



## **Hotham Williams Economic Development Alliance Inc**

### **EXPRESSIONS OF INTEREST - CONTRACT FOR EXECUTIVE OFFICER SERVICES**

The Hotham Williams Economic Development Alliance (HWEDA) Inc. is seeking the services of a part-time Executive Officer working up to 15 hours per week for a 12 month contract (extension subject to securing adequate funding). Hours will be variable, according to operational commitments, and can be flexible for the successful applicant.

The successful applicant will be self-motivated, highly organised with good written and verbal communication skills and have highly developed Strategic Planning Skills. Duties comprise the development/revision and delivery of strategic/economic development plans. This includes the identification, development and management of projects that encourage and facilitate economic development of the region. Grant writing, agenda, preparation, minute taking and correspondence are key duties of this position. Please see <https://www.marradongcountry.org.au/hweda> for current, past and future initiatives of HWEDA.

The contractor would work from their choice of location, provided they were able to attend the meetings and any other commitments in the region during their tenure.

It would be preferable that the Executive Officer live in the Shires of Boddington/Wandering/Williams or adjacent communities as it will be necessary to attend meetings in the region in person, however this will not preclude applicants from outside this area applying.

An information package is available from:

[www.wandering.wa.gov.au](http://www.wandering.wa.gov.au) [www.williams.wa.gov.au](http://www.williams.wa.gov.au) [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au) or each local government's Facebook pages, or by contacting Belinda Knight, CEO, Shire of Wandering on 08 9884 1056 or emailing [ceo@wandering.wa.gov.au](mailto:ceo@wandering.wa.gov.au). Alternatively, further enquiries may be directed to the Chair, Brendan Whitely at [brendanw1970@hotmail.com](mailto:brendanw1970@hotmail.com) or 0427 988 400

Applications close at 4pm Friday, 7<sup>th</sup> February 2020

**Brendan Whitely**  
**Chairman**  
**Hotham-Williams Economic Development Alliance (Inc.)**



## **HOTHAM WILLIAMS ECONOMIC DEVELOPMENT ALLIANCE INC. (HWEDA)**

### **EXPRESSIONS OF INTEREST**

### **CONTRACT FOR EXECUTIVE OFFICER SERVICES**

#### **BACKGROUND:**

The Hotham-Williams Economic Development Alliance (HWEDA) is a regional group that has been formed to further the sustainable economic development opportunities for the Shires of Williams, Wandering and Boddington and was formed through the State Government's Royalites for Regions Supertowns project in Boddington. The Alliance is a collaborative sub-regional group made up of the three communities, as well as business, industry and community representation.

HWEDAs role is to facilitate and foster economic development opportunities through the identification of:

- The assets of each respective community;
- The economic development opportunities for each respective economy and how these can be further developed;
- The synergies and opportunities for development that exist throughout the sub-region.

HWEDA's objectives are to:

1. Initiate, facilitate and coordinate activities to meet the business development needs and interests of:
  - a. existing corporations and other business enterprises that are members of the Alliance, and;
  - b. Corporations and other business enterprises investing in or considering investment in the Region.
2. Provide assistance to investors and potential investors in the Region through strategic introductions and non-financial assistance to appropriate sources of advice to encourage the economic development and promotion of the Region;
3. Lobby government at all levels for the provision of government services, infrastructure, concessions and incentives which encourage and facilitate the economic development of the Region;
4. Strengthen the local government / business interface;
5. Market and promote the Region as a destination to commercial/industry visitors and recreation visitors;
6. Generally conduct activities identified by the Board from time to time that meet the aims of a regional economic alliance; and
7. Promote sustainable development through a balance between economic, environment and quality of life.



## MEETINGS:

Meetings of the HWEDA group are held generally on the 2<sup>nd</sup> Tuesday of the month on a bimonthly basis.

Meetings are held at each of the member Councils on a rotational basis commencing around 6pm. The 'host' shire provides the venue together with a light supper and refreshments.

The current membership of the Board is:

Chairman	Cr Brendan Whitely	Shire of Wandering
Executive Officer	Vacant	
	Cr Rod McSwain	Shire of Boddington Council Representative
	Cr Nat Major	Shire of Williams Council Representative
	Chris Littlemore	Shire of Boddington CEO
	Belinda Knight	Shire of Wandering CEO
	Geoff McKeown	Shire of Williams CEO
	Cath Pattenden	Newmont Boddington Gold
	Mark Worthington	South32/Worsley Alumina
	(to be confirmed)	Peel Development Commission
	(to be confirmed)	Wheatbelt Development Commission
	Daniel van Veen	SUEZ Recycling & Recovery Australia

## DESCRIPTION OF DUTIES:

The Executive Officer (EO) is responsible for the efficient operations of HWEDA. The position is answerable to the Chair and Board of Management that meets bimonthly. In the discharge of their responsibilities, the EO is expected to undertake the following duties:

### Program, Project and Service Delivery

- Ensure Strategic Plan is up to date and relevant to meet needs of the organisation
- Coordinate, facilitate and manage the organisation's activities and operations
- Deliver, or oversee delivery of, all projects, activities and actions in accordance with the Board endorsed plans, strategies and objectives (including the appointment and management of external consultants where required)
- Make recommendations to the Board as required or as opportunities arise
- Analyse relevant industry and regional data and reports and provide advice and information to the Board where relevant
- Maintain effective communication with all stakeholders
- Coordinate effective communication with funding partners where required
- Prepare grant applications as required



#### Executive Committee and Secretarial Management

- Prepare and circulate agendas (1 week prior to the set meeting date)
- Minute the business and outcomes of the meetings
- Ensure appropriate communications with the Chair, members of the Board and other stakeholders
- Maintain attendance records and a register of members
- Record and address HWEDA correspondence in/out as directed by the Board
- Generally organise, record and maintain information pertaining to the activities of the HWEDA
- Have custody of HWEDA documents.
- Maintain an up-to-date copy of the Rules of the Association (updated 2017)
- Other duties as described in Section 28 of the HWEDA Rules of Association (2017)

#### Financial Management

- Maintain and coordinate all financial management procedures (payment of accounts, raising of invoices, bank reconciliations, financial reporting to Board, and audit preparations)
- Manage budget
- Report bimonthly to board and annually at the Annual General Meeting
- Identify and source funding and revenue opportunities
- Acquittal of all grants
- Preparation of Annual Financial Statement for audit purposes

#### Member, Community and Public Relations

- Ensure that the organisation is consistently presented in a strong and positive manner
- Identify and articulate the needs of members, the Board and stakeholders
- Establish and/or maintain consultative networks within key industry stakeholders
- Act as a spokesperson and ambassador for the organisation as required
- Develop appropriate public relations and communications methodologies (including management of the website and social media platforms)

### **SELECTION CRITERIA – to be addressed in submission**

#### ***ESSENTIAL***

1. A well-developed working knowledge of, and experience in, the development and management of Strategic /Economic Development Plans
2. Understanding of Local, State and Federal Government functions and grant opportunities
3. Well-developed grant writing skills
4. Demonstrated ability to prioritise and organize workloads and meet deadlines as required with proven ability to work independently and show initiative
5. Ability to foster partnerships between local governments and strategic partners to develop economic development opportunities in the sub-region. Demonstrated experience in compiling agendas and taking minutes.
6. Ability to carry out basic financial management functions.



### **DESIRABLE**

1. Understanding of functions and constitutional requirements of incorporated not-for-profit organisations
2. Previous experience in a similar position

### **CONTRACTUAL ARRANGEMENT**

The services are to be delivered by way of contract. The successful person will not be deemed to be an employee, but an individual business entity with services contracted to HWEDA. The successful person needs to have an ABN and may/may not be GST registered.

The contractual period will be for 12 months commencing 1<sup>st</sup> March 2020 (or as agreed with the successful candidate). The contract performance will be assessed after a period of four (4) months, and depending upon the outcome of that review, may be referred to a further assessment prior to the expiration of 12 months.

The contracted hours will be up to 15 hours per week (as negotiated).

- An hourly rate of between \$40-\$55/hour will be negotiated with the successful applicant, based on experience
- Travel reimbursement will be made at current ATO rate (\$0.68/km) for approved travel.

### **SUBMISSIONS**

Applicants are to address *Selection Criteria* and to include the following:

- Reimbursement estimate for other contingencies including telephone and stationery
- ABN and GST registration if appropriate.

Applicants are encouraged to refer to the website for additional information [www.marradongcountry.org.au/HWEDA](http://www.marradongcountry.org.au/HWEDA).

### **DECISION ON SUBMISSIONS RECEIVED**

Applications will be assessed by a representative panel, soon after the closing date of the 7<sup>th</sup> February 2020. Short listed applicants will be invited to an interview with the panel as soon as practicable.

Further information is available on request. Submissions will be received by the undersigned up to 5pm Friday, 7<sup>th</sup> February 2020 and may be submitted by mail or email and marked 'Confidential' Executive Officer HWEDA.

Cr Brendan Whitely  
Chairman  
Hotham Williams Economic Development Alliance  
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WANDERING WA 6308  
E: [ceo@wandering.wa.gov.au](mailto:ceo@wandering.wa.gov.au)