



SHIRE OF WILLIAMS MINUTES

SPECIAL MEETING OF COUNCIL
MONDAY 12 JUNE 2023



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Williams for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Williams disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Williams during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Williams. The Shire of Williams warns that anyone who has any application lodged with the Shire of Williams must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Williams in respect of the application.

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

To support industry and business development through the development of sustainable infrastructure and investment opportunities.

ED1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

ED2. To have appropriate levels of housing to cater for population retention and growth.

SOCIAL AND CULTURAL

To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.

SCD1. To provide community infrastructure and facilities that meet the needs of the population.

SCD2. To support a safe and healthy community with a strong sense of community pride.

SCD3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE & ENVIRONMENT

To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community split.

LUE1. To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community.

LUE2. Natural assets and public open spaces are accessible, well utilised and managed.
LUE3. Recognising and implementing sustainability measures.

LUE4. To have safe and well maintained transport network that supports local economy.

CIVIC LEADERSHIP

Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

CL1. The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

CL2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

CL3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

Contents

1.0	Declaration of Opening / Announcement of Visitors	5
2.0	Record of Attendance / Apologies / Leave of Absence	5
3.0	Declarations of Interest	5
4.0	Reports	6
4.1	Office of the Chief Executive Officer	6
4.1.1	CEO Recruitment.....	6
5.0	New Business of an Urgent Nature introduced by Decision of Meeting	9
6.0	Closure of Meeting	9

AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 5.03pm.

Council Resolution

Major/Cowcher

That Cr Price is authorised to attend the meeting by electronic means in accordance regulation 14C(2)(iii) of the *Local Government (Administration) Regulations 1996*.

**Carried 8/0
Resolution 111/23**

Cr Price attended the meeting at 5.05pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie - President
Cr Natalie Major - Deputy President
Cr Moya Carne
Cr Simon Harding
Cr Bob Baker
Cr Tracey Price (via 'Teams') from 5.05pm
Cr Bernie Panizza
Cr Christine Cowcher
Cr John Macnamara

Staff

Geoff McKeown - Chief Executive Officer

Visitors – Nil

Apologies - Nil

Leave of Absence – Nil

3.0 Declarations of Interest

Nil

4.0 Reports

4.1 Office of the Chief Executive Officer

4.1.1 CEO Recruitment

File Reference	4.20.15
Statutory Ref.	<i>Local Government Act 1995, section 5.39A and Local Government (Administration) Amendment Regulations 2021, r18FA</i>
Author & Date	Geoff McKeown 9 June 2023
Attachments	Attachment 1 – CEO Job Description, Advertisement and Applicants/Information Package

Background

The Council met on the 1 May 2023 to appoint a human resources consultant, experienced in local government recruitment, to assist with the recruitment of a new Chief Executive Officer. At that meeting the following resolution was passed:

Council Resolution

N Major/T Price

That Council appoint LO-GO Appointments to assist with the recruitment process for the position of Chief Executive Officer for the Shire of Williams.

**Carried 9/0
Resolution 94/23**

In accordance with the Shire of Williams Standards for CEO Recruitment, Performance and Termination, the purpose of the meeting is to:

1. Endorse the Job Description developed as part of the CEO recruitment process;
2. Endorse the Advertisement developed as part of the CEO recruitment process;
3. Endorse the Application/Information Package developed as part of the CEO recruitment process;
4. Appoint a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'); and
5. Appoint an independent member of the Recruitment Committee.

Comment

Council commenced the process of recruiting a new Chief Executive Officer with the appointment of LO-GO Appointments on 1 May 2023.

It was the task of the recruitment consultant to liaise with the Shire President and Councillors to collate, develop and compile the documentation and supporting material so that the position can be advertised. This included a Job Description, an Advertisement and an Applicants/Information Package.

Councillors met with the recruitment consultant at a forum/workshop on 22 May 2023 to consider and work on the draft document. The Council and the recruitment consultant have finalised the Job Description, an Advertisement and an Applicants/Information Package and the document is tabled (Attachment 1) for the Special Council Meeting to be held on Monday, 12 June 2023.

The *Local Government (Administration) Amendment Regulations 2021* were gazetted on 2 February 2021 and took effect on 3 February 2021. These regulations bring into effect Section 22 of the *Local Government Legislation Amendment Act 2019* (the Amendment Act).

In regard to this legislation, the following areas are noted:

- 5.39A - Model standards for CEO recruitment, performance and termination.
- Regulation 18A(2)(da) – which provides that the State-wide public notice must include a website address where a job description form (JDF) for the position can be accessed.
- Regulation 18FA - which sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.
- Schedule 2 (Clauses 3-14) of the *Local Government (Administration) Amendment Regulations 2021*.
- Regulations - Division 2 – Clause 5 - Standards for recruitment of CEO's (Standard 1.2)

Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.

The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.

- Regulations - Division 2 – Clause 8 - Establishment of selection panel for employment of CEO (Standard 1.3)

Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.

The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:

- a council member;
- an employee of the local government; or
- a human resources consultant engaged by the local government.

It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives.

It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.

It is at the discretion of the local government to determine the number of people on the selection panel.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

- CL 2.2 Maintain accountability, transparency and financial responsibility
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

Financial Implications

Costs will be incurred with the engagement of a human resources consultant and advertising the position.

Voting Requirements

Absolute Majority

Officer’s Recommendation

That Council:

1. Endorses the Job Description form developed as part of the CEO recruitment process, as attached;
2. Endorses the Advertisement developed as part of the CEO recruitment process, as attached;
3. Endorse the Application/Information package developed as part of the CEO recruitment process, as attached;
4. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:
.....
.....
.....
.....
.....
5. Appoints _____ to be the independent member of the Recruitment Committee in accordance with the model standards for CEO recruitment, performance and termination.

Council Resolution

Panizza/Harding

That Council:

1. Endorses the Job Description form developed as part of the CEO recruitment process, as attached;
2. Endorses the Advertisement developed as part of the CEO recruitment process, as attached;
3. Endorse the Application/Information package developed as part of the CEO recruitment process, as attached;
4. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer ('the Recruitment Committee'), with the following elected members appointed:
Cr J Logie
Cr N Major
Cr T Price
Cr M Carne
Cr J Macnamara
5. Appoints Ryan Duff to be the independent member of the Recruitment Committee in accordance with the model standards for CEO recruitment, performance and termination.

**Carried by Absolute Majority 9/0
Resolution 112/23**

5.0 New Business of an Urgent Nature introduced by Decision of Meeting

6.0 Closure of Meeting

There being no further business for discussion, the Presiding Member, Cr Logie, closed the Meeting at 5.52pm.



LO-GO
Appointments

People who know Local Government

Shire of Williams
Chief Executive Officer
Application Package 2023

APPLICATIONS CLOSE
Monday 3rd July 2023, 5:00pm AWST



INDEX

ADVERTISEMENT

COUNCIL INFORMATION.....	1
ABOUT WILLIAMS.....	3
COUNCIL NEW PROJECTS	4
POSITION DESCRIPTION.....	5
PERFORMANCE CRITERIA	8
SELECTION CRITERIA.....	9
ORGANISATION STRUCTURE	10
REMUNERATION DETAILS.....	11
INFORMATION FOR APPLICANTS.....	13

ADVERTISEMENT



SHIRE OF WILLIAMS

Chief Executive Officer

“Gateway to the Great Southern Region”

Located approximately 160kms south of Perth and covering 2,295 square kilometres, the Shire of Williams is a small rural community which encompasses the localities of Quindanning, Tarwonga, Dardadine, Boraning, Culbin, Narrakine and Congelin. Its ideal location ensures easy access to either Perth city, the coast, or the Southwest region of WA.

The Shire of Williams is currently looking for a dynamic and versatile leader to join the Shire as their new **Chief Executive Officer**. The successful candidate should have a sound background in local government and display strong and engaging leadership to the organisation and the community. The ideal candidate should have the skills and abilities to facilitate programs, projects, and services that are cost effective and strategically aligned, all the while acting as the link between the community, the Council, and the organisation with an inclusive, relevant, and functional integrated planning framework.

Salary

Employment is offered under a performance-based contract of three (3) to five (5) years. An attractive remuneration package in the range of **\$136,023 to \$213,356** per annum (incl salary, super, utilities in accordance with SAT band 4) will be negotiated based on qualifications and experience.

Benefits

In addition, Council will negotiate private use of an executive 4WD and executive housing with utility subsidy towards water usage, superannuation co-contributions, a generous Professional Development and Training Allowance, and reasonable relocation expenses.

To be considered for the CEO position, applicants must address the Selection criteria as detailed in the Application Package. To obtain a copy of the package, please contact Geraldine Kistnasing, Senior Executive Recruitment Consultant at LO-GO Appointments on (08) 9380 4505 or email at wa@logoapp.com.au.

Applications close at 5:00pm on Monday 3rd July 2023

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, undertake pre-employment medical, other relevant checks and to provide evidence of all claimed qualifications prior to commencing employment.



COUNCIL INFORMATION

SHIRE OF WILLIAMS

COUNCIL

President: Cr J (Jarrad) Logie
Deputy President: Cr N (Natalie) Major

Councillor: Cr B (Bob) Baker
Cr C (Christine) Cowcher
Cr S (Simon) Harding
Cr M (Moya) Carne
Cr J (John) Macnamara
Cr B (Bernie) Panizza
Cr T (Tracey) Price

Office: 9 Brooking Street, Williams WA 6391

Email: shire@williams.wa.gov.au

Website: www.williams.wa.gov.au

Telephone: (08) 9885 1005

COUNCIL STATISTICS (2021/2022)

Population: 1040
Area: 2295 sq km
Distance from Perth: 161KM
Number of Electors: 600
Number of Dwellings: 458
Length of Roads: 233km (sealed), 329km (unsealed)
Number of Employees: 22 FTE

Suburbs & Localities: Boraning 6391; Congelin 6391; Culbin 6391; Dardadine 6392; Narrakine 6391; Quindanning (part) 6391; Tarwonga 6391; Williams 6391.

Local Attractions: Jesse Martin Museum; Millbrook Gallery; Dryandra Woodland; Williams Heritage Trail; Lions Park; Cycleway; Williams Nature Reserve; Lake Towerinning.

Recreation Facilities: The Williams Sporting Precinct on Pinjarra - Williams Rd consists of a Pavilion with grandstand seating, a large function room, a well-equipped kitchen, bar, and amenities. There is also a fully fenced playground, outside bar, large veranda, shade sails and BBQ facilities. It is home to Hockey, Football, Netball, Cricket, Lawn Bowls, Tennis, Harness Racing Club and fitness classes. The Williams Swimming Pool is open six days a week, Wednesday to Monday 12 noon to 7pm and operates during the months November through to March. A Golf course is located just north of town.

Council Meetings: Full council meetings are held on the third Wednesday of the month commencing at 3.30pm at the Shire Council Chambers in Williams. By resolution no meeting is held in January.

Schools: Williams Primary School (Kindergarten to Year 6). The closest high school is Narrogin Senior High School, 30km east of Williams, with boarding facilities or school buses servicing the Williams district daily. A further option is the Narrogin Agricultural College, catering for Year 10, 11 and 12 students interested in agricultural pursuits.

Childcare facilities: The Willi Wag Tails Childcare is open Monday to Fridays from 7:30am to 5:30pm. Full day sessions are available as well as before and after school care.

Other facilities: Williams Community Resource Centre offers a wide variety of activities to all community members such as the town library, art, small business courses, business support services, access point to government services, social activities for seniors and, after school activities for school students.

Medical Centre staffed by a nurse, is open 5 days a week.

There is a chemist, general store, newsagency, 3 coffee shops, 3 fuel stations, hardware store and hotel. It is only 20 mins to Narrogin which offers further services such as supermarket, doctor, hospital, banking etc.

Other community groups include the Men's Shed, Williams Repertory, the Singing Group, Williams Campdraft, Quindanning Easter Picnic Races, Anglican Church, Bush Brothers Op Shop, Playgroup, Toy Library and the annual Williams Gateway Expo.

Williams is an easy 2hr drive to the major centres of Perth, Bunbury and Albany.

ABOUT WILLIAMS



Williams is situated on Willman Land. It is one of the oldest European settled areas in Western Australia, is ideally situated about 160kms south of Perth, on the Albany Highway and is the "Gateway to the Great Southern Region". From Williams, it is a leisurely two-hour drive to get to either the city, the South and West coasts, or the South-West.

The District of Williams was explored in 1831 by Captain Bannister enroute from Perth to King George III Sound (Albany). Williams has been a convenient stopping place for travellers on the same route since the early 1850's. With the tendering of a reliable mail service around 1853, the road was upgraded, and Williams became an important stop over point for passengers and changing of horses. It subsequently developed as the District Centre for Local Government, which was granted in 1877.

The small town was subject to increasing floods due to the clearing of the land for intensive farming, therefore the town was relocated to the Perth side of the bridge. The town site was surveyed in 1905 and most of the buildings in the present town site were constructed after that time. Williams is still reliant on wool and coarse grains and caters for about 4000 vehicles per day. The population has stabilised in the district to around 1,000 with about 400 in the town.

The economy is largely driven by the agricultural industry of wool, livestock and grain production, tourism and agribusiness related developments. Recent years have seen a greater diversification of the economy with the establishment of an industrial area and an increase in service industries. These exist alongside the more traditional businesses that support the agricultural endeavours of the region that include hay processing and grain pellet production.

Much more than a pitstop for travellers, this friendly farming community has much to offer. The Williams Community has a wide range of sporting opportunities for all the family, whether you enjoy a game of bowls, a kick of the football or a round of golf. Williams has you covered. Sporting and community groups are strongly supported in Williams, where everyone is encouraged to participate. Take a browse through the "Community Directory" on the website to see what is available. The regional centre for most of the Sporting Groups is located in Narrogin, just a 30km drive.

Williams is notable for its magnificent display of "500 roses in 400m" in the main street over the summer and well into the cooler months. This has become an attraction to visitors, who can often be found admiring, photographing and 'smelling the roses'.

The Shire covers 2,295km² and includes the localities of Quindanning, Tarwonga, Dardadine, Boraning, Culbin, Narrakine and Congelin.

COUNCIL NEW PROJECTS

The Council has the following new projects in planning that they envision will be a major part of responsibilities of the role for the incoming CEO:

- Council is in the early stages of a major overhaul of the town sporting precinct. This will require a visionary approach on how to best meet the needs of a variety of stakeholders not limited to sporting groups but also involving trots, stud breeders, camp draft and expo committees.
- Council recognises that the current Shire of Williams building needs to be extended and remodelled to meet current demands and will be looking to fund the design and construction of a major building upgrade.
- The strategic plan has identified a lack of housing and the shire are participating in a joint venture with other local governments through the 4WDL VROC to provide key worker housing. This project is in the very early stages of development.
- The Shire has recently become involved in a second VROC looking at identifying joint projects that have the potential to access funding from companies involved in nearby mining projects. An early example was the formation of the Marradong Trails tourism initiative.

POSITION DESCRIPTION

SHIRE OF WILLIAMS

1. **POSITION TITLE:** Chief Executive Officer
2. **LEVEL:** Negotiated Contract (within SAT Band 4 TRP)
3. **DEPARTMENT/SECTION:** Office of the Chief Executive
4. **RESPONSIBLE TO:**
 - Shire President
 - Council
5. **SUPERVISION OF:**
 - All staff through delegation to relevant managers and professional staff
 - External liaison
6. **POSITION OBJECTIVES:**
 - Provide strong and engaging leadership to the organisation and the community.
 - Facilitate programs, projects, and services that are cost effective and strategically aligned.
 - Link the community, the Council, and the organisation with an inclusive, relevant and functional integrated planning framework.
 - Comply with all statutory and regulatory requirements in the Local Government Act 1995 (WA) and other relevant legislation.
 - Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
 - Develop and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Corporate Business Plan and other strategies.
 - Strive for a strong and sustainable long term financial position.
 - Ensure continuous learning on contemporary management practice and best practice.
 - Role model behaviour that is ethical and exemplifies the Local Government's values.

7. ROLES AND RESPONSIBILITIES

1. Governance and Compliance

- Facilitate the effective conduct of meetings, ensuring that Council and committees are legally convened, the proceedings are accurately recorded and appropriate maintenance and access to those records is followed.
- Ensure local laws are relevant, updated, and compliant with all statutory and regulatory obligations.
- Provide information and advice to council that ensures that recommendations, proposed actions, and initiatives, comply with relevant legislation and Council policies so that informed decisions can be made.
- Maintain the council policy framework and delegation and disclosure registers to ensure they are current, accurate and accessible.
- Maintain an effective enterprise-wide risk management framework.

2. Assistance to the Council

- Maintain an effective working relationship with the President and Councillors with a focus on timely communication and accessibility.
- Provide accurate, timely and relevant information to elected members and report to Council any variances in policies, programs, and delays in the implementation of Council decisions.
- Oversee the implementation of Councillor Training Programs and advise elected members of training and development opportunities.
- Facilitate the transparency of information between Council and the community.

3. Implementation of Council decisions and policies

- Plan for and deliver programs, projects, and services, guided by the Strategic Community Plan and Corporate Business Plan, utilising efficient management systems and in line with the agreed timetable and annual budget.
- Review and monitor services and programs through community consultation, surveys, and utilisation, to drive a culture of commitment to continuous improvement in customer service.

4. Management of the Local Government's resources

- Develop functional and transparent reporting systems and processes that are prepared and audited in accordance with the required accounting standards and effectively monitor the financial performance of the Local Government.
- Be vigilant of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets committed to achieving long term sustainable outcomes.
- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.
- Ensure that Grant monies to support the implementation of projects are accessed wherever possible.

5. Customer Service

- Model and promote a solution focused approach when liaising with community members so that customers are treated with respect and that interactions are undertaken in a professional, fair, and unbiased manner in which privacy and confidentiality are maintained.
- Encourage, accept, and reflect on feedback from customers in the form of suggestions, compliments and complaints.
- Conduct regular market research to ensure the Local Government is meeting the needs of customers.

6. Leadership Skills

- Provide the vision and executive leadership necessary to enable the Council and associated workforce to develop and achieve strategic objectives, and deliver programs, projects, and services in an efficient, effective and sustainable manner.
- Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, the community, community organizations and neighbouring Local Governments.
- Attend Council and committee meetings outside normal working hours as required, participate regularly in community consultation and events.

7. Strategic Projects and Programs

- Monitor industry and government trends and ensure functional linkage between the Local Government's Strategic Community Plan, Forward Capital Works Plan and Corporate Business Plan.
- Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.
- Provide vision and facilitate effective engagement with the community in developing and reviewing the Strategic Community Plan.

8. Human Resource Management

- Develop and implement a workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives.
- Provide training and development opportunities for employees.
- Oversee obligatory ongoing performance appraisals for staff on an annual basis.
- Drive enterprise-wide commitment to a safe workplace.
- Lead and develop a team approach within the workforce in such a manner that an environment of success and professionalism is evident to all.
- Ensure the principles of equal opportunity, fairness and transparency are applied in all human resource matters.

PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and employer annually, during the term of the contract.

These performance criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of this contract.

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 Williams

Selection will be based on the applicant's ability to demonstrate that he/she/they can meet the skills, knowledge, qualifications and experience listed below and contained in the Position Description.

ESSENTIAL

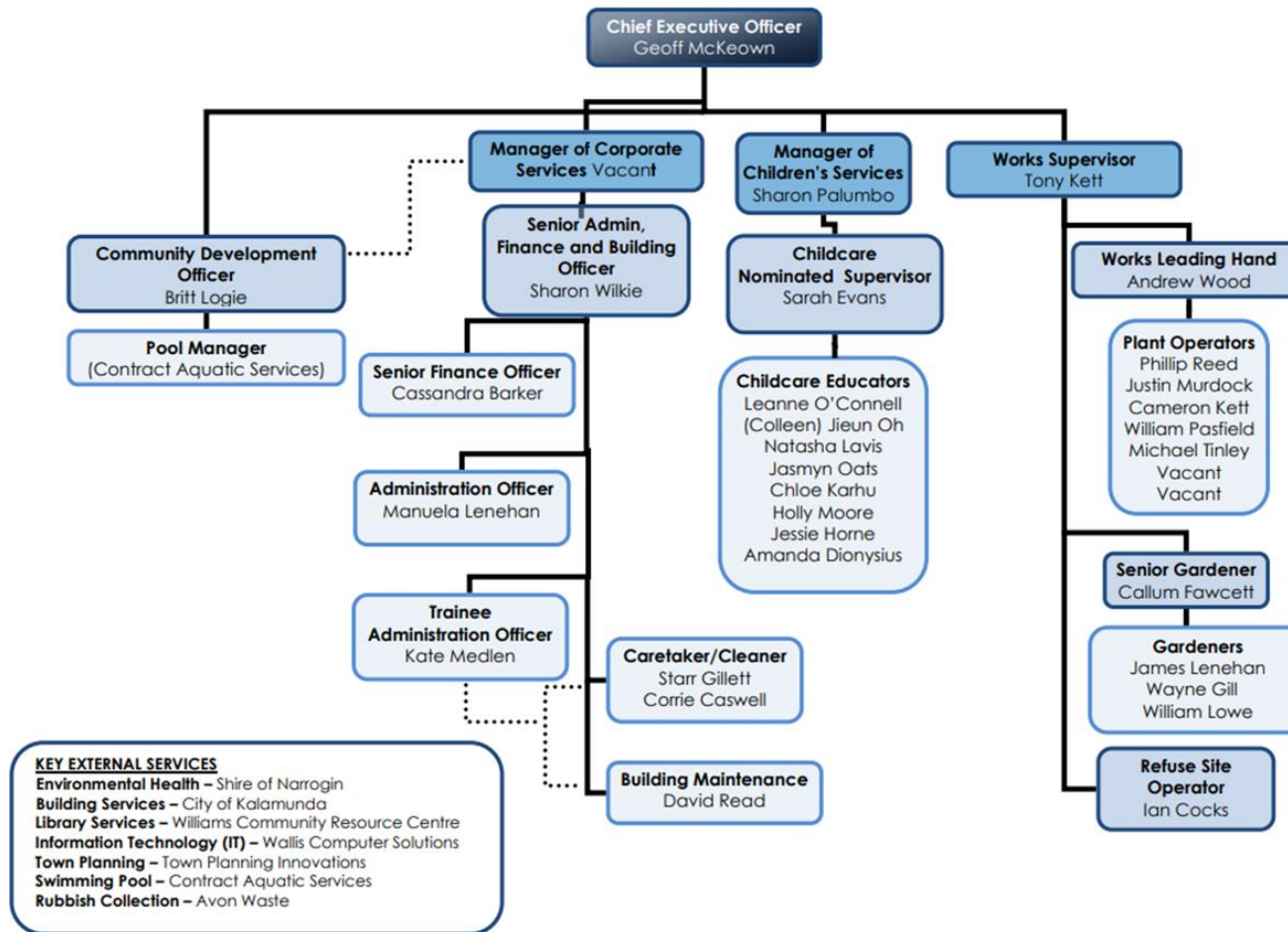
- Proven abilities in leading and managing the delivery of projects, operations, finance, and governance in a similar organisation.
- A proven ability to think innovatively and strategically to create and articulate visionary plans that include effective, sustainable community development projects, prioritising competing projects when required.
- A high standard of professional and personal integrity in all dealings that reflects the culture and values of the organisation.
- High level problem solving, communication and interpersonal skills that create strategic links bringing people and organisations together to work effectively in a team environment.
- A sound understanding of financial reporting and compliance obligations as applicable to a Local Government.
- Demonstrated capacity to administer the Local Government Act and other associated legislation and public policy involved in the field of Local Government at a senior management level.

QUALIFICATIONS/LICENCES

- A tertiary qualification in a discipline relevant to Local Government
- A current WA Drivers Licence.

ORGANISATION STRUCTURE

Shire of Williams – Staff Organisational Chart (May 2023)



REMUNERATION DETAILS

SHIRE OF WILLIAMS

Employment is offered under a performance-based contract of between **three (3) to five (5) years** with a remuneration package in the range of **\$136,023 to \$213,356** per annum in accordance with SAT Band 4 and includes:

- Base Salary (cash component) - as negotiated
- 11% Superannuation
- Up to an additional 3% Superannuation Co-contribution (conditions apply)
- 4 x 2 Brick & Colourbond Residence
- Motor Vehicle, with unrestricted private use in Western Australia
- Up to \$3,000 Utilities Allowance
- Out-of-office communication facilities
- Relocation Expenses

Salary Package and Conditions

1. Contract

A performance-based contract of three (3) 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. The overall package is to fall within the TRP range of \$136,023 to \$213,356 per annum, in accordance with the SAT Determination for a Band 4 Council.

3. Hours of Work

As the Chief Executive Officer of the Shire of Williams, 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. Residence

Council will provide a 4x2 brick and colorbond home in Williams. The residence has air conditioning, separate study, garage, fenced yard, reticulated gardens and garden shed, and is located at 12 Munthoola Road, Williams.

5. Motor Vehicle

Council will provide a fully maintained vehicle which includes unrestricted private use within Western Australia. The current motor vehicle is a 2022 Isuzu MU-X SUV.

6. Utilities

Council will provide a utility subsidy of up to \$3,000 per annum towards usage charges (Water).

7. Out-of-office communication facilities

The Council will provide out-of-office communication facilities (iPad, Mobile Phone and Home Internet). Williams has 4G.

8. Professional Development & Training Allowance

Council will cover expenses related to professional development and training of up to \$3,500 per annum maximum.

9. Superannuation

Employees have the choice to nominate a compliant superannuation fund of their choice or the AWARE Super.

(a) Superannuation Guarantee

Council currently contributes 11% 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% of salary when an employee contributes a minimum of 3% of their salary.

10. Key Performance Indicators

Council will require its new CEO to participate in a workshop with Councillors within 3 months of employment commencing in order to review strategic directions and set the KPIs. The first annual KPI appraisal will occur before the completion of 12 months employment and thereafter annually.

11. Probationary Period

A six (6) month probationary period will be negotiated with the successful applicant. At the successful completion of this period, your permanency will be confirmed by Council.

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 will be paid for by the Shire of Williams. Existing medical conditions will not preclude an appointment.

13. Police Clearance

The successful applicant will be required to provide a National Police Clearance, satisfactory to Council. Costs will be paid by the Shire of Williams.

14. Annual Leave

Employees will be entitled to five (5) weeks annual leave. Leave loading is already included in the remuneration package.

15. Relocation Expenses

The Local Government will pay for reasonable relocation costs, to a maximum of \$5,000. 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.

INFORMATION FOR APPLICANTS

SHIRE OF WILLIAMS

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 Williams is an Equal Opportunity Employer and celebrates diversity in its workforce. Suitably experienced applicants are encouraged to apply for this role.

CLOSING DATE FOR APPLICATIONS

The closing date for applications is **Monday 3rd July 2023, 5:00pm AWST.**

Applications must take into account the position's requirements and should be sent to either:

<p>POST (Marked Private & Confidential Williams – Chief Executive Officer)</p> <p>Ms Geraldine Kistnasing Executive Recruitment Consultant LO-GO Appointments PO Box 8074 SUBIACO WA 6008</p>	<p>OR</p>	<p>EMAIL (Marked Williams – Chief Executive Officer)</p> <p>wa@logoapp.com.au</p> <p>(Do not apply via Seek)</p>
--	------------------	---

INTERVIEWS

- The final decision on this position will be decided by the Council of the Shire of Williams.
- Interviews will be conducted at the Shire office in Williams, Western Australia or via ZOOM / Teams.
- Council may meet reasonable out of pocket expenses for candidates travelling to Williams for interviews. Approval for reimbursement must be obtained prior to any costs being incurred and receipts must be approved.
- LO-GO Appointments will handle all interview arrangements and relevant communications with applicants including reference checks.
- Second round interviews may be required with the preferred candidate/s, which may require candidate/s to undertake a presentation to the CEO Recruitment & Selection Panel. The content of presentation will be discussed with preferred candidate/s.

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

