of local government Local Laws and Policy Procedures.

GOVERNANCE AND COMPLIANCE

- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government sector.
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Proven sound knowledge of statutory, legal and contractual obligations of local government.

FINANCIAL MANAGEMENT

- Extensive experience in the area of financial management.
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budgets.
- Demonstrated experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements with regard to accounting activities and reporting.

COMMUNITY DEVELOPMENT

- Demonstrated experience in encouraging, promoting and facilitating tourism and economic development and fostering investment opportunities.
- Demonstrated experience in engaging with community members, organisations and stakeholders.
- Demonstrated history of building and maintaining positive strategic relationships with the community.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

- Demonstrated experience in engagement and service delivery in indigenous communities (Desirable).

STRATEGIC THINKING

- Ability to identify, explore and seize opportunities that are aligned to Council's Strategic Plan
- Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community.
- Ability to articulate the community's vision and interests in a committed and influential manner.
- Well-developed problem solving skills.
- Demonstrated understanding of issues facing Regional and Rural Communities.

GENERAL MANAGEMENT

- Excellent interpersonal and communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders.
- A developed understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management. (Desirable)
- Proven Time Management Skills.

QUALIFICATIONS

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

Note: Employment is subject to relevant National Police Certificate, validation of qualifications, medical assessment and reference checks.

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures. Ensure that the Shire's OSH Management Systems are implemented and maintained.

Ensure by adopting a pro-active approach and in accordance with *Local Government Act 1995* s5.40 and s5.41 employees are provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Examination and current National Police Clearance Certificate will be required by the successful applicant. (Pre-Employment Medical Examination at Shire's Cost).

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Code of Conduct for Employees prior to the commencement of work or any reviews. This signed document will be placed on each employee's Personnel file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. REMUNERATION DETAILS / TOTAL REWARD PACKAGE AND BENEFITS

Employment Contract

This position is offered under a performance based employment contract, up to five (5) years. An attractive Total Reward Package to be negotiated in accordance with the of up to \$128,226 - \$200,192 is offered and is set in accordance with the Salaries and Allowances Tribunal Band 4.

Cash Salary Component

Gross Cash Range negotiable between \$150K and \$165K

Superannuation: 10% Superannuation Guarantee

Benefits and Allowances

A fully maintained motor vehicle for business and private use within the State of Western Australia.

Current Vehicle – Mazda CX9 AWD SUV

Shire owned modern 4 bedroom brick & tile house at a subsidised Rental

Utilities Allowance

Membership of Professional Body

Clothing Allowance of \$600 per Year.

Professional development opportunities

4 Weeks Annual Leave (Annual Leave Loading incorporated into the Negotiated Base Salary)

Relocation Expenses (up to \$5000 incl. GST)

Council will negotiate reasonable relocation expenses with the successful applicant up to a Value of \$5,000

Key Performance Indicators (KPIs)

In accordance with the relevant provisions of the *Local Government Act 1995*, the draft contract of employment contains an indicative list of key results areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first month of employment with the Shire of Quairading, in order to review strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

SELECTION CRITERIA

- High level Strategic Planning skills and knowledge of corporate management.
- Proven leadership experience with the Planning and Delivery of Major Capital Projects.
- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the provisions of the Local Government Act (1995) and associated Legislation relevant to the Local Government sector.
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budgets.
- Demonstrated experience in developing and maintaining strategic relationships and partnerships with key government and non-government agencies, businesses, organisations and the community.
- Demonstrated understanding of issues facing Regional and Rural Communities.
- Tertiary qualifications in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application:

Your application should include a covering letter explaining your interest in the position and addressing the selection criteria (as detailed on the previous page) plus a current resume detailing your contact details, qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Lodgement of Application:

Applications should be made online at www.beilbydt.com.au quoting job reference 199880.

Applications will close at 5pm AWST on Monday 5 July 2021.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council face to face in Quairading. However, if this is not possible an interview may be conducted by video link or electronic means e.g. Zoom.

Shortlisted applicants may be required to complete psychometric testing in addition to reference checking and may partake in a second interview. The final decision on this position will be taken by Council.

Background Checks:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, National Police Certificate, identify and employment history verifications.

Pre-employment medical

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the CEO role.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date (5pm AWST on Monday 5 July 2021).

Position Start Date

Please note that the anticipated start date for this appointment is early December 2021.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website www.quairading.wa.gov.au which contains substantial information.

Further Enquiries

For further information about the role please contact Emily Bulloch, Senior Consultant – Beilby Downing Teal on 08 9323 8801 or ebulloch@beilbydt.com.au.