

# Chief Executive Officer Application Pack

## About the Shire of Boyup Brook

Escape to the country and the best of all worlds! Comfortably situated with the magnificent South West on your door step and only a hop, step and jump away from the conveniences of major centres Bunbury, Manjimup and Collie, Boyup Brook is located on the banks of the tranquil Blackwood River, 30 minutes from Greenbushes and less than three hours from Perth. It is also the perfect place to settle in! The wide, tree lined main street is a mix of cute cafes, quintessential pub and a range of quaint and quirky retail and specialty store options. Most services are available in town so if you're in need of a Doctor, Pharmacy, Accountant, supermarket, hardware store, hairdresser, beautician, tyre service, mechanic, police station, Community Resource Centre or post office – we've got you covered. Full of country charm and warm hospitality, the town boasts beautiful landscapes, events and festivals and a relaxed, rural atmosphere.

With great schools, Boyup Brook Early Learning Centre, medical centre, hospital, community pool, recreation and sporting facilities and an active community, it is a great place to bring up a family.

There is a strong community spirit and regular events such as the Blackwood River Marathon, The Country Music Festival and Harvey Dickson's Rodeo. Boyup Brook is an excellent place to live, work and play.

Some other great lifestyle advantages of living in Boyup Brook include:

- Rural & city housing styles
- Lower housing prices
- Relaxed rural lifestyle
- Minutes away from the golf course
- Strong community spirit
- Well established health facilities
- Well-developed education facilities
- Picturesque river valleys
- Beautiful forest covered hills
- Bush walking trails
- Local and regional arts and music events
- Many vineyards, cafes and restaurants in the region.



## Shire Statistics

The Shire covers an area of 2,827 SQ KM and includes the main town of Boyup Brook and the localities of Dinninup, Kulikup, Mayanup, McAlinden, Tonebridge and Wilga.

According to the 2021 Census, the Shire has a resident population of 1874. Of those, 53.7% are male and 46.3% female. The median age of the population is 45.7 years.

## Business Opportunities

The economy in Boyup Brook is based on primary industry, with the emphasis mainly on agriculture followed by forestry and a small amount of mining and extraction.

Several commercial activities directly associated with the district's primary production are established within the town site. These include; machinery dealers, agricultural suppliers, stock agents, agricultural contractors, shearing contractors and livestock transporters.

## Council's Philosophy in Economic Development

Council is committed to the promotion of Boyup Brook and the district as a preferred location for enterprise development and economic investment in the region. Council will support enterprises that add value to the district's strengths and/or are innovative or technologically advanced to remain and prosper, or establish in Boyup Brook.

## Shire Owned Businesses

- Boyup Brook Medical Centre
- Boyup Brook Early Learning Centre
- Flax Mill Caravan Park  
The Campervan & Motorhome Club of Australia Ltd (CMCA) manage the caravan park for the Shire
- Rylington Park Institute for Agricultural Research and Training  
Rylington Park has a Memorandum of Understanding with Edith Cowan University to utilise the facility for agriculture and regional development related research and allied education programs
- Vacant Land Sites owned by the Shire for prospective Aged Care development

## Council

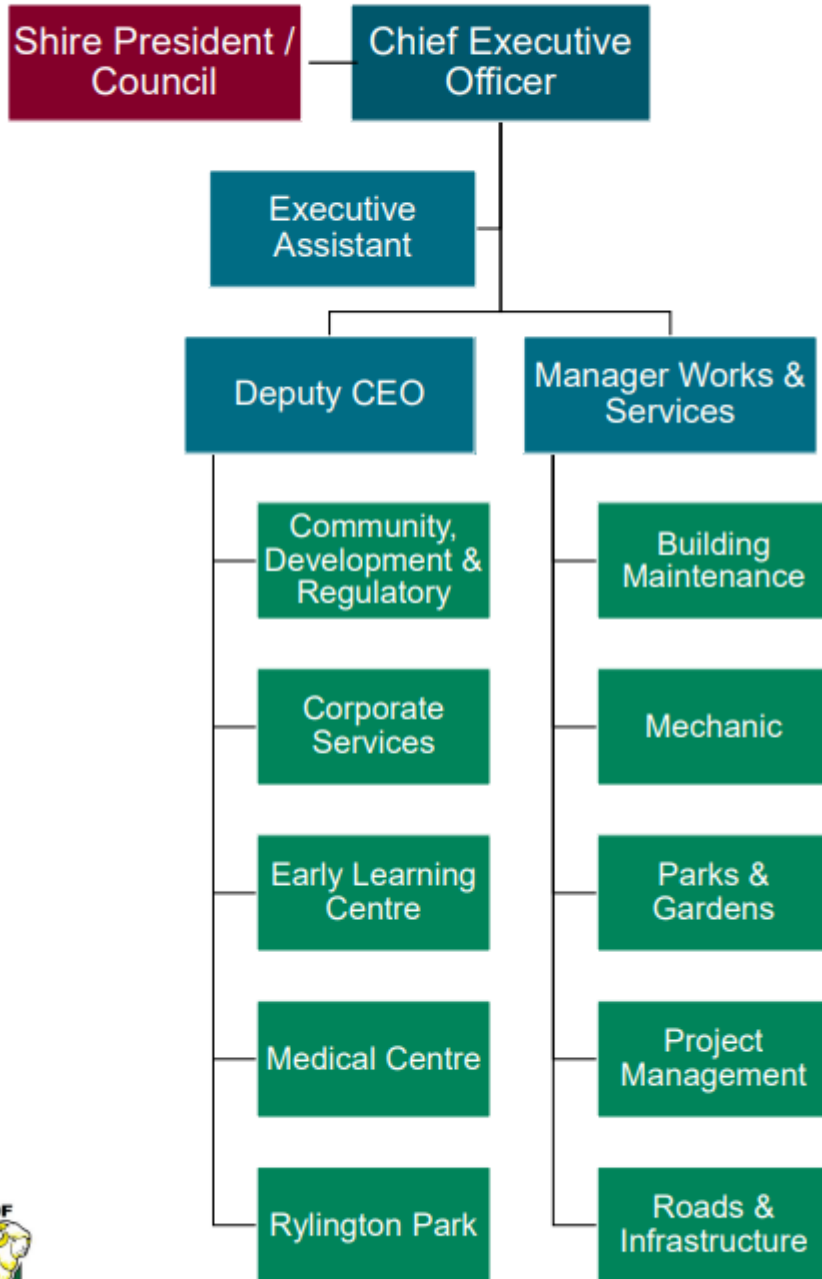
There are currently 9 Elected Members of Council.

(Currently being reviewed under the Local Government Reform Act Voluntary Pathway.)



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## Organisational Structure December 2022



## Advertisement – Chief Executive Officer

**The Shire of Boyup Brook is seeking a committed Local Government Senior Executive with proven leadership experience.**

- Escape to the country and the best of all worlds!
- Achieve positive outcomes for the Shire
- \$131,423 to \$206,141 total reward package plus Shire accommodation

The Shire of Boyup Brook is a friendly, safe, genuine country town with a small, connected community which fosters a strong sense of belonging. Comfortably situated with the magnificent South West on your door step and close to the conveniences of major centres Bunbury, Manjimup and Collie, Boyup Brook is located on the banks of the tranquil Blackwood River, 30 minutes from Greenbushes and less than three hours from Perth.

The Shire is currently looking for an experienced Local Government professional with a desire to integrate in the community, explore opportunities and achieve positive outcomes for the Shire.

This hands-on role will appeal to a candidate with commercial nous and 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 project delivery, financial management and strategic planning will be well regarded as will prior experience within industries relevant to the Shire including health, recreation, agriculture or emergency management.

The total reward package range for this three-to-five-year contract is offered in accordance with SAT Band 4, being \$131,423 to \$206,141. This is an opportunity to make a lifestyle change and make a significant difference to the future of the Shire.

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference **656047**. Please submit a covering letter outlining your interest in the position and skills against the selection criteria within the Application Pack, together with a current resume.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on 0427 582 402 or [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au).

It is anticipated applications will close at **12pm AWST on Monday 30 January 2023**.

Canvassing of Councillors will disqualify.



## POSITION DESCRIPTION

<b>Job Title</b>	Chief Executive Officer
<b>Division</b>	Office of the CEO
<b>Reports To</b>	Council
<b>Reporting Positions</b>	Deputy Chief Executive Officer Manager Works and Services Executive Assistant
<b>Employment Type</b>	Full-time
<b>Contract Term</b>	Three to Five years
<b>Location</b>	55 Abel Street, Boyup Brook, Western Australia, 6244

### 1. POSITION OBJECTIVES

- 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.
- Provide ethical, strong and engaging leadership to the organisation and the community.
- Facilitate programs, projects, and services that are cost effective and strategically aligned to realise the best outcomes for the Shire and its assets.
- 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.
- Ensure continuous learning on contemporary management practice and best practice.

## **2. ROLES AND RESPONSIBILITIES**

### **Leadership and Engagement**

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to 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, business, community and sporting associations and neighbouring Local Governments and Local Government Alliances.

### **Program, Project and Service Delivery**

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget.
- Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations.
- Review assets, services and programs to measure value for money and community utilisation and satisfaction.
- Drive a culture of commitment to continuous improvement with a focus on professional customer service.

### **Strategic Development**

- Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan and the annual budget.
- Effectively 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.
- Facilitate effective engagement with the community in reviewing the Community Strategic Plan.

### **Governance, Compliance and Risk**

- Maintain the council policy framework to ensure it is relevant, current and accessible.
- Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Maintain an effective enterprise-wide risk management framework.

## Council Relationships

- Maintain an effective working relationship with the Shire President and Councillors with a focus on timely communication and accessibility.
- Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively.
- Identify training and development opportunities for elected members.
- Ensure Council decisions are implemented in a timely and effective manner.

## 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.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.
- Drive enterprise-wide commitment to a safe workplace.
- Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.

## Financial Management

- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.
- Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government.
- Maintain a close oversight of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets with commitment to achieving long term sustainable outcomes.

## 3. PERSONAL ATTRIBUTES

**Leadership:** Has the ability to lead and inspire employees and stakeholders with credibility, competence, and empathy. Demonstrates behaviours which align with the Local Government's values and leads by example.

**Ethics:** Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.

**Problem Solving:** Can define, analyse and breakdown complex situations to evaluate alternatives and generate solutions whilst demonstrating excellent time management skills.



**Collaboration:** Achieves outcomes through developing productive working relationships with key decision makers in Government and in the local community.

**Communication:** Engagement with staff, elected members and community, with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.

**Personal Development:** Balances work and life needs through stable and sustainable work practices and an ongoing commitment to personal and professional development.

## 4. CRITERIA

### Knowledge and Experience

- Extensive senior leadership or management experience in a local, state or federal government or a similar board governance related service delivery environment.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated experience in managing compliance and corporate governance.
- An understanding of the statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.
- Existing strategic and operational networks, or demonstrated ability to form such networks, of benefit to the achievement of the Shire of Boyup Brook's strategic objectives.
- Highly developed interpersonal skills to negotiate, influence and consult across diverse stakeholders to deliver strategic outcomes.
- Demonstrated capability to lead, inspire and initiate strategic projects.

### Qualifications

- Tertiary qualifications in a discipline relevant to Western Australian Local Government.
- Post graduate qualifications in leadership, management or public or business administration are highly desirable.

## Applicant Notes

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 comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing the criteria which can be found on the previous page.

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.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

### LODGEMENT OF APPLICATION:

Applications should be made online at [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting job reference **656047**.

It is anticipated applications will close at **12pm AWST on Monday 30 January 2023**.

### 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.

### INTERVIEWS:

Interviews will be conducted either in person in Boyup Brook or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking, and may be required to attend a second interview.

### BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity 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 role.

**EQUAL OPPORTUNITY:**

The Shire of Boyup Brook 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 <https://www.boyupbrook.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](mailto:ebulloch@beilbydt.com.au).