



Candidate Briefing Document Chief Executive Officer

Date: January 2021





ABOUT THE REGION

Popularly known as the “*Friendly Heart of the Great North West*”, Cloncurry has the feel of a western town with the progressiveness of a modern community. The ‘Curry’, as it is affectionately known by locals, is 120km east of Mount Isa and 400km south of the Gulf of Carpentaria. Few places can claim to be as influential in shaping Australia, as Cloncurry. Cloncurry is a community that celebrates outback life, the true Australian way.

Founded by Ernest Henry in 1867 with the discovery of copper, Cloncurry’s core industries include grazing, transport services, copper and gold mining.

The Shire encompasses an area of 48,000 square kms with a population of approximately 3,000 people. Cloncurry has a rich history. In 1861 Burke and Wills, were the first known Europeans to come into the area on their ill-fated expedition to the Gulf of Carpentaria. In May 1867, Ernest Henry came this way searching for grazing land and instead discovered the vast mineral wealth of the district; he named this area ‘The Great Australia’ and to this day one of the oldest mines in the country, ‘The Great Australian Mine’ is still in operation.

Cloncurry was involved with the beginnings of Qantas, and the original Qantas Hanger is still in use at the aerodrome. The Royal Flying Doctor Service was founded here in 1928 and is now recognised worldwide. The airport was also enroute for early planes coming from overseas and during the Second World War Cloncurry was the site of a major United States of America Air Base.

Cloncurry is a progressive community with a diverse economy across the mining, agricultural, transport and tourism industries. Cloncurry is at the heart of Queensland’s transport hub with key rail, air and road links from the eastern seaboard through to the Northern Territory and its well establish cattle industry includes some of the largest pastoral leases in the country. Situated in the heart of the North West Mineral Province, the town has one of the richest and most established mining investments in Australia.

Cloncurry has a new, state of the art airport which provides regular services to Brisbane, Townsville and Mount Isa. Residents have access to a wide range of general and specialist health; education (to Grade 12) and a kindergarten and childcare centre. There is an abundance of sporting clubs and activities to partake in along with a wide range of events and activities to entertain locals, visitors and tourists throughout the year.

Cloncurry is truly a region of opportunity and a great place to live, work and play and is home to 3200 residents.



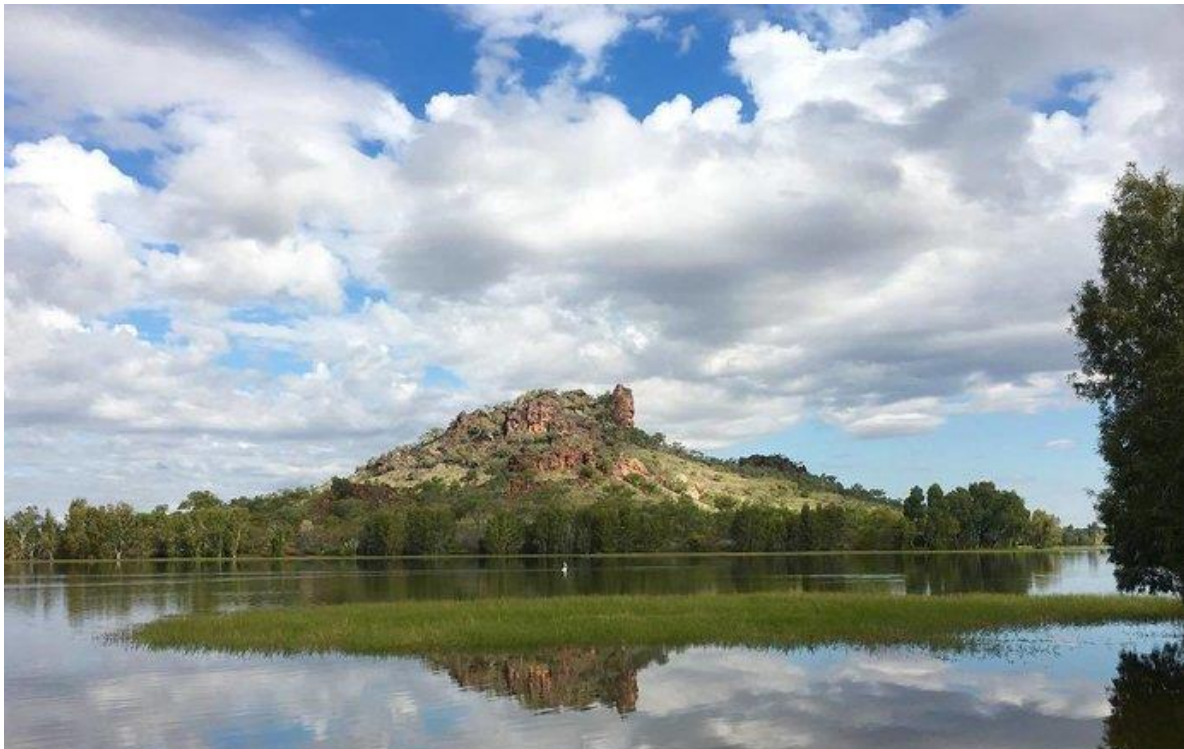


ABOUT COUNCIL

Cloncurry Shire Council is made up of; the Mayor and five Councilor's. The March 2020 local government quadrennial election occurred on the 28th of March 2020 and Mayor Gregory Campbell ran unopposed.

- Cloncurry Shire Council is a future-focused, community-responsive organisation with a charter to enhance all facets of life in the Shire. They are focused on creating an improved future while remaining responsive to the current needs of the community as broadly defined. This identity shifts their focus from that of a provider or supplier of infrastructure including roads, water, sewerage, waste management and rates to one of articulating that Council has an increased focus on planning for the long-term needs of the community and coordinating the delivery and ongoing management of services, infrastructure and facilities.
- The Council is further committed to enhancing the livability of the greater Cloncurry Shire community through coordinating the provision of social facilities to make the Shire a more livable community.
- Cloncurry has experienced unprecedented growth as a result of the resources boom in recent years which has seen Council invest in a range of infrastructure projects, services and facilities that promote and enhance their community to make it an attractive place to live.
- Council manages its own Water treatment and Sewerage Plants, Airport, Childcare Centre, Sale Yards (.5M head of cattle pass through every year) to name a few.

Further information can be found on the Council Website www.cloncurry.qld.gov.au





ABOUT THE ROLE

POSITION OBJECTIVES:

The CEO has responsibility for the overall management of the organisation to provide services to the community in accordance with the Corporate and Operational Plan, organisational vision, mission and values. The position works closely with and is accountable to Council and provides a link between council, the community and council staff.

RESPONSIBILITIES OF THE ROLE:

Leading and managing people, developing a positive culture and values:

Cloncurry Shire Council (CSC) employs approximately 130 people. It currently has an operating budget of \$30m and a capital budget of \$23m. Delivering services and projects to the community from these budgets is of critical importance to council.

The Shire's ability to recruit, train, develop, retain, and promote high calibre employees is critical to its long-term success.

Aspects that are important are the CEO's capacity to:

- Empower, value and motivate employees and align the organisational effort with strategic direction, organisational objectives and challenges facing the Shire.
- Be a visible leader, establish accountable behaviour throughout the entire organisation and develop high levels of organisational cohesion and communication.
- Enthusiastically connect with employees to develop, collaborate and drive a positive culture and shared values to drive cross organisational delivery of goals.
- Lead in mentoring, coaching and developing employees so that they contribute to the Shire's success, and reach their potential, ensuring effective performance and development systems are effectively evident.

Business Management that is sustainable and financially accountable:

Cloncurry Shire Council delivers a wide range of quality services requiring high levels of efficiency and effectiveness, as well as sustainably in cost and benefit. Results that the CEO will lead and ensure are:

- Deliverable outcomes and priorities established and reviewed in the Operational Plan each year, including compliance with governance, alignment with a robust long term financial strategy and the annual budget, where variations are managed and accounted to achieve sustainable and sound "bottom line" results.
- Effective and efficient delivery of councils adopted capital works program and other agreed projects.



ABOUT THE ROLE cont.

- Community and customer services and programs being consistently delivered to agreed standards and expectations, reviewing, if necessary, the business systems and processes focusing the whole organisation on the importance of efficient service delivery.
- Work closely with Council to identify services that might be restructured or redesigned in order to create options to reduce Council's net costs and thereby improve the shire's long term financial sustainability.
- Further utilise and develop Council's digital technologies and innovative workplace practices, specifically activity-based working, to achieve efficiencies and productivity improvements.

Relationships, Engagement and Collaboration:

Good working relationships between people are fundamental to achieving progress at Cloncurry Shire Council. The CEO will provide a strong example and lead in building:

- Effective relationships with Councillors characterised by respectful engagement providing relevant, timely communications.
- Relationships with Community stakeholders, local organisations and Governments which are all characterised by high levels of mutual respect, strategic alliances and delivering Shire and Community objectives including establishing a strong personal identity in the Cloncurry community.
- Ensure that there are high levels of compliance by the community with Council's Local Laws requirements via education and effective media and communication.

Strategic Leadership, reflected by the Executive Leadership Team

As a dynamic and strategic leader, the CEO will:

- Build a cohesive Executive Leadership Team strongly aligned to Council's goals and objectives, which provides the Council with timely quality advice, especially in regard to key issues and significant projects which may impact on the Shire's future viability and sustainability.
- Lead the Shire's efforts to diversify and grow the regional economy by attracting new investment, working closely with existing local businesses, creating an environment that develops business and job creation, which in turn attracts families to the region and drives housing demands.
- Facilitate significant progress on investment attraction, business, and commercial development in Cloncurry.
- Have a priority focus in personally leading the Shire's efforts to diversify and grow the regional economy, creating sound organisational objectives and understanding of ensuring the goal of reacting to economic development opportunities with agility, professionalism, and support.



RESPONSIBILITIES OF THE ROLE (CONT):

Adaptable and Agile:

The world is a rapidly changing place and Cloncurry Shire Council will be affected like all other Governments. We will need to think ahead, and the CEO will continue to:

- Plan for trends, including negative implications and develop appropriate strategic responses involving sustainability which have a customer service focus and cost benefit.
- Lead shared services and collaborative arrangements with neighbouring and regional groups of councils and state government agencies and organisations.

Effective and responsible Governance:

Cloncurry Shire Council's reputation as a high-quality democratic Council will ultimately depend on the quality of its governance processes, which the CEO has a key role in by:

- Ensuring the organisation understands the complex role Councillors play as democratically elected representatives and develops appropriate processes and protocols which support Councillors to fulfil their role.
- Leading in personal example and making sure that respectful and ethical behaviours are at the forefront of Councillor interactions, as well all employees in line with the Codes of Conduct and organisation Values.
- Embedding high quality community engagement skills and practices as part of the organisational culture and ensuring that significant proposals brought to Council are underpinned by effective community consultation.
- Improving Council's Customer Request System so that Councillors are provided with timely feedback about requests they have generated or been associated with.

Other Corporate Responsibilities:

- Ensure that all policies, procedures and work practices are implemented and adhered to especially those relating to employee management, OHS and risk management, including Council's legislated obligations and those as set out under the current Local Government Act.
- Ensure that all appropriate direction and information about the activities of the role are communicated to management and employees effectively and efficiently.
- Ensure all organisational communication, information systems, documentation, meeting and reporting requirements are managed effectively, ensuring appropriate response and action.
- Establishing and maintaining an appropriate organisational structure for the Council, ensuring effective and sustainably operations, as well as day to day management leading to delivery of the Corporate Plan.



EXPERIENCE & QUALIFICATIONS

Management Competencies:

- Managing People and Change - Demonstrates the ability to manage staff performance and development. Sets standards and expectations, recognises and promotes good performance, decisively manages poor performance, encourages employees to develop their knowledge and skills using appropriate opportunities and techniques.
 - Collaborative Respectful Leadership - Demonstrates a collaborative and adaptive leadership style with stakeholders (politicians, business, government, agencies) and the community starting with the executive, councillors and employees. Delivering the organisational vision through informed and insightful decision making.
 - Strategic Analytical Thinking - Is able to think and plan strategically, envisioning the future of the sector and local area. Develops and analyses effective strategies and plans to shape and deliver long-term organisational objectives in a sustainable manner.
 - Commercial Focus - Demonstrates a high level of motivation, interest, and *focus* on the financial welfare of the organisation, delivering tangible benefits through the development and management of economic and commercial projects, income streams, cost reductions, grant options and commissioning, leveraging any benefits available in an ethical manner.
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- a. Expertise and Self Development - Demonstrates the appropriate level of specialist knowledge and skills required to effectively fulfil the role and ensure continuous self/professional development.
 - b. Collaborative Teamwork - Collaborates and consults with others effectively, in joint pursuit of team and organisational goals.
 - c. Financial, Social, Legal (Governance), Political and Commercial Awareness - Understands the environment in which the organisation operates and considers the financial, legal, social, political and wider commercial implications of their decisions and actions.
 - d. Communication - Communicates clearly and openly with others in order to inform, instruct, persuade and encourage feedback. Is able to deliver the message effectively to differing audiences and make sure all are aware of their roles, actions and accountabilities.
 - e. Performance, Self-Awareness and Outcome Focus - Demonstrates a “can do” attitude and focuses energy and commitment on achieving results that are critical to own and organisational success. Able to motivate and persuade others by understanding what their needs are. Aware of their own strength and weaknesses and able to optimise and self-manage to ensure consistent performance.
 - f. Customer Focus - Understands the role of the organisation, its communities and the needs and expectations of internal and external customers. Works professionally and innovatively to meet or exceed these needs and expectations, utilising effective business systems for information and to drive change.



EXPERIENCE & QUALIFICATIONS cont.

- g **Innovation, Continuous Improvement and Problem Solving** - Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative ideas, solves problems, and continually improves performance in a mindful considered way.

KEY SELECTION CRITERIA

- Appropriate tertiary qualifications in a relevant field (e.g., economics/finance, business management, infrastructure or community development or planning) plus diverse and extensive similar experience in managing a broad portfolio of services and programs, or extensive and diverse senior management experience in local government along with a track record of achievements in developing productive partnership and shared services that are beneficial for all stakeholders.
- A successful track record in a senior management leadership role preferably in Local Government (or a proven sound working knowledge local government), which demonstrates the capacity to work and achieve significant outcomes that contribute to the sustainability and economic stability of a rural shire.
- Proven people leadership skills which build, mentor, and maximize the capability of Directors, Managers and employees along with a positive and productive organisational culture and behavioural values, focused on 'customer and community'.
- Proven experience and delivery of corporate plans and financially sustainable objectives with a priority focus on commercial and economic development that delivers successful outcomes, attracts families to the region and services for the community.

QUALIFICATIONS, EDUCATION AND LICENCES

Mandatory:

- Tertiary qualification in Business Administration, Public Administration, Engineering or equivalent.
- Post graduate qualifications such as Master of Business Administration or Local Government Administration would be favourable.
- A current Police Clearance
- Hold and maintain an unrestricted Class "C" Drivers Licence.
- Psychometrics testing may be required.





ACCOUNTABILITY & EXTENT OF AUTHORITY

- Authority over all decision making and functions within the Council organisation - but in accord with the provisions of the Local Government Act as outlined for Senior Officers, within the constraints of Council policy, budget and other decisions of the Council, except where there is a statutory requirement for the decision to be made by the Council.
- Discharge of the responsibilities and duties in this Position Description.
- Effective overall management of the Council, including the performance of all employees.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.





RECRUITMENT TIMEFRAMES

Application Period:	22 January 2021
Closing date for Applications:	08 February 2021
Initial Assessment:	09 - 13 February 2021
Council Interview:	To be confirmed

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

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.





REMUNERATION

- Base Salary: \$180,000 - \$200,000
- Housing: Rent free for duration of employment
- Provision of a fully maintained motor vehicle for official Council use (including full private use) in accordance with Council's prevailing policy. Private use is subject to fringe benefits tax. The vehicle shall be to the standard of a Toyota Prado or its equivalent.
- Council will reimburse relocation costs up to the value of \$8,000 upon receipt of a tax invoice and claim form. The Officer shall reimburse 100% of the relocation cost paid if the employment is terminated for reasons other than mutual agreement within one (1) year from commencement or 50% to be reimbursed between 12 and 24 months.
- Provision of a mobile phone for work purposes with private calls to be reimbursed where the total exceeds the minimum monthly plan charge.
- Council will meet the cost of the Officer's relevant annual professional membership subscription (i.e. LGMA, CPA, RPEQ).
- Five weeks annual leave per annum
- 15 days of personal leave
- The cash component of the remuneration at the commencement of this contract will be ranged between \$180,000 and \$200,000 per annum and is inclusive of all allowances (including locality and annual leave loading). This will be based on relevant skills and experience and will be negotiated with the successful candidate plus superannuation.
- The Council will make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the *Local Government Act 2009*. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.



CONTACT

Celia Jones

Director Recruitment

Consulting and Technical Advisory



Core Capabilities

- High Quality Recruitment
- First Class Recruitment Systems
- Robust Methodology
- Comprehensive and Professional Service
- Industry Knowledge

Qualifications

- Master Journalism
- Bachelor of Business - Int'l
- Registered Nurse

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