



SHIRE OF MENZIES

Agenda

**FOR THE SPECIAL MEETING OF COUNCIL
TO BE HELD ON**

8 JUNE 2022

Commencing at 1.00 pm

**At the Council Chambers
124 Shenton Street, Menzies**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act, omission or statement or intimation occurring during Council / Committee meetings or during formal / informal conversations with staff. The Shire of Menzies 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 / Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at 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 license, any statement or limitation of approval made by a member or officer of the Shire of Menzies during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Menzies. The Shire of Menzies warns that anyone who has an application lodged with the Shire of Menzies must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Menzies in respect of the application.

DECLARATIONS OF INTEREST

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to a Proximity or Financial interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

Councillor Meeting Information Shire of Menzies Council Meetings

Elected Members are bound by legislation to act with integrity and make decisions for the whole of the Shire.

Attending meetings

Elected Members have a duty to attend all council meetings to ensure that electors are adequately represented. In recognition of this, under the *Local Government Act 1995* an Elected Member who is absent from three consecutive ordinary council meetings without leave being granted by the Council, is automatically disqualified. If a member wishes to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary as well as Council approval.

It should be noted that applications for leave of absence are usually supported but must be approved by Council before, or at, the meeting(s) the council member is to be absent from. Leave of absence cannot be approved retrospectively.

Voting at meetings

If an Elected Member is present at a council meeting, he or she is required by law to vote on all matters before that meeting unless he or she has a financial interest in the matter. Agendas are delivered to Elected Members within the required timeframes of the *Local Government Act 1995*, being a minimum of seventy-two (72) hours prior to the advertised commencement of the meeting. While late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Councillors are required to give due consideration to all matters contained in the agenda. Without adequate time for reading the agenda, it is extremely difficult for Elected Members to make effective assessments of issues and provide constructive input to council debate and decision making. It is recommended that further information be requested if there is insufficient material available to make an informed decision.

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1 DECLARATION OF OPENING

The Shire President declared the meeting open at _____pm.

2 ANNOUNCEMENT OF VISITORS

3 RECORD OF ATTENDANCE

Councillors: Cr G Dwyer, Shire President
 Cr I Baird, Deputy Shire President
 Cr J Dwyer
 Cr S Baird
 Cr P Warner
 Cr A Tucker
 Cr S Sudhir

Staff: Mr B Joiner, Chief Executive Officer
 Mr A Giometti, Chief Financial Officer
 Ms E Reitmajer, Executive Officer (Minutes)

4 PUBLIC QUESTION TIME

5 APPLICATION BY MEMBERS

6 DECLARATIONS OF INTEREST

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

8 PETITIONS/DEPUTATIONS/PRESENTATIONS

9 REPORTS OF OFFICERS

9.1 Finance Reports

Nil.

9.2 Administration Reports

9.2.1	Corporate Business Plan 2022-2026
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM710
DATE OF REPORT	01 June 2022
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	1. Shire of Menzies Corporate Business Plan 2022 - 2026 Minor Review 2022 - DRAFT V 2.2 [9.2.1.1 - 13 pages]

SUMMARY:

This paper is for Council to consider the adoption of the *Corporate Business Plan 2022-2026*.

BACKGROUND:

The local government is required to make a Corporate Business Plan for each financial year covering a period of at least four (4) years.

The *Local Government (Administration) Regulations 1996* provide the purposes of a Corporate Business Plan:

- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Council is to consider the Corporate Business Plan and determine whether to adopt the plan or modifications.

If Council adopts the Corporate Business Plan the plan applies to the district for the period specified in the plan.

COMMENT:

A minor review of the Corporate Business Plan has been carried out by Moore Australia in conjunction with Shire officers.

CONSULTATION:

Community consultation is not required for the Corporate Business Plan. The Strategic Community Plan was provided to the community for feedback in December 2020 and January 2021.

STATUTORY AUTHORITY:

Local Government Act 1995 s5.56.

Local Government (Administration) Regulations 1996 Div 3 r19DA.

POLICY IMPLICATIONS:

Not applicable.

FINANCIAL IMPLICATIONS:

The Corporate Business Plan informs the financial planning for the Shire over the period specified in the plan.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to adopt the plan would make the Shire non-compliant with the Act and Regulations.	Low.	Adopting the current plan again for this FY.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.1.2 Effectively represent, promote and advocate for the community and district.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

4.2.2 Provide appropriate services to the community in a professional and efficient manner.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council adopts the Corporate Business Plan 2022-2026.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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Shire of Menzies

Draft Corporate Business Plan

2022-2026

Major Review – Adopted 29 July 2021

Desktop Review – Draft June 2022

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Shire of Menzies
124 Shenton Street
Menzies WA 6436
(08) 9024 2041
admin@menzies.wa.gov.au
www.menzies.wa.gov.au

***Shire of Menzies - Take
a look around!***

Integrated Planning and Reporting Framework

All Western Australian local governments are required to prepare a Plan for the Future for their district, comprising of two key strategic documents, being a Strategic Community Plan and Corporate Business Plan¹, which the local government is required to have regard for when forming their annual budget.

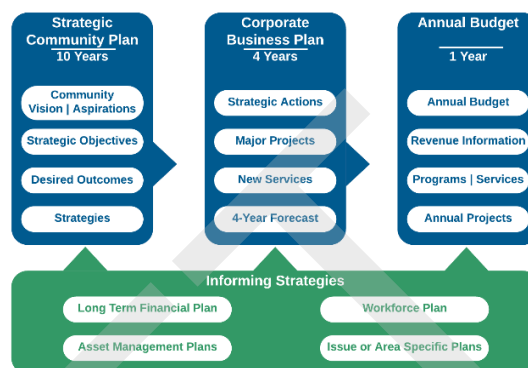
The Strategic Community Plan is Council’s principal 10-year strategy and planning tool, guiding the remainder of the Shire’s strategic planning. Community engagement is central to the Strategic Community Plan.

Achieving the community’s vision and the Shire’s strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of our Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents.

- Long Term Financial Plan
- Asset Management Plan
- Workforce Plan

The Integrated Planning Structure



This Draft Corporate Business Plan 2022-2026, together with the Strategic Community Plan 2021 - 2031, is the Shire of Menzies’s Plan for the Future.



Our Vision:
***An inclusive and welcoming community,
 celebrating our heritage and place***

¹ Local Government (Administration) Regulations 1996 Regulation 19DA (3)
 Shire of Menzies Draft Corporate Business Plan 2022-2026

Forecast Statement of Funding

The following Forecast Statement of Funding is extracted from the draft Strategic Resource Plan 2022 - 2037 to provide an indication of the net funding available. The forecast statement should be read in conjunction with the full Strategic Resource Plan and its underlying assumptions and predictions.

	2022-23	2023-24	2024-25	2025-26
	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES				
Revenues				
Rates	3,645,382	3,736,517	3,829,930	3,925,678
Operating grants, subsidies and contributions	3,051,253	3,097,022	3,143,477	3,190,629
Fees and charges	210,381	213,540	216,747	220,000
Interest earnings	141,591	149,925	172,654	194,607
Other revenue	35,664	36,200	36,744	37,296
	<u>7,084,271</u>	<u>7,233,204</u>	<u>7,399,552</u>	<u>7,568,210</u>
Expenses				
Employee costs	(2,409,715)	(2,445,860)	(2,482,545)	(2,519,788)
Materials and contracts	(1,539,093)	(1,562,180)	(1,585,610)	(1,609,396)
Utility charges (electricity, gas, water etc.)	(89,474)	(90,814)	(92,173)	(93,556)
Depreciation on non-current assets	(1,931,926)	(2,060,019)	(2,114,366)	(2,197,686)
Loss on asset disposal	0	0	0	0
Interest expense	(82)	(57)	(32)	(6)
Insurance expense	(137,412)	(139,475)	(141,568)	(143,690)
Other expenditure	(428,940)	(435,374)	(441,904)	(448,533)
	<u>(6,536,642)</u>	<u>(6,733,779)</u>	<u>(6,858,198)</u>	<u>(7,012,655)</u>
	<u>547,629</u>	<u>499,425</u>	<u>541,354</u>	<u>555,555</u>
Funding position adjustments				
Depreciation on non-current assets	1,931,926	2,060,019	2,114,366	2,197,686
Net profit and losses on disposal	0	0	0	0
Net funding from operational activities	<u>2,479,555</u>	<u>2,559,444</u>	<u>2,655,720</u>	<u>2,753,241</u>
FUNDING FROM CAPITAL ACTIVITIES				
Inflows				
Proceeds on disposal	0	0	0	0
Non-operating grants, subsidies and contributions	1,264,407	1,764,407	1,764,407	1,764,407
Outflows				
Purchase of property plant and equipment	(915,000)	(610,000)	(575,000)	(575,000)
Purchase of infrastructure	(2,411,297)	(2,576,297)	(2,746,297)	(2,746,297)
Net funding from capital activities	<u>(2,061,890)</u>	<u>(1,421,890)</u>	<u>(1,556,890)</u>	<u>(1,556,890)</u>
FUNDING FROM FINANCING ACTIVITIES				
Inflows				
Transfer from reserves	980,000	275,000	70,000	30,000
Outflows				
Transfer to reserves	(1,396,612)	(1,411,476)	(1,167,727)	(1,225,600)
Principal elements of finance lease payments	(1,053)	(1,078)	(1,103)	(751)
Net funding from financing activities	<u>(417,665)</u>	<u>(1,137,554)</u>	<u>(1,098,830)</u>	<u>(1,196,351)</u>
Estimated surplus/deficit July 1 B/Fwd	0	0	0	0
Estimated surplus/deficit June 30 C/Fwd	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Funding available/(to be sourced)	0	0	0	0

Capital Projects

A number of projects are forecast to be undertaken during the life of this Plan, which result in additional capital expenditure. Projects include new, expansion, upgrade and renewal of assets. A number of these projects were included in detail in the Shire of Menzies Strategic Resource Plan (SRP) 2022 – 2037 (combined Long Term Financial and Asset Management Plan), with additional projects under consideration during the 2022-23 Annual Budget process. A number of the projects listed below are reliant on external contributions, should these not be received the project may be deferred until adequate funding is available.

ASSET CLASS PROJECT	2022-23	2023-24	2024-25	2025-26	Grant Funding
	\$	\$	\$	\$	\$
Buildings					
Building Upgrades	3,045,258				
Building Renewals	1,640,763	75,000	75,000	75,000	
Buildings Total	4,686,021	75,000	75,000	75,000	
Plant, Furniture and Equipment					
Plant Replacement Program	340,000	500,000	500,000	500,000	
Administration Communications Equipment	10,000	10,000			
Menzies CCTV	90,000				90,000
Software and Systems	170,000	25,000			
Plant and Equipment Total	630,000	535,000	500,000	500,000	90,000
Infrastructure - Roads					
RTR Road Renewals		510,628	510,628	510,628	1,531,884
RTR Road Renewals - Tjuntjuntjara Access Rd	100,000	190,000	190,000	190,000	670,000
RTR Road Renewals - Evanston Menzies Rd	510,628				510,628
RRG Road Renewals	1,812,000	845,669	845,669	845,669	2,899,337
Road Renewals	1,154,890	500,000	1,050,000	1,050,000	1,984,890
Infrastructure - Roads Total	3,577,518	2,046,297	2,596,297	2,596,297	7,596,739
Infrastructure - Footpaths					
Footpaths Menzies Townsite	100,000	100,000			
Footpath Renewals			75,000	75,000	
Infrastructure - Footpaths Total	100,000	100,000	75,000	75,000	
Infrastructure - Other					
Kookynie Fencing	848,750				
Main Street (Shenton) Streetscaping	50,000				
Meeting Structure - Tjuntjuntjara	70,000				70,000
Reticulation for Plants - Truck Stop	10,000				
Rodeo Site Development	50,000				50,000
Sealing of Parking - Menzies Public Toilets	100,000				100,000
Tjuntjuntjara Playground/Cemetery Shade Structure	40,000				
Tourist Signage - District wide	200,000				200,000
Other Renewals	1,260,007	430,000	75,000	75,000	
Infrastructure - Other Total	2,628,757	430,000	75,000	75,000	420,000
Grand Total	11,602,296	3,186,297	3,321,297	3,321,297	8,106,739

Shire of Menzies Draft Corporate Business Plan 2022-2026

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Strategic Direction and Service Delivery

Strategic Objectives

A strategic objective has been developed for each of four key themes of community interest, being:


- **Our Community:** A vibrant and inclusive community
- **Local Economy:** A prosperous local economy
- **Our Environment:** Enhance and maintain our built infrastructure and natural environment
- **Leadership:** Responsible management and good governance, leading an empowered community

Service Delivery

The Shire of Menzies delivers services to its community in line with its vision and the four key strategic objectives set out above. Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan.

Strategies and detailed actions to achieve these outcomes have been developed as part of the Corporate Business Planning process and are detailed on the following pages. Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability.

The prioritisation of the actions is reflected by the following symbols, indicating when the action is planned to be undertaken.

Ongoing	
Short - Medium Term 2023-2026	2023-2026
Longer Term 2026 onwards	

As the Shire strives to achieve these outcomes, the community will be kept informed of the progress by means of the Annual Report.

Measuring our Progress

The following key measures have been identified in line with our strategic objectives, the Shire will monitor and report our progress using these measures.

Measure	Desired trend
Our Community	
Local volunteer base	Stable Increase
Community activities events	Stable Increase
Facilities usage rates	Stable Increase
Local Economy	
Visitor statistics	Stable Increase
Vacancy rates (business and residential)	Decreasing
No. business licence applications	Stable Increasing
Our Environment	
Statutory asset management ratios	Improve Maintain healthy ratios
Infrastructure maintenance and renewal	In line with budget
Leadership	
Elected members representation	Maintain participation on boards and committees
Strategic plans and reports	Implementation and currency
Statutory financial ratios	Maintain healthy ratios

Our Community

A vibrant and inclusive community

Outcome 1.1

An engaged and inclusive community

Strategies and Actions



1.1.1	Facilitate, encourage and support community volunteers, groups, events and initiatives	
1.1.1.1	Encourage and support community initiatives	
1.1.1.2	Provide opportunities for local volunteer skills to be utilised and acknowledged	
1.1.1.3	Actively promote and support local events and activities	
1.1.1.4	Actively promote and support local events	
1.1.1.5	Articulate options to support cultural experiences within events held within the Shire	
1.1.2	Welcoming to all residents, strengthen community cohesiveness and participation	
1.1.2.1	Development of welcome package for new residents	2022-23
1.1.2.2	Actively promote and support local events and activities (1.1.1.3)	
1.1.3	Provide, maintain and improve community facilities	
1.1.3.1	Maintain recreation facilities in line with asset management plan	
1.1.3.2	Provide support for the community resource centre	
1.1.3.3	Implement the capital building plan for community facilities	2022-24

Outcome 1.2

A healthy and safe community

Strategies and Actions



1.2.1	Support provision of emergency and essential services	
1.2.1.1	Work with key stakeholders and community to recognize and support volunteers	
1.2.1.2	Coordinate the Local Emergency Management Committee (LEMC)	
1.2.1.3	Actively cooperate and work with volunteer and district emergency service providers	
1.2.1.4	Support the establishment of bushfire brigade at Tjuntjuntjara	2022-23
1.2.2	Advocate for appropriate medical and health services	
1.2.2.1	Lobby to maintain adequate access to health services	
1.2.2.2	Facilitate improved regional health and education services	
1.2.3	Support community health and wellbeing initiatives	
1.2.3.1	Advocate for the development of a regional plan for provision of aged care services	2022-23
1.2.3.2	Complete and implement plan to deliver specific youth activities and opportunities	2022-23
1.2.3.3	Define role, level of service, and develop partnerships for delivery of aged care services, youth activities and identified vulnerable groups	2022-23

Local Economy

A prosperous local economy

Outcome 2.1

An innovative, diverse and prosperous economy

Strategies and Actions



2.1.1 Support local business and encourage further investment in the district	
2.1.1.1 Review land availability and current demand level	
2.1.1.2 Collaborate and support local emerging industries for mutual benefits to our community	
2.1.1.3 Actively promote local business development	
2.1.1.4 Develop economic development plan	2022-23
2.1.1.5 Work with mining industry to leverage opportunities for the towns and local business	
2.1.1.6 Plan and construct the Business Incubator Project	2022-23
2.1.2 Continue to work with industry and stakeholders for the economic development of the district	
2.1.2.1 Encourage locally based industries to support primary industry	
2.1.2.2 Develop, maintain and implement framework for managing development contributions	2021-24
2.1.2.3 Develop, maintain and implement framework for managing community benefit contributions	2021-24
2.1.3 Advocate for reliable essential utility services to the district	
2.1.3.1 Advocate for appropriate power, water and infrastructure services	
2.1.3.2 Investigate an appropriate septic/waste water system for the town of Menzies	2022-23
2.1.3.3 Work with energy providers towards the 100% renewable target for the town of Menzies	2022-25

Outcome 2.2

An attractive destination for visitors

Strategies and Actions



2.2.1 Promote our natural attractions and heritage sites as part of a regional approach	
2.2.1.1 Build tourism capability through events, arts, history, walkways, and cultural experiences	
2.2.1.2 Liaise with tourism bodies and key stakeholders to promote the district's attractions	
2.2.2 Maintain and enhance our local attractions	
2.2.2.1 Maintain 'place making' and community art/ garden initiatives	
2.2.2.2 Restoration of Niagara Dam	2022-23
2.2.2.3 Manage and maintain the Niagara Dam and camping area	
2.2.2.4 Maintain Lake Ballard sculptures and information boards in consultation with the artists	
2.2.2.5 Support opportunities to develop installation art	
2.2.3 Continue to provide and maintain visitor support services	
2.2.3.1 Support the local visitor centre	
2.2.3.2 Provision and growth of caravan and camping facilities	
2.2.3.3 Develop Mercer Street Caravan Park	2022-23

Our Environment

Enhance and maintain our built infrastructure and natural environment


Outcome 3.1

A well maintained attractive built environment servicing the needs of the community

Strategies and Actions



3.1.1 Maintain the integrity of our cultural and heritage assets and places

3.1.1.1 Maintain cultural and heritage infrastructure assets in line with asset management plan 


3.1.1.2 Collaborate with key stakeholders and advocate to develop appropriate records and maintain registers identifying cultural sites 2022-23

3.1.1.3 Develop a program for the preservation and restoration of buildings in Menzies, Kookynie, Goongarrie in line with asset management plan 2021-23

3.1.1.4 Develop heritage management strategy for the heritage listed buildings 2021-23


3.1.1.5 Complete the restoration of the Old Post Office 2022-23


3.1.2 Maintain and enhance our roads, built infrastructure, parks and reserves

3.1.2.1 Maintain and renew infrastructure in line with the asset management plan 

3.1.2.2 Review land use strategy and policies 

3.1.2.3 Continue to develop and maintain the main street in Menzies 

3.1.2.4 Maintain transport infrastructure in line with asset management plan 

3.1.2.5 Prioritise Menzies North-West and Evanston roads in asset management planning to provide all seasons access 

3.1.2.6 Completion of Menzies North-West Road bitumen to Lake Ballard 2022-23

Outcome 3.2

A natural environment for the benefit and enjoyment of current and future generations


Strategies and Actions




3.2.1 Encourage community and visitors to keep our district clean and tidy


3.2.1.1 Develop and implement a strategy, encouraging community and visitor investment in care of the district 2022-23


3.2.2 Promote reduced environmental impact within the Shire


3.2.2.1 Undertake to restrict vehicle access to fragile areas within the district 

3.2.2.1 Work with industry and key stakeholders, supporting initiatives to reduce environmental impact 

3.2.3 Effective biosecurity management within the Shire

3.2.3.1 Effective management of cactus, domestic animals and stray stock 

3.2.3.2 Support programs to eradicate pest plants and animals 

3.2.3.3 Seek and lobby for external funding for pest and weed control 

Leadership

Responsible management and good governance, leading an empowered community

Outcome 4.1

A strategically focused Council, leading our community

Strategies and Actions



4.1.1 Provide strategic leadership and governance

4.1.1.1 Develop and implement strategic planning in line with the Integrated Planning and Reporting Framework

4.1.1.2 Participation with key stakeholders and committees

4.1.2 Effectively represent, promote and advocate for the community and district

4.1.2.1 Effectively represent and promote the Shire of Menzies

4.1.2.2 Lobby and advocate for appropriate services, infrastructure and access for the community

4.1.2.3 Collaborate with regional partners, key stakeholders and organisations to enhance community services and infrastructure

4.1.2.4 Lobby for regular and adequate appropriate support of volunteers

4.1.3 Encourage and support community engagement and collaboration

4.1.3.1 Regular communication and engagement with community

4.1.3.2 Implement processes to communicate and promote the availability of Shire support to the community

Outcome 4.2

An efficient and effective organisation

Strategies and Actions



4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.1 Implementation and regular review of the Integrated Planning and Reporting Framework

4.2.1.2 Develop and maintain strategic plans, effective policies, procedures and practices

4.2.1.4 Demonstrate sound financial planning and management

4.2.1.5 Seek a high level of legislative compliance and effective internal controls

4.2.1.6 Seek to deliver best practice services and outcomes within resource capacity

4.2.1.7 Review and implement Record Keeping Plan 2022-23

4.2.1.8 Review Shire branding and style guide 2022-24

4.2.2 Provide appropriate services to the community in a professional and efficient manner

4.2.2.1 Provide quality regulatory services

4.2.2.2 Provide opportunities for service delivery training and professional development for employees

4.2.3 Provide a positive and safe workplace

4.2.3.1 Review and maintain effective workforce planning

4.2.3.2 Commit to and implement continual workplace health and safety improvements

4.2.3.3 Implement continual improvements as identified in the review of the Shire's safety management systems

4.2.3.4 Seek to be an employer of choice through provision of attractive working conditions

Services and Facilities

Services and facilities provided by the Shire have been linked with the relevant strategies in the Strategic Community Plan in the following table.

The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Menzies.

Services Facilities Support	Strategy
Customer service	4.2.2
Community consultation engagement	4.1.3 4.2.2
Strategic planning	4.1.1 4.2.1
Town planning	4.2.1
Economic development	2.1.1 2.1.2
Tourism management	2.2.1 2.2.3
Regional collaboration	2.2.1 4.1.2
Event management	1.1.1
Emergency services bush fire control	1.2.1
Ranger services	4.2.2
Environmental initiatives	3.2.2 3.2.3
Building control	3.1.1 4.2.2
Health administration inspection	4.2.2
Parks gardens reserves	3.1.2 3.2.1
Town beautification landscaping	3.1.2 3.2.1
Sport recreation facilities	3.1.2
Council buildings heritage assets	3.1.1 3.1.2
Caravan park	3.1.2
Library library services	4.2.2
Visitor Centre Community Resource Centre	4.2.2
Cemetery management	4.2.2
Roads infrastructure	3.1.2
Street lighting	3.1.2
Public toilets	3.1.2
Waste management	4.2.2
Medical health services	1.2.2
Youth services	1.1.1
Aged disabled services	1.1.1 1.2.3
Indigenous relations	1.1.2
Support for volunteers	1.1.1

Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Menzies operates, relative to risk, to understand the environment in which the Shire seeks to achieve its strategic objectives. The factors identified and considered during the preparation of this Plan are:

External Factors

- Increasing community expectations in relation to service levels and service delivery
- Demand for resourcing due to potential expansion in service delivery
- Rapid changes in information technology changing the service delivery environment
- Increased compliance requirements due to government policy and legislation
- Cost shifting by Federal and State Governments
- Reductions in external funding for infrastructure and operations
- Changes in mining and pastoral practices and the associated social impacts
- Climate change and subsequent response
- COVID-19 Pandemic

Internal Factors

- The objectives and strategies contained in the Council's current Strategic Community Plan
- The timing and actions contained in the Council's Corporate Business Plan
- Organisational size, structure, activities and location
- Human resourcing levels and staff retention
- The financial capacity of the Shire
- Allocation of resources to achieve strategic outcomes
- Maintenance of corporate records

References and Acknowledgement

Reference to the following documents or sources were made during the preparation of the Corporate Business Plan:

- Shire of Menzies Strategic Community Plan 2021 – 2031;
- Council website: www.menzies.wa.gov.au;
- Shire of Menzies Corporate Business Plan 2020 - 2024;
- Shire of Menzies Corporate Business Plan 2021 - 2025;
- Shire of Menzies Workforce Plan 2020 – 2024; and
- Shire of Menzies Strategic Resource Plan 2022-2037.

Prepared with the assistance of:

Moore Australia (WA) Pty Ltd
Telephone: (08) 9225 5355
Email: localgov-wa@moore-australia.com.au

Disclaimer

This Plan has been prepared for the exclusive use by the Shire of Menzies.

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Document Management

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Version	2022-2026 V2
Status	Draft
Date of Adoption	
Motion Ref	

9.2.2	CEO recruitment - statutory approvals
LOCATION	Shire of Menzies
APPLICANT	External
DOCUMENT REF	NAM711
DATE OF REPORT	02 June 2022
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	1. CEO Application Package Shire of Menzies Draft 01062022 [9.2.2.1 - 16 pages]

SUMMARY:

To provide the Job Description Form, consisting of a Position Description and Selection Criteria, for the Chief Executive Officer (CEO) recruitment process.

BACKGROUND:

The CEO provided the President with a written letter of resignation dated 18 May 2022. The agreed date for finishing with the Shire of Menzies is COB 21 July 2022.

LO-GO Appointments has been appointed to conduct the CEO recruitment exercise.

COMMENT:

Recruitment of a CEO is guided by the *Local Government Act 1995* and Council Policy 5.16.

The Job Description Form, consisting of Position Description and Selection Criteria, must be approved by Council by Absolute Majority prior to advertising.

CONSULTATION:

Laura Russo, LO-GO Appointments.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Policy 5.16 - CEO Recruitment and Selection, Performance Review, and Termination.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to approve the Job Description Form will delay the appointment of a permanent CEO.	Medium.	Nil.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council approves the Job Description Form, contained within the attached Selection Package, consisting of the Position Description and Selection Criteria for the recruitment of a Chief Executive Officer.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried by Absolute Majority	
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Shire of Menzies
Chief Executive Officer
Application Package
June 2022



APPLICATIONS CLOSE MONDAY 04TH JULY AT 5.00 PM.



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ADVERTISEMENT



SHIRE OF MENZIES

Chief Executive Officer

Menzies: Take a look around

Menzies is a mining and pastoral town in the Eastern Goldfields, 730kms east of Perth, originally a gold mining town and immersed in rich history, Menzies and its surrounding communities are full of different opportunities to explore and discover.

The Shire of Menzies are currently searching for a **Chief Executive Officer** to lead their community.

The successful CEO would be responsible for implementing Council's direction in a timely manner as well as the strategic goals and objectives of the organisation. They should have strong understanding of infrastructure and financial management with the ability to lead and manage the Shire in a positive manner.

A background working within Local Government as well as an understanding of and working experience within a remote community would be highly advantageous.

Employment is offered under a performance-based contract of three to five years. An attractive remuneration package in the range of **\$128,226 to \$201,113 per annum** (incl salary, super, utilities in accordance with SAT Band 4) will be negotiated based on qualifications and experience. In addition, the Council will pay the SAT regional/isolation allowance (up to \$30k)

Council will provide rent free, locally situated executive housing with paid utilities, private use of an executive 4WD and Professional Development & Training allowance with paid study days above your annual leave entitlements of 5 weeks. Reasonable relocation expenses will be available.

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 **Laura Russo, Business Liaison Manager at LO-GO Appointments** on (08) 9380 4505 or wa@logoapp.com.au

Applications close at 5:00pm on Monday 04th July 2022

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 MENZIES

COUNCIL

Shire President:	Cr G. (Greg) Dwyer
Deputy President:	Cr I. (Ian) Baird
Councillors:	Cr P. (Paul) Warner Cr S. (Scott) Baird Cr J. (Jill) Dwyer Cr A. (Andrew) Tucker Cr S. (Sudhir) Sudhir
Office:	124 Shenton Street, Menzies WA 6436
Email:	admin@menzies.wa.gov.au
Website:	www.menzies.wa.gov.au
Telephone:	08 9024 2041

COUNCIL STATISTICS (2021/2022)

Population:	490
Area:	128,353 sq km
Distance from Perth:	730 km
Number of Electors:	231
Number of Dwellings:	130
Number of Employees:	18 FTE
Length of Roads:	47 km (sealed), 2139 km (unsealed)
Suburbs & Localities:	Menzies; Kookynie; Tjuntjuntjara; Morapoi
Local Industries:	Pastoral; Mining – Gold, Nickel, Iron Ore; Tourism
Significant Local Events:	Australia Day Awards and Community Breakfast; ANZAC Day Dawn Service and Gunfire Breakfast; Menzies Cyclistic – Long weekend in June; Remembrance Day Ceremony; Town Christmas Party; Menzies Rodeo and Ute Muster
Tourist Attractions:	Lake Ballard (Gormley Statues); Niagara Dam; Kookynie; historic buildings; Menzies Cemetery; Golden Quest Trail; Goongarrie Cottages; Town Walk Trail
Council Meetings:	Council meets at 1:00pm on the last Thursday of each month.

PROFILE - SHIRE OF MENZIES



About Menzies

Menzies is a mining and pastoral town in the Eastern Goldfields, 730kms east of Perth. The Shire of Menzies covers an approximate total area of 125,000 square kilometres.

Like many towns in Western Australia, Menzies was born in and boomed during the gold rush days of the 1890s. Then, following the pattern which has become typical of many gold mining towns, the limit of available resources was reached, the people drifted away and the area declined. Despite these changing fortunes, Menzies continued to survive.

The first gold discovery in the Menzies area has been credited to a prospecting party led by James Speakman in 1891. His find was reported but for some unknown reason Speakman did not return to the area.

The discovery of the rich Coolgardie field in 1892 tempted prospectors further inland. The track to Ninetymile (Goongarrie) north of Coolgardie became well known as people trying to make their fortune ventured forth. JJ Brown, C Kirby and C Jackman had found gold about 20 miles north of Ninetymile. They had sunk a shaft about six feet deep showing a reef carrying good visible gold.

LR Menzie and JE McDonald in company with Jimmy, an Aboriginal tracker, and Cumbra, an Afghan camel driver, were prospecting for a Perth syndicate headed by Sir George Shenton. Menzie met Brown at the Ninetymile and agreed to inspect his shaft, with a view to purchase if it proved suitable. While at the show he ran short of water and journeyed to a rock soak eighteen miles east of the Ninetymile to replenish his supply. When returning he kept too far to the west and went past Brown's camp. It was at this point that he stumbled on a rich alluvial deposit.

Menzie and McDonald followed the line of the reef to the tip of a rise where they found many very rich nuggets and quartz specimens studded with gold. They packed as much as they could in their saddle bags and hurried back to Coolgardie, the nearest mining centre with a Registrar's Office, leaving Jimmy and Cumbra to guard the find. On the way they ordered tools, a forge, dynamite and groceries at the Ninetymile.

On the 1 October 1894 the claim was registered, Lease No. 1380 in the name of LR Menzie and Sir George Shenton, and Lease No. 1381 for LR Menzie and RF Scholl. These became the Lady Shenton and Florence mines and the place Menzies.

While the two were in Coolgardie, rumours of a rich find abounded and several parties started for Ninetymile to find the location. However many were forced to return because of lack of water. When Menzie and McDonald arrived back at Ninetymile dozens of eager prospectors were waiting, determined to follow them to the find. Next morning saw them on the track with a crowd of men carrying water bags eagerly tramping after them.

The party travelled across a lake and off into the bush until they came to the Eight Mile (from Menzies) where they camped the night. They arrived at Pioneer Hill two miles south of Menzies

about 10 o'clock next morning. A man by the name of Billy Ivory climbed the hill but could see only scrub. The party camped to the right of the present Golden Age shaft, from which position they tried to locate Menzie's leases. An Afghan employed by Brown, Kirby and Jackman came up with some quartz saying he had found the strike. The whole crowd made a rush in the direction from which the Afghan had come, and soon all hands started out to peg alluvial claims.

The news of a strike this big spread rapidly and soon the area was crowded with prospectors hoping for similar good luck. A string of mines including the Alpha, Florence, Nada, Friday, Wedderburn, Crusoe and Lady Sherry were developed soon after the registration of the Lady Shenton claim.

Of the years that followed the discovery of the rich Lady Shenton reef, 1895 must surely have been one of the most vigorous and eventful. During this time Warden Gill marked out the town site and issued licenses for business and residential areas. Stores, hotels and public buildings were erected and a Progress Committee was formed. Mr Hugh Mahon published the first newspaper, and by December the first land sale saw seventy-eight blocks of land realize an aggregate of \$25,555.

Menzies was proclaimed a Municipality on the 20 December 1895 and the first Council was elected on 20 January 1896 with H Gregory elected as Chairman. According to the writings of Warden Owen, it was estimated that in 1896 the population was 10,000, half of whom resided in the town and the other half in the surrounding land.

In common with many of the towns in the North Coolgardie Goldfields, these early residents had to endure heat, flies, lack of water, poor diets and limited transportation, often for little or no reward. Sickness and disease plagued the early inhabitants, claiming many lives, especially among the young. The materials used to build the early buildings were an extreme fire hazard, and fires took a heavy toll.

Despite all these hardships, the people strived to make Menzies a vibrant profitable town. Water was carted to the town from surrounding lakes and underground supplies. The Government built a dam in 1897 and in 1901 this supplied water to the residences. The railway line between Kalgoorlie and Menzies was officially opened on 22 March 1898. The local Fire Brigade was formed to help control the damages caused by fire, and a Council by-law making it compulsory for at least one wall of business premises to be made of brick helped prevent the spread of many fires. Improved sanitation and a 50 bed hospital helped control the spread of disease.

Menzies at this time boasted 13 hotels, 3 banks, its own breweries and cordial factories, a Post Office with a staff of 25, a school with 205 pupils, a public library (in 1904) and 4 churches.

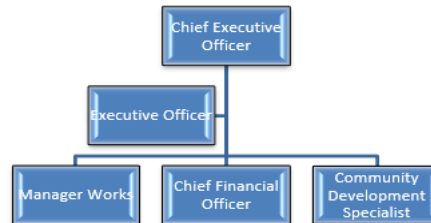
However, this prosperity was not to last. The gold which had made Menzies a town of major importance at the turn of the century was becoming more elusive a decade later. Figures show that production fell from 35,000 ounces in 1905 to 2,787 ounces in 1909. The population by 1910 had fallen below 1,000 and the decline of Menzies had begun. World War 1 hastened the decline, as many men who were drawn from the town were loath to return to the rigors of the gold fields after the hardships they had suffered overseas.

The general revival of gold mining during the depression years was reflected in Menzies by the renewed interest in the Lady Shenton group and the discovery of the First Hit mine. The pastoral industry, the railway line, and the nickel boom have all contributed at various times to keeping the little township alive. The 1980's and the 1990's saw another gold mining revival in Western Australia, and the future looked a little brighter, though the boom days of the 1890's were gone, it seems, forever.

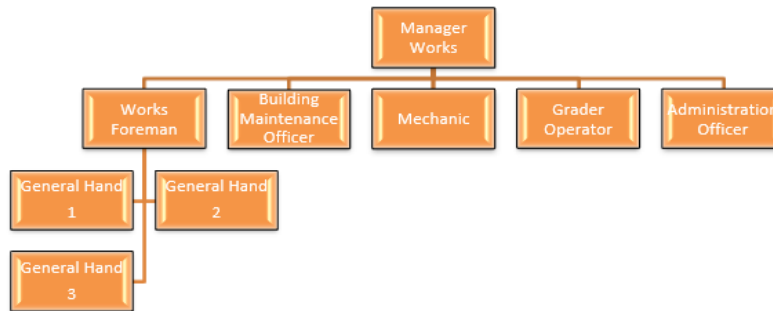
In the late 1890s and early 1900s Menzies was the administration centre of the North Coolgardie Goldfields. There were some twenty small towns in this area: Davyhurst, Mulline, Mt Ida, Kookynie, Niagara, Yarri, Yerilla and Edjudina to name a few. From around 1905 the gold mining industry experienced a downturn and most of these towns literally disappeared. Menzies has survived but it is a much smaller town than it was in the early 1900s.

ORGANISATIONAL STRUCTURE SHIRE OF MENZIES

Level 1 – CEO and Direct Reports



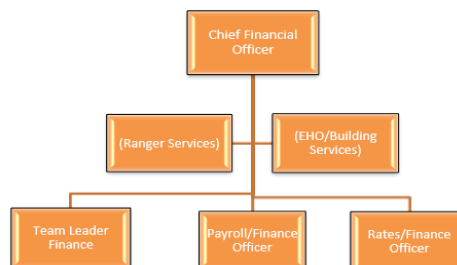
Level 2 – Manager Works and Direct Reports



Level 2 – Community Development Specialist and Direct Reports



Level 2 – CFO and Direct Reports



POSITION DESCRIPTION SHIRE OF MENZIES

- Position Title:** Chief Executive Officer
- Business Unit:** Office of the Chief Executive officer
- Location:** Menzies Shire Offices – 124 Shenton Street, Menzies WA 6436
- Reports to:** Council through the Shire President
- Supervises:** Executive Officer
Manager Works
Chief Financial Officer
Community Development Specialist
- Classification:** Negotiated contract position within Band 4 of SAT Determination
- Basis of employment:** Performance based contract to a maximum of 3-5 years

1. POSITION OBJECTIVES

Objectives of this Position

- Implement Council's direction in a timely manner
- Implement the strategic goals and objectives of the organisation
- Lead and manage the people, infrastructure and assets of the Shire

Within Section

- Meet corporate objectives
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives. Lead the organisation in providing a high level of service to the Community and Elected Members.

Within Organisation

- Develop a Corporate approach within the Executive Management Team towards the development of a budget and have financial controls within each operating Department.
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role.
- Monitor and improve organisational culture and the morale of staff.
- Ensure continuous improvement both in the natural and built environment and customer service.
- Administer the legal and statutory process of the Local Government's operation and be the chief adviser to Council on these matters.
- Provide strategic direction and strong leadership to the entire organisation.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority.

1. **COMPETENCY REQUIREMENTS**

Note: all requirements are essential unless otherwise stated

1.1. Leadership

- Proven leadership at the Chief Executive Officer/General Manager level.
- High level Strategic Planning skills and knowledge of corporate management.
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of employees' abilities.
- Understanding of the application of contemporary human resource management principles.
- Understanding of social media use and implementing policy and procedures in the organisation.

1.2 Policy Implementation

- Good knowledge of public policy issues as they impact on Local Government.

1.3 Governance and Compliance

- Demonstrated strong working relationship with Councils/Board of Management.
- Demonstrated capacity to administer the Local Government Act (1995) and associated Legislation involved in the field of Local Government.
- Proven provision of professional, comprehensive and timely advice to support Council in making informed decisions on behalf of constituents.
- Knowledge of statutory, legal and contractual obligations.

1.4 Financial results

- Extensive experience in the area of financial management.

1.5 Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships within the community.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

1.6 General Management

- Excellent interpersonal and communication skills focussing on maintaining good relationships with all stakeholders.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable is desirable.

Note: Employment is subject to relevant Police Clearances and other checks.

• **KEY DUTIES/RESPONSIBILITIES**

- 2.1 In consultation with Council, initiate and implement a strategic and service delivery plans for the Shire.
- 2.2 Co-ordinate, in conjunction with the Executive Management Team, the fiscal management of the Shire to reflect Council's aims and objectives.
- 2.3 Manage the Human Resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by Council.
- 2.4 Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focusing on service delivery to the Community.
- 2.5 Administer the legal, statutory and election process of the Council's operations and be the chief adviser to Council on these matters to ensure Council is operating within the statutes and all legal requirements are met.
- 2.6 Be responsible for effective day to day operations of the Council.
- 2.7 Ensure all legal and statutory compliances are met particularly related to substantial asset infrastructure.
- 2.8 On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as necessary.

3 ORGANISATIONAL RELATIONSHIPS

3.1 Responsible to:

The President and Council of the Shire of Menzies.

3.2 Supervision of:

All staff by delegation to relevant Managers.

3.3 Internal and External Liaison:

Internal

- President and Councillors individually
- All Committees
- Executive Managers
- All Staff

External

- Community, Ratepayers, Public
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers

4. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations and Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents and cheques as delegated and properly directed by Council

SELECTION CRITERIA (all are considered essential)

People, Organisation and Project Management

- High level management skills with experience working in a regulatory environment
- Proven abilities in leading and managing the delivery of projects, operations, finance and governance of a similar organisation
- Strong knowledge and understanding of regional needs and regional economic development strategies
- A passion for, and experience in, driving sustainable development and programs to strengthen a community
- A proven ability to think innovatively and introduce effective sustainable community development projects
- High level strategic and organisational leadership skills with a proven capacity to implement successful strategies that deliver positive benefits to the community
- The ability to effectively manage relationships between the organisation and key stakeholders
- Established ability to focus strategically and harness opportunities by aligning the organisation's strategic goals with community priorities in order to achieve objectives
- The ability to influence and work collaboratively with a range of stakeholders, both internal and external.
- Strategic thinking, with the ability to create and articulate a vision and the capacity to plan and prioritise competing projects
- Political awareness along with a sound knowledge of the structure of Government and the function of Local Government

Governance / Integrity

- Ability to appropriately represent the views of Council to both Government and private organisations.
- A high standard of professional and personal integrity in all dealings that reflects the culture and values of the organisation
- Provide sound advice and foster ethical and responsible decision-making by Council

Communication / Leadership

- The ability to foster productive relationships and build effective cooperation and partnerships.
- Confident communication abilities to interact with government and statutory bodies.
- Excellent communication, liaison and negotiation skills, and solid background in building enduring partnerships, coalitions and alliances
- A demonstrated ability to negotiate persuasively, successfully listen, understand and adapt to a range of audiences.
- Outstanding leadership skills, with the ability to build a shared understanding of, and commitment to, the strategic direction of the organisation.
- High level communication and interpersonal skills that create strategic links bringing people and organisations together to work effectively.

- Excellent communication skills with the ability to listen to other points of view, influence, persuade and express ideas clearly
- Proven ability to develop and maintain an organisational culture that fosters growth, learning and innovation

Financial Management

- Demonstrated ability to manage and maintain financial resources within budgetary expectations
- Extensive experience in financial management and reporting at a strategic level
- A sound understanding of financial reporting and compliance obligations as applicable to a Local Government
- Knowledge of Local Government financial regulations in the Local Government sector.

Other (usually fall into the desirable criteria or under qualifications)

- A sound understanding of working in a regional/agricultural region
- A strong desire to be part of the community
- Current C Class Drivers Licence
- Tertiary qualification in a relevant discipline or equivalent Local Government experience

REMUNERATION DETAILS SHIRE OF MENZIES

Employment is offered under a performance-based contract of 3 to 5 years with a remuneration package in the range of \$128,226 to \$201,113 per annum in accordance with SAT Band 4 and includes:

- Base Salary (cash component) - as per negotiations
- 10% Superannuation
- Up to an additional 7.5% Superannuation Co-contribution (conditions apply)
- Modern Executive Home with pets allowed
- Professional Memberships Allowance
- Regional/Isolation Allowance
- Utilities are paid by the Shire – estimated contribution up to \$4000 pa
- Five weeks Annual Leave per year. No Leave Loading is applicable
- Uniform allowance up to \$500 pa
- Laptop and telephone provided by the Shire

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. As a guide it is envisaged that a position of this calibre will command a cash component in the range of \$140,000 to \$160,000 per annum, this is negotiable depending on experience, with the overall total package to fall within the range of \$197,800 - \$241,800 per annum (includes SAT 4 Total Reward Package plus benefits allowable outside of the band package).

3. **Hours of work**

This position is based on a 38-hour week. As the Chief Executive Officer of the Shire of Menzies, flexibility is required, and additional hours will be needed at times to achieve objectives and attend meetings. This is reflected in the remuneration for the position.

4. **Regional/Isolation Allowance**

In accordance with the SAT Determination for Local Government CEO Salaries, the Shire of Menzies is permitted to offer their CEO a Regional/Isolation Allowance of up to \$30,000 per annum. This is a discretionary allowance and will be discussed and negotiated with the successful applicant

5. **Residence**

The Shire of Menzies will provide a well-appointed executive home. The benefit value of the home is \$7,800 per annum. The benefit value does not form part of the remuneration package.

6. **Motor Vehicle**

The Shire of Menzies will provide a fully maintained vehicle, currently a Toyota Prado, or similar, which includes unrestricted private use within Western Australia, including periods of annual leave but not long service leave. The benefit value is \$18,000 per annum.

- 7. Utilities Allowance**
The Shire of Menzies will provide and estimated contribution of up to \$4,000 per annum for water, gas and electricity usage charges.
- 8. Telephone Allowance**
Council will pay the full usage costs of a mobile phone
- 9. Uniform Allowance**
Council will pay for uniforms up to \$500 per annum.
- 10. Professional Membership and Professional Development Clause**
The Shire of Menzies will provide up to \$3,500 per annum towards professional memberships and development, which includes relevant workshops, training courses and conferences.
- 11. Superannuation**
Employees have the choice to nominate a compliant superannuation fund of their choice or the WA Local Government Superannuation Plan.

 - (a) Superannuation Guarantee**
Council currently contributes 10% of salary. This will be paid to a compliant fund of your choice.
 - (b) Additional contributions (optional)**
Additionally, Council will contribute up to an additional 7.5% of salary when an employee contributes a minimum of 5% of their salary, to a compliant fund of your choice.
- 12. Probationary Period**
A six (6) month probationary period with a three (3) month KPI check in will apply. Council will confirm the continuation of the Chief Executive Officer's contract upon the successful completion of the probationary period.
- 13. Annual Leave**
Employees will be entitled to Five weeks annual leave. Leave loading is already included in the remuneration package.
- 14. Relocation Expenses**
The Shire of Menzies will pay reasonable relocation expenses up to maximum of \$10,000 for the relocation of furniture, personal effects, one personal vehicle and travel costs to Menzies. The Shire will reimburse 50% of the relocation costs within two weeks of commencement and the remaining 50% will be reimbursed after the completion of 12 months' service.
- 15. Pre-Employment Medical**
The successful applicant will be required to successfully complete a pre-employment medical and a Drug and Alcohol test 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 Menzies. Existing medical conditions will not preclude an appointment.
- 16. Police Clearance**
The successful applicant will be required to provide a National Police Clearance, satisfactory to Council, that is no lesser than 30 days old. Costs will be paid for by the Shire of Menzies.

RECRUITMENT PROCESS INFORMATION FOR APPLICANTS SHIRE OF MENZIES

Applicants who demonstrate that they meet the requirements for the position and who, from their written applications and initial telephone canvassing process, appear to be competitive, will be considered for interview. This decision will be based on the information they provide in their application and outcome of telephone canvassing process.

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 must be provided:

This is the most important part of your application. To be eligible for consideration, you must address all essential selection criteria as part of the short-listing 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 at least 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 your day-to-day performance. 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 Menzies 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 04th July 2022 at 5:00pm.**

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

<p>POST (Marked Private & confidential Menzies – Chief Executive Officer)</p> <p>Ms Laura Russo Business Liaison Manager LO-GO Appointments PO Box 8074 SUBIACO WA 6008</p>	<p>OR</p>	<p>EMAIL (Marked Menzies – Chief Executive Officer)</p> <p>wa@logoapp.com.au</p> <p>(Do not apply via Seek)</p>
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INTERVIEWS

- The final decision on this position will be decided by the Council of the Shire of Menzies.
- Interviews will be conducted at the Shire office in Menzies, Western Australia or via TEAMS.
- Council will meet reasonable out of pocket expenses for candidates travelling to Menzies 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 Recruitment Panel. The content of presentation will be discussed with preferred candidate/s.

The Shire of Menzies promotes a smoke free work environment



9.2.3	CEO recruitment - appointment of independent member to selection panel
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM712
DATE OF REPORT	02 June 2022
AUTHOR	Chief Executive Officer, Brian Joiner
RESPONSIBLE OFFICER	Chief Executive Officer, Brian Joiner
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	Nil

SUMMARY:

Appointment of an independent member to the Chief Executive Officer selection panel.

BACKGROUND:

The CEO provided the President with a written letter of resignation dated 18 May 2022. The agreed date for finishing with the Shire of Menzies is COB 21 July 2022.

LO-GO Appointments has been appointed to conduct the CEO recruitment exercise.

At the OCM 26 May 2022 Council appointed Councillors to the selection panel but has yet to appoint an independent member.

COMMENT:

Recruitment of a CEO is guided by the *Local Government Act 1995* and Council Policy 5.16.

Council is required to nominate a selection panel which must consist of at least one (1) independent member as described in Policy 5.16.

Policy 5.16 indicates that the following cannot be nominated as an independent member to a CEO selection panel:

- A Council member;
- An employee of the local government;
- A human resources consultant engaged by the Local government.

CONSULTATION:

Laura Russo, LO-GO Appointments.

STATUTORY AUTHORITY:

Local Government Act 1995.

POLICY IMPLICATIONS:

Policy 5.16 - CEO Recruitment and Selection, Performance Review, and Termination.

FINANCIAL IMPLICATIONS:

Nil.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to appoint the Independent Member will delay the appointment of a permanent CEO.	Medium.	Nil.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council appoint _____ as the independent member of the Chief Executive Officer selection panel who is not a person excluded by Policy 5.16.

COUNCIL DECISION:

Council Resolution Number	
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Moved		Seconded	
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Carried	
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10 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil.

11 CLOSURE OF MEETING

The Shire President declared the meeting closed at _____pm.