



Shire of Dumbleyung
Chief Executive Officer
Application Package 2021



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ADVERTISEMENT



CHIEF EXECUTIVE OFFICER

\$128,226 - \$200,192.

Just 267 kilometers South East of Perth, the wheatbelt town of Dumbleyung has much to offer as a preferred location for an experienced person seeking a position as the Chief Executive Officer of a rural Local Government. This family friendly town offers an extensive range of amenities, including most sporting facilities, an emergency hospital with state of the art online medical diagnostic services and a large range of social activities for all of the family. In addition, the nearest regional town is only 30 minutes away with associated medical and high school education facilities. The Town has a strong and well-established agricultural history as well as a growing tourism industry.

Council is seeking to appoint a person with demonstrated leadership skills founded on strong financial and legislative ability and a proven record in motivating and developing staff. The Shire works harmoniously with the Community and therefore strong interpersonal skills are also required. Previous local government experience in a senior leadership role is preferred however this does not preclude experienced corporate leaders from applying.

The position is offered by way of a performance-based contract with a term of up to five years. The package is negotiable within the range of the Salaries and Allowances Tribunal Band 4, which at this time is \$128,226 - \$200,192. The package includes a negotiated base salary, an executive style home, full private use of a motor vehicle, superannuation and allowances for utilities, uniform and professional membership.

An information package can be obtained via the Shire's website www.dumbleyung.wa.gov.au/employment-opportunities. Further information about the position is available by contacting Anne Lake on 0438194724

Applications detailing experience, qualifications and statements addressing the selection criteria may be emailed to ceo@dumbleyung.wa.gov.au or mailed to Shire of Dumbleyung, PO Box 99, Dumbleyung WA 6350, marked **Private and Confidential – Chief Executive Officer**. Applications are to be received by 3 pm on Thursday 11 February 2021.

COUNCIL INFORMATION

SHIRE OF DUMBLEYUNG

COUNCIL

Shire President: Cr Julie Ramm

Deputy Shire President: Cr Jacki Ball

Councillors: Cr Marilyn Haselby
Cr Vanessa Anderson
Cr Amy Knight
Cr Catherine Watkins
Cr Bevan Doney
Cr Kevin Powell
Cr Grant Lukins

Office: 32 Harvey St, Dumbleyung WA 6350

Email: enquiries@dumbleyung.wa.gov.au

Website: www.dumbleyung.wa.gov.au

Telephone: (08) 9863 4012

COUNCIL STATISTICS (2017/18)

Population: 671
Area: 2,553km²
Distance from Perth: 267km
Length of Roads: 231km sealed, 799km unsealed
Number of Electors: 450
Number of Dwellings: 386

Local Industries: Wool; Grain; Yabbies; beef and lamb; Distillery

Suburbs & Localities: Dumbleyung; Kukerin; Moulyinning; Nippering; Tarin Rock.

Significant Local Events: Taste of Dumbleyung; Kukerin Creek bed and burnout competition.

Tourist Attractions: Donald Campbell Commemorative Bluebird Precinct, Lake Dumbleyung; Wuddi Aboriginal Cultural Tours; Cambinata Yabbie Farm; Emu Essence; Scally Arts Studio and Gallery; Mini Mall.

Council Meetings: Council meets on the third Thursday of each month, with the exception of January, when no meeting is held.

HISTORY

SHIRE OF DUMBLEYUNG

Dumbleyung took its name from Lake Dumbleyung, thought to be derived from the Aboriginal word Dambeling - meaning large lake or sea.

Pioneers arrived in the district from 1875 and established their farms out of virgin bush having to tolerate a shortage of fresh running water, a lack of finance, medical supplies and loneliness. Dwellings were of a temporary nature and consisted of tents for a single man and a hessian covered structure for a married man. Sandalwood patches throughout the area provided a valuable income supplement to the pioneers, as did the bark from mallet trees that was stripped and sold for the use in the tanning industry. Possums and rabbits provided the settlers with both food and skins with the pelts being sold as a further means of supplementing their income.

Sandalwood cutters and pastoralists began to settle at Nippering north of Lake Dumbleyung. By 1915 the post office and hall were the only remaining evidence of a township at Nippering with Dumbleyung becoming the larger thriving township where the terminus of the Wagin-Dumbleyung railway was located.

Dumbleyung was able to serve settlers from all directions and was surveyed by EH Absolon and gazetted on 12th April 1907. The first building erected in town was Malcolm and Company's General Store in 1909. The Dumbleyung Hotel was built in 1911.

In 2016 the Shire of Dumbleyung had a population of 671. The agricultural industries within the shire are predominantly cereals, legumes, canola, sheep, yabbies and beef.

The district formed part of the hunting grounds for the Bibbulmun Tribe where kangaroos, rabbits, possums and birdlife meant a good supply of food. Although there are no indications that the Tribes lived permanently in the district, the lake provided a gathering place on special occasions for different 'Worries' of the Tribes, this was often referred to as a corroboree.



Chief Executive Officer

POSITION DESCRIPTION

Date last reviewed: 19 January 2021



Preamble

The Chief Executive Officer is the only direct report to the Council. This position is accountable for the overall operations of the Council, the implementation of the Council Policy and Procedures.

This Position Description will be reviewed annually at the time of the Annual Performance Review.

Dated

SECTION 1

POSITION SUMMARY

Influences the core values and principles of the Organisation.

Principle Advisor to Council, Staff and Community on all issues that have a Local Government focus.

Represent the interests of the Stakeholders in all Council appropriate negotiations.

Ensures an equitable distribution of all resources and ensures that the minority voice is heard.

Acts as an advocate and implements proactive responses to issues of an economic or social nature that impact on the 'wellness' of the Municipality.

Oversees the implementation of Council's corporate objectives, strategies, policies and statutory requirements, by astute management of Council's financial and human resources.

Oversees a \$11M budget with total revenue of \$6M, with 17 full time equivalent staff and the cultural, recreational and economic needs of a diversified developing rural Shire.

SECTION 2

KEY WORKING RELATIONSHIPS

President, Councillors, Management Staff, Community Groups and the broader Community	Federal, State and Local Government Departments and their Officers and any other party that has the ability to enhance any aspect in "Creating the Future" for the stakeholders
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SECTION 3 DYNAMIC PERFORMANCE INDICATORS 2021/2022

These are set each year at the CEO performance review. They will reflect the needs of the Council at that time. The 2021/22 Dynamic Performance Indicators will be attached to the CEO Contract.

SECTION 4 ONGOING OUTCOMES with associated KPI's

KRA	Behavioural Descriptors	KPI
4.1 Commercial and Council Accountabilities	<p>Instigates and aligns Councils Strategic Plan with the Business plans of the Council in order to achieve value added outcomes at best possible rates.</p> <p>Carries out the Accountability requirements of all legislative requirements and ensures they are met and in line with budget allocations. Sound administration and financial controls are in place to ensure budget compliance. Ensures all statutory requirements are in place and delivered on time. Works within the boundaries of the Local Government Act and all other associated legal requirements.</p> <p>Secure Council investments in balanced portfolio in line with Council's risk management policy.</p> <p>Liaise with the President and Councillors to ensure that civic functions, meetings and representation reflect a commitment to a high standard of protocol and reflect the Shire's ability to do business with like-minded organisations.</p>	<p>Displays commercial acumen.</p> <p>Timely budget process within statutory requirements.</p> <p>Risk management policy is in place and investments in line.</p> <p>President and Councillor feedback, business attracted.</p>
KRA	Behavioural Descriptors	KPI
4.2 Service Delivery	<p>Develop and foster within the organisation, a customer service focus for the provision of services to the organisation, the stakeholders and to the Community.</p> <p>Leads the development of proactive policies and initiatives that provide for future development in Council's approach to the services it provides for its ratepayers and community users</p>	<p>Level of Community satisfaction.</p> <p>Public perception quantified through community consultation and surveys.</p>

	<p>Ensure the effective use of Media as an education and knowledge tool within the broader community.</p> <p>Facilitate and maintain co-operation and effective relationships with business and community organisations.</p> <p>Promote the active participation and interaction with other municipalities and authorities in the development and utilisation of joint services and functions to generate mutual operational advantages, economies and resource sharing outputs.</p>	<p>Stakeholders using internet facilities.</p> <p>Participative attendance linked with effective outcomes.</p> <p>Evidence of participation and introduction of joint services.</p>
KRA	Behavioural Descriptors	KPI
4.3 Corporate Planning	<p>Develop and maintain a strategic plan, which meets the Council's corporate objectives.</p> <p>Ensure all objectives, strategies and actions of the plan are implemented and adhered to.</p> <p>Provide regular reports to Council on its Corporate Plan and associated budget performance.</p> <p>Ensure that the Municipality's Corporate and Community Plans are regularly reviewed by Council to ensure they remain relevant.</p> <p>Monitor internal and external economic influences, which affect the Municipality and its demographic composition to discern changes, required to corporate strategies and policies.</p>	<p>Business performance relative to:</p> <p>Strategic/ Corporate plan.</p> <p>Successful achievement of plans initiatives.</p> <p>Changes in policy or Reports confirming position.</p>
KRA	Behavioural Descriptors	KPI
4.4 Human Resource Management	<p>Provide leadership development and guidance to a multi-disciplined organisational team.</p> <p>Ensure the equitable implementation and interpretation of Council's human resources policies.</p> <p>Oversee the sampling of employment practices to ensure that statutory requirements, recruitment policies and award provisions are not breached.</p> <p>Ensure that all officers understand and fulfil their responsibility, authority and accountability and officers are appraised and counselled on their performance at least annually.</p>	<p>Skill and motivation levels of workforce.</p> <p>Employees feel valued and perceive principled management.</p> <p>Availability of appropriate individuals and routine compliance occurs.</p> <p>Performance outcomes exceeds or matches performance objective.</p>

SECTION 5

Authority of Position

This position has extensive authority to make decisions, introduce services and influence decision in accordance with the Local Government Act, Council Delegated Authority and Council Policy. In return this position has extensive obligation to ensure that the Shire is free from bias in any dealings and that the organisation displays a principled and value-added management system that is transparent and encourages questioning.

SECTION 6

Selection Criteria

- Demonstrated skills to understand and apply financial information, prepare budgets and meet budget targets and report to Council on overruns.
- An understanding of budgetary constraints and funding streams in Local Government.
- Developed strategic and community business management skills.
- Knowledge of Local Government Integrated Planning Processes.
- A demonstrated understanding of the impact of the application of environmental and social sustainability issues in a diverse community.
- Proven leadership at Senior Managerial level.
- A demonstrated leadership style that has a strong focus on motivating a team and building a skilled workforce.
- An ability to effectively lead a diverse workforce and work collaboratively in order to achieve the strategic objectives of an organisation.
- Exceptional communication skills with a proven ability to build and maintain positive relationships with internal and external stakeholders.
- A strong desire to be part of the Community and an appreciation of working in a small town.
- Demonstrated community engagement skills.
- Valid WA Driver's Licence.
- Formal Tertiary Qualification will be well regarded but not essential.

The successful applicant will be required to obtain a satisfactory National Police Clearance and undergo a Pre-Employment Medical prior to commencement.

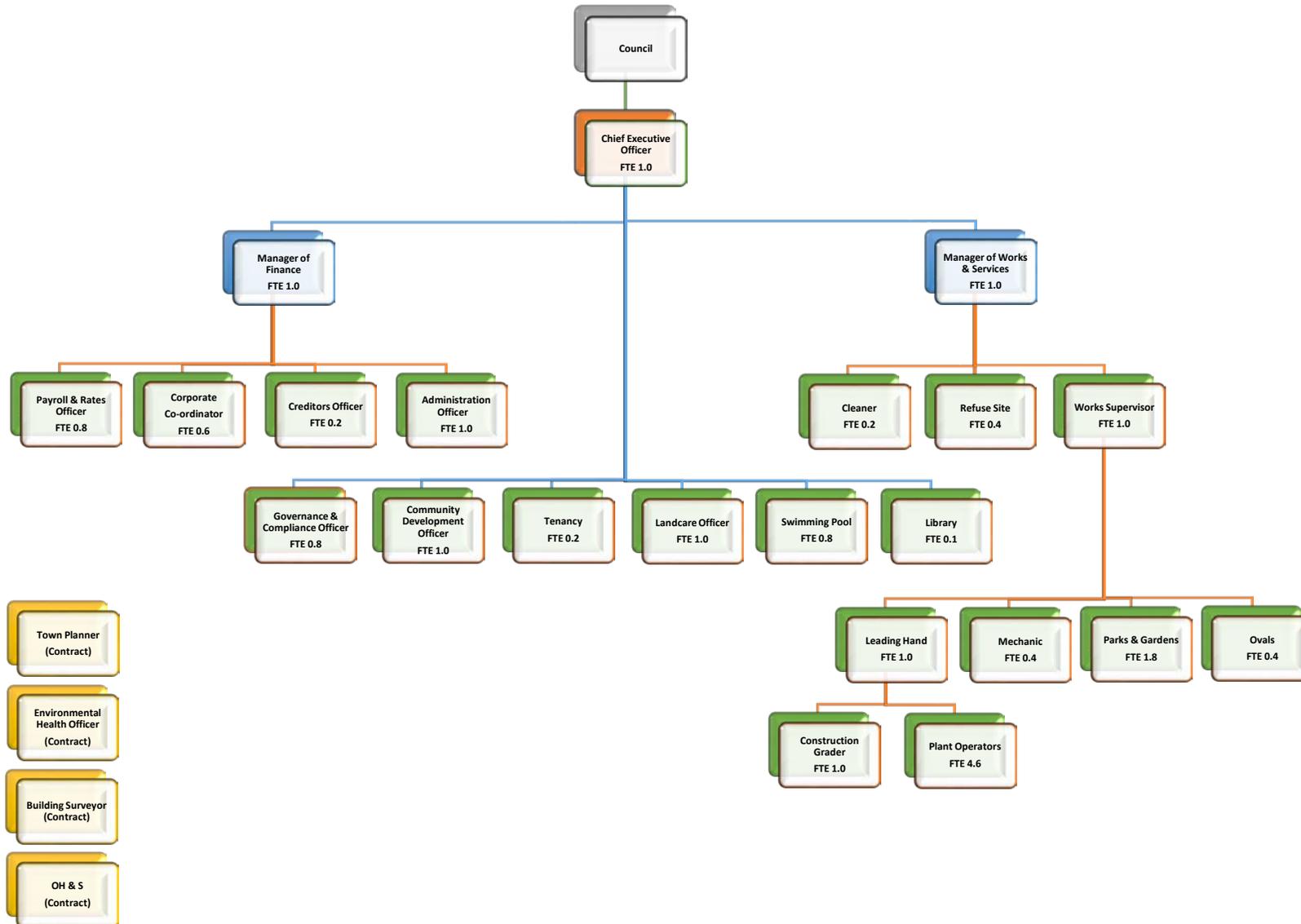
Position Description Review History

Created	19 January 2021	Consultant	
Reviewed			

This Position Description is to be used as a guide only.

OUR ORGANISATIONAL STRUCTURE

Dumbleyung Shire's structure operates as below. The Chief Executive Officer, Manager of Finance and Manager of Works and Services make up the executive team.



REMUNERATION DETAILS

SHIRE OF DUMBLEYUNG

Employment is offered under a performance-based contract of up to five (5) years with a remuneration package in the range of \$128,226 - \$200,192 per annum in accordance with SAT Band 4 and includes:

- Base Salary (cash component) - as negotiated
- 9.5% Superannuation, plus an additional 3.00% co-contribution (conditions apply)
- Motor Vehicle, with unrestricted private use in Western Australia
- 4 x 2 well-appointed Brick/Tin Home
- Telephone Allowance
- Utilities Allowance
- Corporate Clothing Allowance
- Professional Membership Allowance

Salary Package and Conditions

1. Contract

A performance-based contract of up to five (5) years duration will be negotiated with the successful candidate.

2. Base Salary

An appropriate salary will be negotiated with the successful candidate. As a guide it is envisaged that a position of this calibre will command a cash component in the range of \$110,000 to \$150,000 per annum, with the overall package to fall within the TRP range of \$128,226 - \$200,192 per annum, in accordance with SAT Band 4 Determination.

3. Hours of Work

This position is based on a 38 hour week. As the Chief Executive Officer of the Shire of Dumbleyung, flexibility is required, and additional hours will be needed at times to achieve objectives and attend meetings, and this is reflected in the compensation for the position.

4. Housing

The Council will provide a well-appointed 4 x 2 home, the benefit value of the house is \$10,400 (\$200/week) per annum which does not form part of the remuneration package.

5. Motor Vehicle

Council will provide a fully maintained vehicle which includes unrestricted private use within the state of Western Australia.

6. Utilities Allowance

Council will provide up to \$2,750 per annum towards utilities charges.

7. Corporate Clothing Allowance

Council will provide up to \$750 per annum towards the CEO's corporate wardrobe.

8. Professional Membership Allowance

Council will provide up to \$750 per annum towards the CEO's Professional Memberships.

9. Communications Equipment

Council will provide a laptop/IPAD and a mobile phone for work purposes.

10. Relocation Expenses

Council will reimburse up to \$5,000 for relocation expenses for the successful applicant to relocate to Dumbleyung. The successful applicant will be required to submit a minimum of three (3) quotes prior to engaging relocation services. Receipts verifying expenditure must be produced.

Reimbursement to be made in the following manner:

50% of the agreed cost will be reimbursed upon commencement of employment. The remaining

50% of the agreed cost will be reimbursed on completion of 12 months' service.

100% of the relocation costs will be reimbursed to the Shire by the successful applicant if he/she leaves their position within 6 months of service.

11. Superannuation

Employees have the choice to nominate a compliant superannuation fund of their choice or the WA Local Government Superannuation Plan.

(a) Superannuation Guarantee

Council currently contributes 9.5% of salary. This will be paid to a compliant fund of your choice.

(b) Additional contributions (optional)

Council currently contributes up to an additional 3.00% of salary when an employee contributes a minimum of 3.00% of their salary.

12. Pre-Employment Medical

The successful applicant will be required to successfully complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner, prior to the examination and costs are paid for by the Shire of Dumbleyung. Existing medical conditions will not preclude an appointment.

13. Annual Leave

Employees will be entitled to 4 (4) weeks annual leave. Leave loading is already included in the remuneration package.

SELECTION CRITERIA

All applicants must address the following Selection Criteria in order to be considered for the position of Chief Executive Officer with the Shire of Dumbleyung. Selection will be based on the applicant's ability to demonstrate that he/she can meet the skills, knowledge, qualifications and experience listed below and contained in the Position Description.

Selection Criteria

- Demonstrated skills to understand and apply financial information, prepare budgets and meet budget targets and report to Council on overruns.
- An understanding of budgetary constraints and funding streams in Local Government.
- Developed strategic and community business management skills.
- Knowledge of Local Government Integrated Planning Processes.
- A demonstrated understanding of the impact of the application of environmental and social sustainability issues in a diverse community.
- Proven leadership at Senior Managerial level.
- A demonstrated leadership style that has a strong focus on motivating a team and building a skilled workforce.
- An ability to effectively lead a diverse workforce and work collaboratively in order to achieve the strategic objectives of an organisation.
- Exceptional communication skills with a proven ability to build and maintain positive relationships with internal and external stakeholders.
- A strong desire to be part of the Community and an appreciation of working in a small town.
- Demonstrated community engagement skills.
- Valid WA Driver's Licence.
- Formal Tertiary Qualification will be well regarded but not essential.

The successful applicant will be required to obtain a satisfactory National Police Clearance and undergo a Pre-Employment Medical prior to commencement.

INFORMATION FOR APPLICANTS

SHIRE OF DUMBLEYUNG

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application. To enable a valid assessment of your application, it must include the following information.

1. **Covering Letter:**

A covering letter introducing yourself and explaining why you are applying for this position (1-2 pages only).

2. **Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must address all essential selection criteria as part of the shortlisting process. Although there is no right or wrong way to format your responses, you must address each selection criteria. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties. It must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short-listed for interview.

3. **Resume (Curriculum Vitae) which includes:**

- Personal Details - Name, address and telephone number.
- 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.

4. **Other Documents (optional):**

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 Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. **Referees:**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing the day to day performance of the applicant. Prior authorisation will be obtained from applicants before referees are contacted.

6. **Contact Details:**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

7. **Equity and Diversity**

The Shire of Dumbleyung is an Equal Opportunity Employer and celebrates diversity in their workforce. Suitably experienced applicants are encouraged to apply for this role.

APPLICATIONS

The closing date for applications is **3:00pm on Thursday 11 February 2021.**

Applications that take into account the position's requirements should be sent to:

Shire of Dumbleyung
PO Box 99
DUMBLEYUNG WA 66350

or

Email – ceo@dumbleyung.wa.gov.au

Applications should be marked: **Private and Confidential – Chief Executive Officer**

INTERVIEWS

The final decision on this position will be taken by the Shire of Dumbleyung's Council. Interviews will be conducted at the Shire's office in Dumbleyung, Western Australia.

Council will consider meeting reasonable out of pocket expenses for candidates travelling to Dumbleyung for interviews upon request. Approval for reimbursement must be obtained prior to cost being accrued and receipts provided.

The Shire of Dumbleyung promotes a smoke free work environment.