



QUILPIE
Shire

Quilpie Shire Council

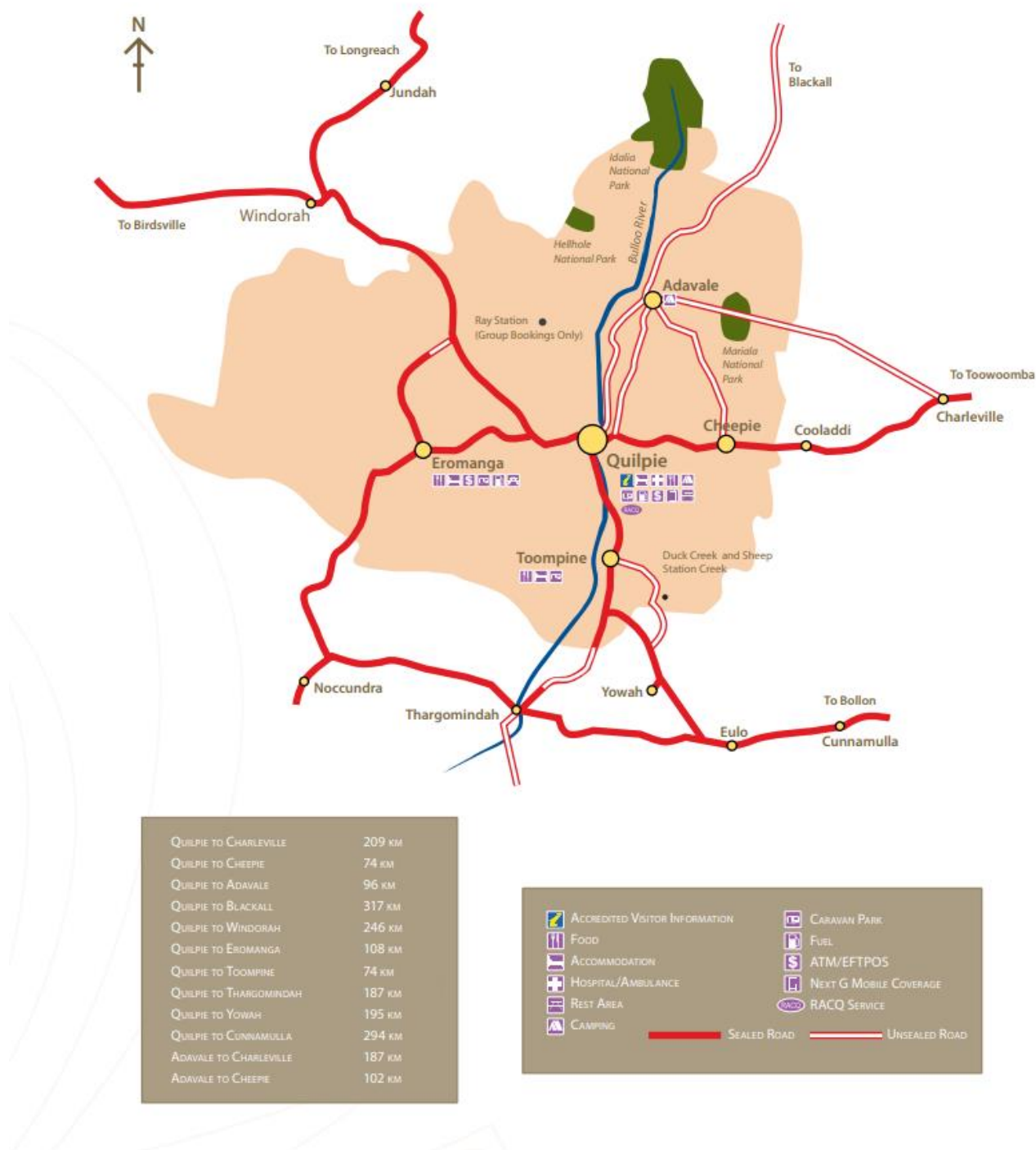
Candidate Briefing Document - Chief Executive Officer

August 2020

Peak Services - Helping Local Government Achieve More

ABOUT THE REGION

QUILPIE SHIRE COUNCIL - YOUR OUTBACK ADVENTURE



Located 950km west of Brisbane, Quilpie is the primary service centre for the residents of the 67,482 square kilometres that is Quilpie Shire Council. Approximately 2,000km of road traverses the shire. Celebrating its centenary in 2017, Quilpie, located on the banks of the Bulloo River, is home to around 600 people and enjoys an array of sporting, cultural and entertainment opportunities. Around the world, Quilpie is known as the home of the boulder opal.

Quilpie is the service centre for the shire, which covers 67,482 square kilometres. It has all the necessities and many luxuries expected by the locals and visitors. Although known around the world as the home of the boulder opal, there is much more to this location. The artistic talents of local artists, both established and emerging are rich. Inspiration is drawn from the beautiful surrounds enjoyed by visitors and locals.

Toward the end of the 19th Century, Adavale was one of the most important towns in western Queensland with steady trade for the hotels and businesses as a result of the activity at the nearby opal fields. Originally the railway was planned for Adavale, however a government decision to change the planned railway line route saw Quilpie become the hub. Rich with history, Adavale has some of the most beautiful scenery in the Shire.

Eromanga has been known for many years as the furthest town from the ocean in Australia, as well as for producing around 1.5 million barrels of oil per year. The early history of Eromanga is rich, and its story is well told at the Object Theatre and Rustic Outdoor Machinery Museum. Today, Eromanga is vital to the history of the nation as the newest paleontological frontier in Queensland. Eromanga is home to some of the newest specimens.

Other places of interest within the shire are Cheepie and Toompine. As a change station for Cobb & Co, Cheepie was fundamental to the success of the Shire during its years of establishment. At its peak, Cheepie had a police station, blacksmith, railway station, tent boarding houses, butcher shop, bakery and two organic vegetable gardens. Cheepie was the hub for transport and communications at the turn of the century.

Further information on the region can be found [here](#)





ABOUT COUNCIL

Quilpie Shire Council is made up of 5 Elected Members, one of whom is the Mayor. The elected members are: Mayor Stuart Mackenzie, Cr Lynette Barnes, Cr Jennifer Hewson, Cr Bruce Paulsen, and Cr Roger Volz.

The Quilpie Shire community appoints five Councillors to the Council, who in turn appoint a Chief Executive Officer to implement Council's decisions. To assist in the effective management of the council and the services it delivers to the community, the Chief Executive Officer has put in place an organisational structure which incorporates two Directors who have responsibilities in Corporate and Community Services, and Engineering Services. Council employs approximately 70 staff.

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other.

RESPECT

We treat each other with respect regardless of status. We act professionally, support each other and our organisation, and together we celebrate our successes with understated pride.

COMMUNICATION

We share information and knowledge with each other in an open, clear & timely manner. We actively and empathetically listen to each other, seek to understand, and embrace robust conversations. We aim for constructive debate rather than criticism.

FUN & HUMOUR

We incorporate fun & humour in the workplace and recognise that it promotes positive workplace relationships and positive workplace behaviours such as knowledge sharing, informal training, and empathy in times of need.

PRIDE

We have pride in ourselves, our organisation, and the workplace. We strive to deliver high quality work and innovative programs and services to our communities.

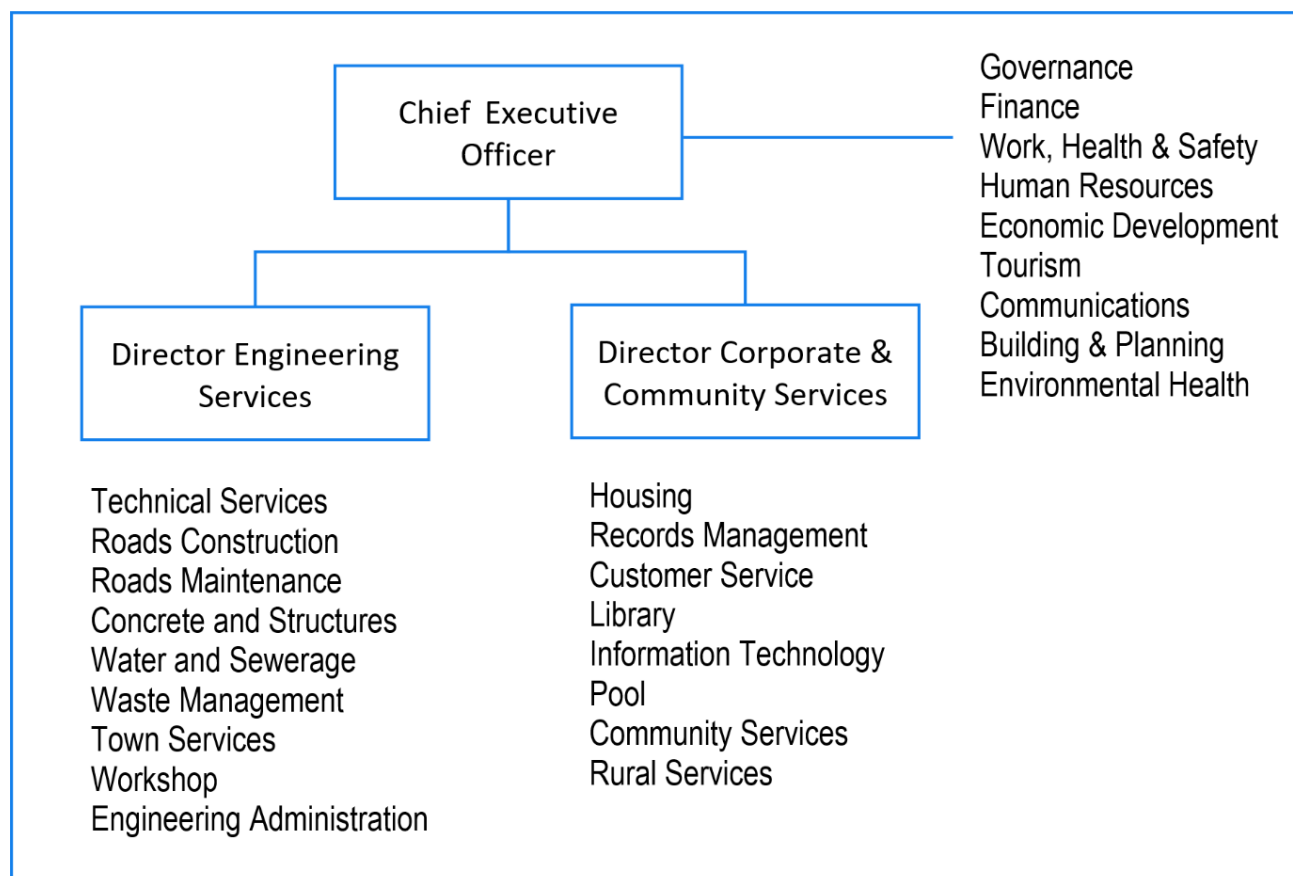
TRUST

We treat people with integrity, respect, and empathy to build and maintain positive relationships. Trust in our workplace promotes confidence that the organisation and colleague care about you and respect your knowledge and what you stand for.

TEAMWORK

We are one organisation across all functions and locations within the Shire. We work towards a common goal through cooperation and teamwork.

ORGANISATION STRUCTURE



ABOUT THE ROLE

Position Title: Chief Executive Officer
Reports to: Mayor Stuart Mackenzie
Location: Quilpie, QLD

OVERVIEW

The role of the Chief Executive Officer is to assist in the effective management of the council and the services it delivers to the community. The Chief Executive Officer has put in place an organisational structure which incorporates two Directors who have responsibilities in Corporate and Community Services, and Engineering Services. Council employs approximately 70 staff.

POSITION OBJECTIVE

The Chief Executive Officer is Council's principal staff officer, exercising overall management responsibility for Council's operations.

The Chief Executive Officer:

1. Acts as the primary link between councillors and the organisation and is responsible for providing assistance to councillors in developing policy.
2. Provides leadership to staff in achieving Council objectives.
3. Oversight of the financial management of the Council.
4. Communicates and promotes Council's policies to the community it serves.



POSITION REQUIREMENTS

Duties and responsibilities include but are not limited to:

Managing Council Relationships

Responsibility: Provide advice, policy development and decision-making support to Council.

Criteria: Timely, quality advice, no significant oversights.

Responsibility: Ensure implementation of Council resolutions, policies, and decisions.

Criteria: Timely, effective action, progress monitored, and variances reported.

Responsibility: Provide development opportunities for councillors.

Criteria: Councillor satisfaction in the programs offered.

Organisation and Operations Management

Responsibility: Provide leadership and co-ordinate departmental operations and performance.

Criteria: Performance planning and reporting system effectiveness, variance identification, communication effectiveness.

Responsibility: Ensure output is monitored and services provided in an efficient cost-effective manner.

Criteria: Operational efficiency, service and output standards attained.

Responsibility: Develop, maintain, and review Council's corporate plan.

Criteria: Corporate plan developed to Council's satisfaction.

Responsibility: Develop and maintain organisation structures to achieve Council's objectives.

Criteria: Organisational structure to achieve efficiency and effectiveness.

Responsibility: Provide organisational change leadership and support.

Criteria: Input level and effectiveness; actual achievement against plan.

Responsibility: Ensure development and maintenance of appropriate systems, procedures, and performance standards.

Criteria: Level of operational system development and documentation.

Financial Management

Responsibility: Advise Council of financial implications of policy determinations.

Criteria: Timely quality advice, no significant oversights.

Responsibility: Exercise management oversight of Council financial operations.

Criteria: Financial management system in compliance with contemporary practice and requirements.

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| Responsibility: | Ensure appropriate financial planning. |
| Criteria: | Forward financial plan in accordance with Council's objective. |
| Responsibility: | Maintain financial systems and controls. |
| Criteria: | Financial systems and control effectiveness. |
| Responsibility: | Achieve financial targets. |
| Criteria: | Financial targets achieved. |

Human Resources Management

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| Responsibility: | Ensure human resources management plans, systems, procedures, and programs are developed and implemented. |
| Criteria: | Human resources systems developed in accordance with Council requirements and contemporary practice. |
| Responsibility: | Promote teamwork and develop and maintain positive work relations and appropriate organisation culture. |
| Criteria: | Culture development complies with Council's objectives. |

Public Relations Management

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| Responsibility: | Communicate and promote Council's policies to the community it serves. |
| Criteria: | Level of communication. |
| Responsibility: | Ensure services, communications, and dealings of staff with the public and external bodies are of a high standard. |
| Criteria: | Customer satisfaction/complaints. |

Code of Conduct

(To be read in conjunction with Council's existing Code of Conduct for Council staff)

- The Council expects a certain conduct both at the workplace and as part of the Community.
- Specifically, this means that, at all times:
 - a. Taking care with Council property
 - b. Respecting the customs and beliefs of community members
 - c. Behaving in a manner that does not cause offence or bring disrepute on the Council or the Community and the individuals that make up the Council and Community
 - d. Obeying the rules and guidelines that the Council may implement at the workplace and/or on behalf of the Community
 - e. Being honest in your employment and dealings with the Council at all times
 - f. Whilst in full time employment with Council you may not undertake any other paid work, unless approved by Council
- Confidentiality

- a. Any information and/or documentation relating to the business of Council, shall not be disclosed to anyone unless, authorised in writing to do so by the Council or as per legislation.
- Council Property
 - a. All property, including documents, of the Council remain the property of the Council, even though they may be retained in your possession as a consequence of your employment duties. You may not borrow, lend, or possess any Council property unless authorised by the Council to do so. On termination of employment any and all Council property in your possession is to be returned to the Council.

Positive Attitude and Enthusiasm

- a. Demonstrate and encourage a positive attitude relating to your work, your fellow workers, and the organisation.
- b. Treat fellow workers, customers, Councillors, and members of the public in an honest, respectful, and courteous manner, while recognising that they have the right to hold views which may differ from your own.

Team Role

- a. Demonstrate and encourage a sense of teamwork within the workplace and the entire organisation as a whole.
- b. Share information, assets, and resources across Council departments to enhance the seamless delivery of services.

Career Development Role

- a. Be proactive in the continual improvement of all aspects of your work performance. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.
- b. Be aware of, maintain knowledge of and comply with Acts, Regulations, local laws, policies, delegations, and procedures applicable to your role. Further you will comply with relevant awards, certified agreements and Council policies and procedures.

Innovation and Continuous Improvement Role

- a. Value and seek to innovate and continuously improve performance.
- b. Treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

Our Values Role

- a. Promote and model the desired culture of the organisation by demonstrating and actively promoting the values of the organisation.

Corporate Requirements

- a. Compliance and adherence to Council's Code of Conduct, Council Policies and Procedures.
- b. Maintain the confidentiality of information that you have access to as a result of your role, that is not publicly available.
- c. Commitment to utilising resources in an efficient, effective, and accountable way as allocated under the level of responsibility for this position.

- d. Ensure all corporate information is captured within Council's business systems by adhering to Record Keeping policies and procedures.
- e. Abide by Council's OH&S policies, procedures and safety instructions, wear the protective clothing and equipment when provided, and maintain all necessary licences/professional/trade memberships associated with the work you will be carrying out to ensure your own health and safety and that of others within the workplace.
- f. Be aware of, and contribute as required by the position, to the advancement of asset management within Council.
- g. Undertake any other duties as are reasonably within the limits of the employee's skills, competence, and training.



SKILLS AND EXPERIENCE

- Appropriate experience in an executive management role within a functionally diverse organisation.
- Previous experience in a local government or similar environment, desirable.
- Demonstrated high level critical thinking skills including using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Demonstrated ability to develop and implement corporate and operational plans and budgets.
- Demonstrated high level management skills across the breadth of executive level management responsibility, including but not restricted to financial, human, risk, strategic and environmental management.
- Demonstrated high level ability in advocacy, diplomacy, tact, and public relations skills, including the ability to make difficult decisions.
- Demonstrated high level of initiative, judgement, problem solving, information research and presentation skills.
- Demonstrated negotiation skills including resolving conflict and ensuring accountability in all senior roles to model appropriate behaviour to address and resolve issues of difficulty.
- Demonstrated ability to contribute to policy formulation, implementation, and evaluation.
- Demonstrated ability to achieve operational and strategic results through the leadership team, monitoring progress, providing feedback, and holding accountability in self and in others as appropriate.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources planning, leadership in action, production methods, and coordination of people and resources.
- Knowledge of the system of Local Government and its operation, including key challenges.
- Knowledge of economic and accounting principles and practices, including the analysis and reporting of financial data.
- Knowledge of legislation relevant to local government context.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labour relations and negotiation, and personnel information systems
- Current 'C' class Driver's Licence
- Highly developed interpersonal and social skills, that develops credible relationships with all stakeholders e.g. persuasiveness and ability to influence.
- Demonstrates a high level of professionalism, combined with being politically astute, as well as customer service driven.
- High standards of personal and professional ethics and integrity.
- Leadership demonstrated through personal time management, including appropriately delegating and monitoring tasks to ensure the achievement of required outcomes.
- Thinking laterally to provide options for solutions to challenges e.g. analytical, critical thinking and problem-solving agility

REMUNERATION

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| SALARY: | Base Salary \$185,000 per annum. Housing will be provided and fully funded as well as a car for work and private use. Superannuation as below and in addition to base salary. |
| LEAVE: | Five weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. |
| SUPERANNUATION: | Contributions to Superannuation is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months |



RECRUITMENT TIMEFRAME

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| Application Period: | 21 st August – 07 September 2020 |
| Closing date for Applications: | 10pm Monday 07 September 2020 |
| Initial Assessment: | 07 September – 10 September 2020 |
| Council Interviews: | To be advised |

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

Working with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. Following the selection of a preferred candidate Council will require several further checks including reference checks, police history/criminal history checks, medical assessment and drug and alcohol test.



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