

# DEPUTY CHIEF EXECUTIVE OFFICER

## INFORMATION PACKAGE



---

## DEPUTY CHIEF EXECUTIVE OFFICER

- **Full-time, fixed Term (3-5 year) contract**
- **Negotiated salary package \$168,000 to \$196,000 depending on experience**
- **4 weeks annual leave plus 10 days Executive Leave**
- **Vehicle with private use**
- **Executive 4x2 bedroom house**
- **Superannuation 11.5% plus additional 5% matching employer contribution.**

### ABOUT THE SHIRE OF CORRIGIN

---

Located 225km from Perth in the heart of the Wheatbelt region, the Shire of Corrigin is a vibrant community with a population of approximately 1,100 residents. The area is known for its progressive farming industry and excels in cereal cropping and livestock production, reflecting its rich agricultural heritage.

The town offers a well-rounded lifestyle with access to comprehensive health and medical services, including a local hospital, a general practitioner, and visiting allied health professionals. Residents enjoy the convenience of local businesses, from supermarkets and cafes to a hardware store, hotel, and other retail and commercial outlets.

Corrigin prides itself on excellent recreational facilities. With a gym, 50-metre outdoor pool and indoor heated pool, football and hockey ovals, indoor netball and squash courts, there is something for everyone. The town also boasts tennis courts, an 18-hole golf course, bowling greens, and numerous parks and playgrounds, making it an ideal place for families and individuals alike.

Families are well-catered for with a district high school to year 10 and childcare centre, ensuring a supportive environment for children and parents.

Highly skilled leaders are invited to join our team as the Deputy Chief Executive Officer (Deputy CEO). If you are passionate about contributing to the growth and success of a progressive community while enjoying the balance of a fulfilling professional and personal life, we would love to hear from you.

### ABOUT THE POSITION

---

The Deputy CEO works closely with the CEO and leads the finance, customer service, and administration teams. This role encompasses a diverse portfolio including corporate services, financial management, customer and library services as well as community development and tourism.

Leading a dedicated team of staff, motivating, and encouraging them to deliver excellent customer service and uphold high standards of financial management are important aspects of the role. Management experience will be essential in guiding and supporting the team to achieve their goals and contribute effectively to the Shire's objectives.

Strong financial management and leadership skills are required to provide accurate and timely financial and management reports to the CEO and Council.

This senior position will be responsible for overseeing the transition to a new finance, human resources, rates, customer service, and record-keeping system, making the role integral to the Shire's continued success and community impact.

## ABOUT YOU

---

The ideal candidate will thrive in a dynamic and challenging environment, with the autonomy to drive improvements and enhance systems and services to make a tangible impact on the community.

In addition to tertiary qualifications in accounting, business or equivalent experience in a senior management role, the successful candidate will have:

- Positive attitude and be motivated and well organised.
- Well development leadership, people management, communication, and interpersonal skills.
- Demonstrated knowledge and understanding of relevant Local Government legislation, accounting standards and regulatory requirements.
- Experience in all aspects of local government financial and asset management and reporting.
- The right to live and work in Australia.
- National Police Clearance.

## APPLYING FOR THE POSITION

---

Applicants are required to read the Information Package carefully for details about the position, selection criteria and application information.

Applications including a resume, cover letter addressing the selection criteria and two recent work related referees are to be submitted to [ceo@corrigin.wa.gov.au](mailto:ceo@corrigin.wa.gov.au) by **4pm Monday 30 September 2024**.

As an equal opportunity employer, we encourage all applications, as part of a diverse and inclusive workforce.

For further information about this position, please read the Information Package carefully contact Natalie Manton, Chief Executive Officer on 0427 425 727 or email [ceo@corrigin.wa.gov.au](mailto:ceo@corrigin.wa.gov.au)



## WORKING FOR THE SHIRE OF CORRIGIN

---

The Shire of Corrigin has a friendly, team-orientated, and highly motivated workforce providing quality services and facilities to residents and visitors to Corrigin. Working with a small, dedicated team provides an opportunity to work on a diverse range of areas and staff are encouraged to develop skills and knowledge based on areas of interests.

### **Vision**

A welcoming, growing and healthy community to live and work.

### **Mission**

We provide leadership to our local community and the delivery of services and facilities to make Corrigin a healthy, happy, growing and inclusive community.

### **Our Commitments**

Staff work together to ensure the Shire of Corrigin is financially stable, is well resourced and has excellent planning. We pride ourselves on our safe workplaces for employees, contractors, visitors, elected members and residents.

The employees are our greatest asset in working toward our vision. The success of our daily operations and delivery of major capital projects relies on the contribution of the dedicated and loyal employees.

The employees of the Shire of Corrigin have made the following commitments:

- *We will be professional and have a strong work ethic*
- *We will work together as a team to achieve our goals*
- *We will take pride in our work and strive to continually improve the way we do things*
- *We will communicate with each other and to our community in a positive and respectful manner*
- *We will provide a safe, healthy and inclusive work environment*
- *We will support local businesses when possible*
- *We will be a leader in local government governance and operations*



## EMPLOYEE BENEFITS

---

Individual conditions of employment are outlined in the Letter of Appointment and/or Employment Contract. The following additional benefits are available when joining the team at the Shire of Corrigin.

### **Flexible Work Arrangements**

The Shire understands that flexible work arrangements help employees achieve a work-life balance and create a positive work environment. Employees can negotiate flexible working arrangements, depending on the individual circumstances and requirements of the position. The Shire supports family friendly or part time employment options.

### **Competitive Salary**

The Shire of Corrigin Enterprise Agreement and contract salary packages provide for competitive staff salaries that are above the award wages.

### **Salary Packaging**

Salary packaging is available for permanent employees for items such as vehicles or lap top computers.

### **Hours of Work**

Most full time office staff work Monday to Friday from 8.30am to 5.00pm with half an hour for lunch and a Rostered Day Off each month. Part time and contract staff may have different negotiated arrangements.

The outside staff generally work Monday to Friday, from 7.00am to 4.00pm with a Rostered Day Off each fortnight. Additional overtime maybe be required during busy times.

Full time staff work a minimum of 76 hours per fortnight.

### **Additional Superannuation**

In addition to the 11.5% superannuation guarantee amount the Shire of Corrigin will match employee superannuation contributions up to a maximum of 4.5% or 5% for contract positions.

### **Leave Loading**

Annual leave is able to be taken as soon as it is accrued rather than wait for the 12 month anniversary of employment.

Leave loading of 17.5% is paid on annual leave taken with the exception of contract positions

### **Long Service Leave**

All permanent full-time employees of the Shire are entitled to 13 weeks long service leave after completing 10 years of continuous service in Local Government. Permanent part time and casual employees are entitled to a pro rata long service leave accrual after completing 10 continuous years of service. Long service leave accruals are transferable between all local government authorities in Western Australia

### **Personal Leave**

Personal/carer's and bereavement leave is paid as per the Enterprise Agreement or National Employment Standards.

### **Parental Leave**

Parental leave arrangements are included in the Shire of Corrigin Enterprise Agreement or National Employment Standards.

### **Professional Development and Training Opportunities**

Ongoing professional development is encouraged and the Shire of Corrigin supports employees to gain new knowledge and skills. Study leave and financial support is available to employees wishing to undertake training or gain TAFE or university qualifications.

The Shire provides traineeships and work experience opportunities for young people.

### **Internal Promotion and Higher Duties**

Opportunities are provided for employees to perform higher duties and act in senior roles from time to time. Existing employees are encouraged to apply for internally advertised positions when vacancy arise.

### **Corporate Uniform**

All permanent employees are entitled to an annual uniform allowance of \$600 and personal protective clothing to ensure the safety of employees. Part time employees receive a pro rata allowance.

### **Smoke Free Workplace**

The Shire Administration office, Community Resource Centre and Depot, as well as all shire vehicles are smoke-free.

### **Health and Wellbeing Program**

The Shire is committed to providing employees with a safe, healthy, and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff, and assist in the reduction of workers compensation claims.

### **Employee Support Services**

The Shire of Corrigin provides a range of opportunities and support services to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee safety.

All employees are offered access to the following services:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- First Aid training

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding, and work arrangements.

### **Health and Wellbeing Incentive**

To encourage fitness and general wellbeing, all permanent full time and part time employees are offered one of the following incentives to a maximum value of \$250 per financial year:

- Season pass for individual or family (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.
- Reimbursement of local Corrigin sporting team membership fees or equipment for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.
- Massage, physiotherapy, chiropractor, or any other therapy to assist health and wellbeing.
- Gym membership.

### **Employee Assistance Program**

Employees can access free and confidential counselling sessions over the telephone or face to face. Employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

### **Recognition of Service**

The long and loyal service of employees is highly valued and recognized with length of service awards.

### **Equal Opportunity Employer**

The Shire of Corrigin treats all employees equally and ensures that the best person is hired for a position based on positive attitude, qualifications, experience and knowledge. Employees from a diverse range of cultures, race, religion, age, gender or disabilities are welcome at the Shire of Corrigin and add valuable skills, knowledge and experiences.

### **Modern Office Facilities**

The Administration Office, Community Resource Centre, Works Depot and Pool are all modern, spacious, air-conditioned buildings with kitchen facilities and a range of individual and shared office spaces.

### **Employee Social Activities**

Working at the Shire of Corrigin is more than just a job and taking a break from work to get to know fellow employees and socialise is important in maintaining a great team culture. Staff are encouraged to attend breakfast, lunchtime or after work social events.

Employees support a range of voluntary and charitable activities including delivering weekly Meals on Wheels, Containers for Change donations, appeals and fundraising events.

The Shire provides an annual Christmas function for elected members, employees and families.

For further information contact the Human Resources Officer on telephone 9063 2203 or email [hr@corrigin.wa.gov.au](mailto:hr@corrigin.wa.gov.au)

## EMPLOYMENT PACKAGE

A negotiated performance-based contract with a salary package from \$168,000 to \$196,000 is offered comprising of the following:

Position	Deputy CEO – contract position
Tenure	Fixed term 3-5 year performance based contract with option to extend
Status	Full time
Location	Shire of Corrigin Administration Office 9 Lynch Street Corrigin
Gross Base Salary	Negotiated salary range \$100,000 - \$125,000 depending on qualifications and experience.
Hours of Work	8.30 am – 5.00pm Remuneration includes additional hours during busy periods to meet deadlines or to attend Council and committee meetings outside standard working hours as may be required for this senior position.  The position does not include annual leave loading, penalty rates or payment for additional hours or overtime.
Leave Entitlement	Four (4) weeks annual leave. Two (2) additional local government public holidays at New Year and Easter Tuesday.
Additional leave	Ten (10) days Executive Leave by arrangement with CEO or regular pre-arranged rostered day off may be negotiated depending on hours worked.
Superannuation	11.5% superannuation guarantee plus up to an additional 5% employer matching contribution
Housing	Executive 4x2 bedroom house in Corrigin provided rent free. Value based on Gross Rental Value (GRV) or housing allowance. Reimbursement of \$200 towards water consumption is provided to ensure gardens are maintained.
Motor Vehicle-	A fully maintained motor vehicle (medium SUV) is provided with unrestricted private use. within South West land division including during periods of leave.
Telephone and Information Technology	Mobile phone is provided for work purposes and reasonable private use. Lap top computer and internet access is provided.
Professional Membership/Subscriptions	Membership to Local Government Professionals WA or alternative.
Training and Development	Attendance at Local Government Professionals Annual or Financial Professionals Conference or equivalent. Contribution towards study fees and study leave by agreement with CEO.
Uniform allowance	Annual allowance of \$600 towards corporate uniform.



Health and Wellbeing	Annual reimbursement of up to \$250 as per policy.
Fringe Benefits Tax	Estimated value \$7,000 - \$10,000 depending on individual arrangements.
Salary Sacrifice	Employees are eligible to negotiate a salary sacrifice arrangement.
Removal Costs	Removal expenses for the relocation of household goods and furniture will be reimbursed up to \$5,000 upon presentation of receipts. The reimbursement will be based on 50% after completion of probation period and the balance after 12 months service.
Probation Period	An initial probation period of six (6) months during which time your performance will be assessed.





# Deputy Chief Executive Officer

## POSITION DESCRIPTION

---

### Position Summary

The Deputy CEO manages the customer service, financial management, tourism, community development and library services. The Deputy CEO provides leadership and management oversight to ensure the administration and financial services are compliant with relevant legislation and Shire of Corrigin policies and procedures.

The Deputy CEO is required to foster a positive, accountable, and safe workplace culture and ensure services are provided in an effective and efficient manner for the benefit of the Corrigin community. The position requires strong financial management skills to provide accurate and timely financial and management reports to the Chief Executive Officer (CEO) and Council to facilitate good decision making, governance and compliance including the preparation of the Budget and Annual Financial Report.

A key role of the Deputy CEO is to assist the Chief Executive Officer (CEO) and Council to deliver the outcomes outlined in Strategic Community Plan and Corporate Business Plan by maintaining the Asset Management Plan, Long Term Financial Plan, and other informing plans.

To act in the CEO role during periods of annual leave.

### Requirements of Position

#### Skills

- Highly developed local government financial management and accounting skills.
- Highly developed staff management, problem solving and conflict resolution skills.
- Developed team building and leadership skills.
- Effective time management skills.
- Developed verbal and written communication skills.
- Developed public relations and interpersonal skills.
- Proficiency in Microsoft Office Suite, in particularly MS Excel

#### Knowledge and Experience

- At least four years' experience in an accounting, administration, or supervisory position within local government, commercial or public sectors with an understanding of local government.
- Knowledge of local government accounting standards and processes including budgeting and financial reporting practices.
- Knowledge of legislation applicable to local government.
- Sound knowledge of information technology including computer systems and software operations.
- Detailed knowledge of local government Integrated Planning and Reporting Framework.
- Experience in asset management, long term financial planning and workforce planning.
- Experience in financial management to ensure that financial resources are used in an effective manner and within budget allocations.
- Experience in the use of IT Vision Synergysoft software.

## Qualifications and/or training

- Tertiary qualification in relevant discipline or equivalent senior management experience.
- Current drivers' licence.

## Key Duties and Responsibilities

<b>Leadership</b>
Develop and maintain a positive, productive and cohesive positive workplace culture.
Promote and model professional and ethical behaviour consistent with the Shire of Corrigin Code of Conduct, Code of Behaviour and organisational values.
Provide positive management, leadership, mentoring, supervision and development of administration, customer service, Community Resource Centre (CRC) and finance staff.
Lead, monitor and review of organisational performance and service effectiveness to ensure ongoing improvement.
Understand, implement and comply with relevant employment policies, practices and legislative requirements.
Identify opportunities for professional development and training to maximise employee performance to a high standard and continuous improvement.
Ensure employee issues or concerns are effectively managed in line with contemporary human resource practices and legislative requirements.
Work collaboratively with senior staff and attend meetings to develop plans, monitor projects and review expenditure as required.
Establish and maintain active involvement in professional networks and work in conjunction with neighbouring councils.
Promote the Shire of Corrigin in a positive manner.
Act in the CEO role during periods of leave as required by the CEO or Council.
<b>Corporate and Governance</b>
Ensure compliance with the <i>Local Government Act 1995</i> and associated Regulations, Australian Accounting Standards, and other relevant regulations and Council policies.
Ensure compliance with statutory obligations, procedures and guidelines including Enterprise Agreements and Industry Awards, <i>Work Health and Safety Act 2020</i> , Equal Opportunity, Disability Access and Inclusion, Privacy legislation, Freedom of Information and Code of Conduct.
Attend Council and committee meetings and staff meetings to provide technical/specialist advice and assistance as required.
Provide input to the development of the Strategic Community Plan, strategic documents, operational plans, other planning documents and policies.
Maintain and update Corporate Business Plan, Asset Management Plan, Long Term Financial Plan and Workforce Plan to assist in achieving the objectives and outcomes of the plans.
Day-to-day management and supervision of staff responsible for financial control, rates, human resources, insurance, property management and leases.
Ensure a high a quality customer service is provided to ratepayers, residents, visitors, consultants, contractors, and staff.
Ensure compliance with records management procedures and analysis of data and information systems and processes.
<b>Finance</b>
Provide high level financial management, support and guidance to the finance team including rates, payroll, creditors, debtors, stock and insurance aspects of the shire operations.
Prepare monthly financial and other analytical reports for presentation to Council in compliance with statutory provisions and Council policies.
Prepare the Annual Budget, Annual Financial Report including presentation of budget workshops and working papers to Council.

Ensure internal and external audits are completed in a timely manner and system improvements are made based on audit recommendations.
Prepare financial reports, review grant funding and submit acquittals as required.
Maintain and reconcile investment register and invest surplus reserve and trust funds .
Ensure timely and accurate completion of payroll related processes by reviewing and monitoring reconciliations, with Enterprise Agreement, superannuation and Fringe Benefits Tax requirements.
Oversee asset register and ensure depreciation, acquisitions, disposals and revaluations are accurately processed and reconciled monthly.
Supervise and monitor reconciliation of rating records and property valuations.
Oversee and review insurance cover and claims
Submit monthly Business Activity Statements (BAS).
Oversee loan register and ensure payment of loans.
<b>Customer Service and Administration</b>
Supervise customer service and administration staff.
Create a positive image of the shire by delivering excellent customer service to all internal and external customers in accordance with Customer Service Charter.
Ensure that staff deal promptly, empathically, and efficiently with customers to meet their needs adhering to customer service standards expected.
Ensure accurate records are kept in line with Record Keeping Plan and Disaster Recovery Plans
Provide high-level management and support to customer services staff and continue to improve and streamline administration services processes/procedures.
Support staff with difficult customers or escalated complaints.
Provide high-level management to library services staff and associated services which includes volunteer management, library events, service delivery and library stock management.
<b>Community Development and Tourism</b>
Provide high-level management, support and guidance to the Community Resource Centre staff regarding community development and engagement, community partnerships, events, projects and services, volunteer management, lease agreements and management of the shire community grants program.
Provide support and guidance to staff to develop projects, community and stakeholder partnerships, regional/ tourism events and visitor information.
Ensure tourism development grant applications, reporting and acquittal requirements are of a high standard and meet the contractual requirements.
Ensure community development grant applications, reporting and acquittal requirements are of a high standard and meet the contractual requirements.
<b>Records and Technology</b>
High-level oversight of records systems, procedures, and management across the organisation.
Plan, purchase and manage information technology assets and accessibility.

## **Key Performance Requirements**

1. Leadership and Management
  - Provide effective leadership, management and professional support to CEO and Council
  - Administrative and financial service complies with relevant legislation as well as Shire of Corrigin policies and procedures
2. Financial Management
  - Accurate and timely financial management and reporting
  - Annual report and budget are prepared for Council in timely manner
  - Monthly financial reports and information is provided to Council including financial progress and variances.
3. Integrated Planning and Reporting
  - Asset management plans and long term financial plans are maintained and updated
  - Corporate Business Plan is monitored and updated
  - Ensure informing plans are linked to the Shire of Corrigin Strategic Plan
4. Best Practice and Quality Service Delivery
  - Encourage and motivate team to deliver high quality services and work towards achieving best practice.  
Facilitate teamwork and culture of continuous improvement.

## **Key Projects**

Identify and implement effective strategies to improve relationships with internal and external customers including: review of financial services policies and procedures, forms and public relations information.

Identify and implement effective strategies to improve the overall level of financial services support to the CEO, DCEO, Manager of Works and Council.

## **Organisational Relationships**

### **Position is responsible to:**

Chief Executive Officer

### **Position Supervises**

Senior Finance Officer - Rates  
Finance Officer - Human Resources and Payroll  
Finance Administration Officer  
Customer Service Officer  
Administration Officer  
Community Resource Centre Coordinator  
Community Resource Centre Customer Service Officer- Tourism  
Community Resource Centre Customer Service Officer- Library

### **Key Relationships**

Internal: Chief Executive Officer  
Manager Works and Services  
Other employees

External: Councillors  
Other Government departments  
General public including ratepayers, residents and visitors.  
Suppliers of goods and services, contractors.

### Extent of Authority

Operates under the direction of the CEO within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

### Delegations

The following delegations may be delegated to the Deputy CEO subject to the terms and conditions outlined in the Delegations Register, as adopted by Council.

- 1.2.13 Payments from the Municipal or Trust Funds
- 1.2.15 Power to Invest and Manage Investments
- 1.2.16 Rate Record Amendment
- 1.2.17 Agreement as to Payment of Rates and Service Charges
- 1.2.18 Recovery of Rates or Service Charges
- 1.2.19 Recovery of Rates Debts – Require Lessee to Pay Rent
- 1.2.20 Recovery of Rates Debts – Actions to Take Possession of the Land
- 1.3.1 Financial Management Systems and Procedures
- 4.1.1 Cat Registrations
- 4.1.4 Recovery of Costs – Destruction of Cats
- 5.1.3 Recovery of Moneys Due Under this Act
- 5.1.4 Dispose of or sell Dogs Liable to be Destroyed
- 5.1.6 Determine Recoverable Expenses for Dangerous Dog Declaration

### Public Responsibilities

To promote a favourable public image of Shire of Corrigin personnel and operations.

### Review History

Reviewed and updated	CEO	August 2024



Photo credit Angie Roe 2024

## SELECTION CRITERIA

---

### Essential

- At least four years' experience in an accounting, administration, or supervisory position within local government, commercial or public sectors with an understanding of local government financial management and accounting requirements including budgeting and financial reporting.
- Knowledge of legislation applicable to local government.
- Highly developed communication, team building and leadership skills.
- Detailed knowledge of local government integrated planning and reporting framework including asset management, long term financial and workforce planning.
- Effective time management skills.
- Well-developed problem solving and conflict resolution skills.
- Proficiency in Microsoft Office Suite, particularly MS Excel.
- Developed knowledge of information technology including computer systems and software operations.
- Developed public relations and interpersonal skills.

### Desirable

- Tertiary qualification in relevant discipline or substantially advanced towards a qualification.
- Experience in the use of IT Vision Synergysoft software

## APPLICATION GUIDELINES

---

The Shire of Corrigin proudly supports equal opportunity and diversity and is committed to providing a work environment where people are treated with fairness, equality, and respect.

### Interviews

The preferred candidates will be required to attend an interview at the Shire of Corrigin Administration Office located at 9 Lynch Street Corrigin unless an alternative mutually agreeable location is confirmed in extenuating circumstances.

### Referees

The Shire of Corrigin is obliged to check your qualifications and suitability for the position. Applicants must provide the names and contact details of at least two professional referees who can comment on recent work experience relevant to this position. Referee details should be provided on the understanding that they may be contacted soon after the close of applications.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

The Shire of Corrigin reserves the right to make other checks of the final applicant(s) but will **not contact your current employer without your prior approval.**

You may provide additional material or information that you wish to support your application.

### Pre-Start Requirements

Any offer of employment will be subject to the following:

- Confirmation of the right to live and work in Australia.
- National Police Clearance (within 3 months prior to position closing date or if the successful candidate, prior to commencement date).
- A satisfactory pre-employment medical examination.

The successful applicant will be reimbursed for the cost of both the National Police Clearance and pre-employment medical examination subject to the Shire of Corrigin receiving the receipt/s of payment.

All Shire of Corrigin employees are required to abide by the Code of Conduct, Code of Behaviour and Fit to Work Policy which includes drug and alcohol testing.

### **Application Checklist**

- Cover Letter addressing the selection criteria
- Resume outlining work history and details of duties.
- Supporting documentation such as accredited qualifications, drivers' licence, National Police Clearance in PDF format.
- Emailed to [ceo@corrigin.wa.gov.au](mailto:ceo@corrigin.wa.gov.au) before the **30 September 2024 at 4pm**
- Contact details for recent referees



Photo credit Angie Roe 2024