



SHIRE OF MORAWA

EXECUTIVE MANAGER CORPORATE &

COMMUNITY SERVICES

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Executive Manager Corporate & Community Services



Work Type	Full Time – Contract (initial 3-year term with options to extend)
Remuneration Package	A total remuneration package up to \$175,000 per annum inclusive of superannuation, Shire housing, private vehicle use, utilities allowance, and a cash component of \$100,000-\$110,000 per annum dependent on candidate experience and
Location	Shire of Morawa, Administration Office
Closing Date	4pm on Friday, 31 January 2025

The Shire of Morawa

The Shire of Morawa, is one of States iconic remote country landscapes with roots embedded in agriculture and mining. The beauty of the land is balanced between its history, modern industrial operations, and small-town community spirit. The Shire has a modest local population with approximately 70% of residents living in the town centre.

The incredible wildflower season carpets the region in colour from late winter through to early October and sees the town bustling with visitors. Morawa is featured as one of the 21 stops in the Wildflower Country's Wildflower Way driving trail, which extends from Dalwallinu to Geraldton. The Shire is also home to numerous other attractions including heritage architecture, historic Canna, natural wonders like Bilya Rock and Koolanooka Springs, the museum, walking trails, the Biennial Art Exhibition, and the Speedway.

Located only 3.5 hours drive from the City of Perth, Western Australia, or 1.5 hours from Geraldton, Morawa is a diverse place to visit, live and work.

Population:	650-750
Location:	370km from Perth in the Mid West region
Environment:	Wheat and sheep farming town situated in the heart of wildflower country
Education:	Morawa District High School (Kindergarten to Year 12), WA College of Agriculture, a trade training centre, and Family Day Care Centre
Facilities:	Medical centre, community health centre, childcare centre, youth centre, swimming pool, aged care accommodation, community resource centre, Police, St John Ambulance services, 24/7 community gym, recreation centre, various seasonal sporting teams including AFL, netball, and hockey
Retail/Commercial:	Australia Post, IGA, Morawa Traders, pharmacy, agricultural supplies, trades, hardware, community resource centre
Hospitality:	Morawa Hotel, Wildflour Bakery & Café, Everlastings Guest House, Morawa Caravan Park
Transport:	TransWA Bus services

The Shire is forward thinking and provides employees with opportunities to learn and develop. Our staff is approximately 35 strong, operating across vibrant areas managing community services, facilities, assets and compliance areas.

The Position

We are looking for a highly motivated, suitably qualified, and experienced **Executive Manager Corporate and Community Services** to join our dedicated team.

Reporting directly to the Chief Executive Officer, this senior executive opportunity will see you providing strategic corporate advice to the organisation and managing the efficient delivery of the Shire's financial, corporate, governance and community services.

The successful applicant for this challenging yet rewarding and progressive role will have: qualifications or relevant experience in business, finance, governance, information systems and/or management disciplines; experience in budget preparation and control; corporate, finance, strategy and business analysis skills and a high level of people skills as well as enthusiasm, motivation and leadership.

This position is offered under a performance-based, three to five year contract with an attractive remuneration package worth up to \$175,000 inclusive of superannuation, private vehicle use, executive Shire housing, subsidised utilities, professional development and membership fees, reasonable relocation expenses and a cash component of approximately \$100,000 - \$110,000.

If you are looking for an opportunity to advance your career, put your established skills to the test, or experience the uniqueness and benefits of remote country living then this could be the ideal role for you.

An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au Further information can be obtained by contacting the Chief Executive Officer, Michael Cole on (08) 9971 1204.

Submitting an Application

Your application should include a covering letter outlining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position.

Posted applications should be addressed to the Chief Executive Officer, Shire of Morawa, PO Box 14, Morawa WA 6623 and marked "Private and Confidential".

Electronic applications can be sent via email to ceo@morawa.wa.gov.au

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from the Shire under restricted circumstances.

The closing date for this vacancy is 4pm on Friday, 31 January 2025.

Interviews and appointment may be made prior to the closing date.

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

SHIRE OF MORAWA

POSITION DESCRIPTION



POSITION DETAIL	
Position title	Executive Manager Corporate and Community Services
Department	Corporate & Community Services
Work location	Morawa Shire Administration Centre, Caravan Park, Youth Centre & as required throughout the Morawa Shire
Employment Type	Full Time
Award	Local Government Officers' (Western Australia) Award 2021
Level	Contract Position
Positions supervised	Customer and Corporate Support Officer Caravan Park & Cleaning Team Finance Team - Senior Finance Officer, Payroll/Rates Officer and Creditors/Finance Officer Community Development/Youth Officer Pool Manager and Lifeguard (Casual) Planning Officer Manager Corporate Systems & Performance Coordinator Planning and Compliance Services
Reports to	Chief Executive Officer
Summary and Objectives	<ul style="list-style-type: none"> • To manage all aspects of the Shire of Morawa's operations in the administrative, financial and community services sections in accordance with statutory requirements and Council Policy. • To assist the Chief Executive Officer and Council in developing and attaining the strategic objectives of the Shire of Morawa. • To keep the Chief Executive Officer informed on all matters relevant to the proper management of the administration, finance and community services sections. • To provide professional advice to the Council, CEO and the entire organisation. • To deputise for the CEO during periods of formal and informal absence as required.
Date (revised)	January 2025

THE ORGANISATION	
<p>Our Community Vision is:</p> <p><i>"A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all."</i></p>	
<p>Our Organizational values are:</p> <ul style="list-style-type: none"> • <i>We will be open and accountable</i> • <i>We will have informed decision making</i> • <i>We will be collaborative</i> • <i>We will listen, communicate and respond</i> 	<p>Our Foundational Cultural Values are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> • <i>Commitment</i> • <i>Attitude</i> • <i>Respect</i> • <i>Excellence</i>

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • Well-developed leadership and team development skills, management skills, public relations and interpersonal skills, analytical problem-solving skills coupled with conflict resolution and a working knowledge of community service issues • Highly developed knowledge of the Local Government Act, general Local Government practices and procedures, accounting standards; compliance and financial requirements. • Highly developed knowledge of information technology and software operations • Highly developed strategic and forward planning skills. • At least five years' experience in a senior local government management position or the commercial or public sectors with a comprehensive understanding of local government processes and procedures. • Recognised qualifications in Business Management, Accounting, Community Services or related discipline or relevant experience. • Previous exposure to financial reporting, strategic planning and forward budgetary planning. • National Police Clearance (less than 3 months old, or the ability to obtain one) • Ability to satisfactorily complete a pre-employment medical and drug and alcohol screen • Hold a current "C" class Drivers Licence
Desirable	<ul style="list-style-type: none"> • Sound knowledge of strategic planning. • Experience with Synergy/IT Vision/ReadyTech software

RESPONSIBILITIES AND DUTIES	
<p>Management of compliance of Councils accounting practices under the Local Government Act 1995 and Local Government (Financial Management Regulations) 1996</p> <ul style="list-style-type: none"> ○ Oversee all financial management processes. ○ Prepare Monthly Financial Activity Statements with Variance Reports in compliance with statutory regulations. ○ Prepare the Annual Financial Statements and Annual Accruals in accordance with Australian Accounting Standards and Local Government (Financial Management) Regulations 1996. ○ Prepare the Annual Budget in consultation with budget holders in accordance with Local Government (Financial Management) Regulations 1996. ○ Prepare the Annual Budget Review in compliance with statutory regulations. ○ Ensure all documents are forwarded to relevant departments in a timely manner. ○ Monitor Council's financial operations ensuring as far as practicable that all operations are run in accordance with the Annual Budget (as revised from time to time) and that any areas of concern are reported to the Chief Executive Officer as soon as the concern or problem is identified. ○ Advise the Chief Executive Officer, Council and staff on all matters pertaining to the Shire finances and their area of responsibility, relating to the provision of monthly and ad hoc financial and management reports. ○ Responsible for all audit queries in respect of the Shire financial records. Initiate system changes in consultation with appropriate staff if the need arises from issues raised by the auditors. ○ Oversee preparation of the Reserve Bank Reconciliation and ensure that all funds are managed and invested in accordance with statutory requirements and Council Policy in order to obtain the optimum result and benefit for the Council. ○ Oversee the maintenance and updates to the Shire Asset Register. ○ Ensure compliance with the R2R reporting program to the Department of Infrastructure, Transport and Regional Development and Local Government and preparation of the Annual Report for the Department. ○ Oversee preparation of all FBT, BAS and Fuel Rebate returns in a timely manner. 	

- Maintain the Shire Loan Register and process application of new loans when required.
- Ensure all subsidiary ledgers balance to the General Ledger.
- Supervise the Senior Finance Officer, Rates Officer and Creditors/Payroll officers in their duties.

Manage the administrative and community services sections of the Shire of Morawa in an effective, efficient and accountable manner.

- Manage administrative, community, and finance staff.
- Oversee the operations of the Morawa Youth Centre and Community Development/Youth Development Officer.
- Oversee the operations of the Morawa Swimming Pool and Swimming Pool Manager.
- Ensure staff compliance with statutory requirements and Council policies.
- Co-ordinate administrative staff development reviews and training programs.
- Ensure safe work practices and a safe work environment.
- Oversee Council's insurance portfolio and co-ordinate annual reviews.
- Administer Council's investment portfolio.
- Organise local government elections as Deputy Returning Officer
- Represent the Shire of Morawa as its:
 - Review Officer for rate appeals;
 - Freedom of Information Coordinator;
 - Public Interest Disclosure Officer;
 - Liaison officer with the Shire's Insurance brokers.

Assist the Chief Executive Officer and Council in developing and attaining the strategic objectives of the Shire of Morawa.

- Assist the Chief Executive Officer in the development and management of the strategic planning process within designated areas.
- Implement the Shire's operational and strategic plans within designated areas.
- Contribute to the strategic development and management of the Shire of Morawa (as a member of the Senior Management team).
- Implement change within a continuous improvement framework.
- Monitor, review and update the Shire's long-term financial plan as required.

Provide quality advice to Council, the CEO and staff in other departmental sections within the Shire of Morawa.

- Prepare agenda items for relevant Committee and Council meetings where they relate to:
 - Financial services
 - Community development
 - Disability services
 - Recreation Services
 - Planning and Building Approvals
 - Insurance
 - Seniors and youth services
- Attend all Council and relevant committee meetings.
- Provide quality advice and direction on investments, financial trends, resource requirements and other matters affecting the finances of Council.
- Oversee the timely and accurate preparation of Strategic (Future) and Corporate (Business) Plans, Budgets, Annual Statements, information returns and any other statutory requirements.

General Workplace Safety & Health

Employees are responsible and accountable for:

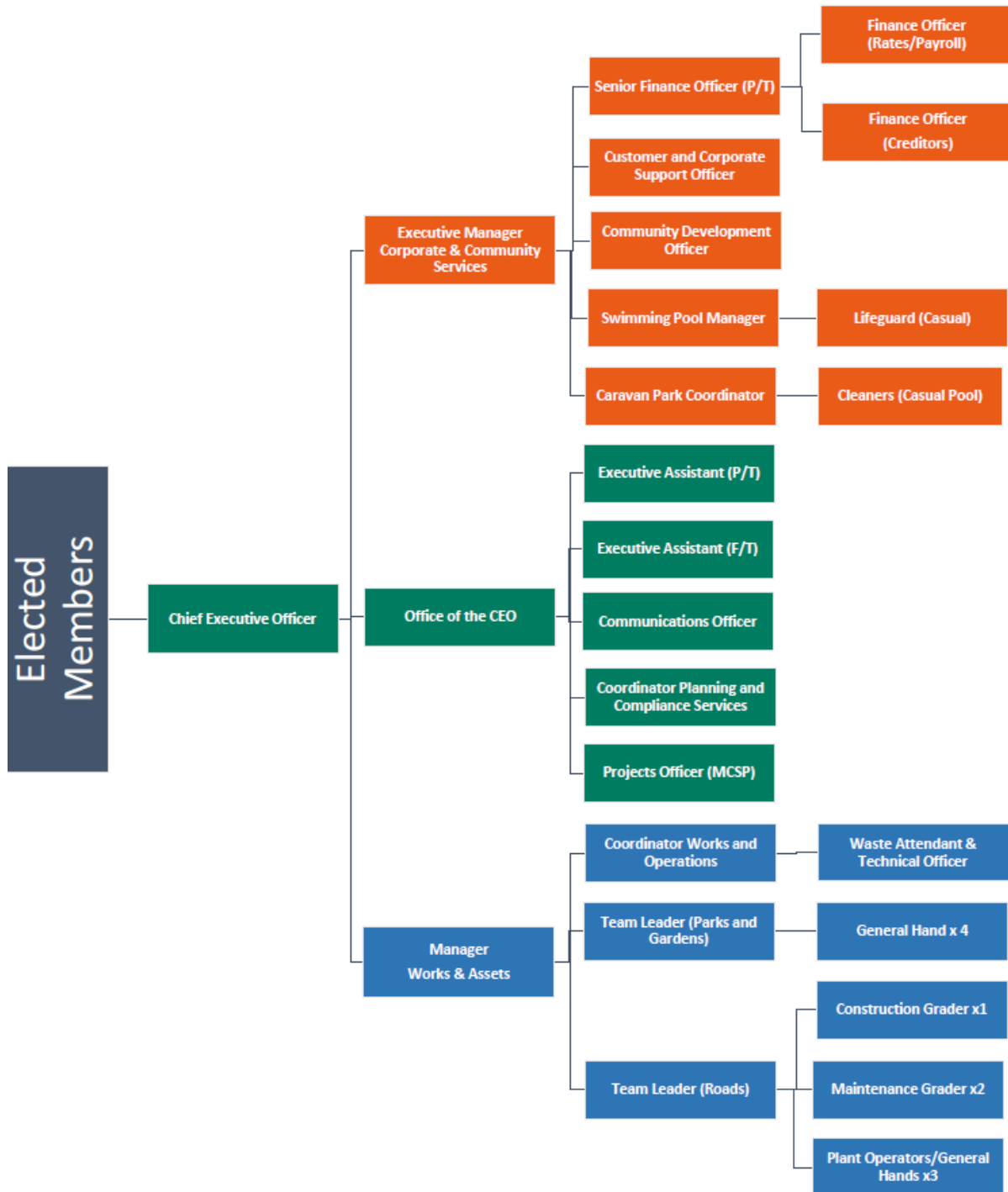
- Complying with WHS legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Professional Commitment & Accountability

- Participates in performance management processes, induction, recruitment, review and succession planning.
- Demonstrates a positive commitment to the Shire Code of Conduct and Policies.
- Embrace, support and participate in change to achieve Shire goals & objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.

- Recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Safety and Health, EEO legislation and Council's Policies and Procedures.

SHIRE OF MORAWA ORGANISATION STRUCTURE





EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

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Applications should include a covering letter outlining their interest in the position and their alignment to the selection criteria, as well as a current resume detailing qualifications, experience, and at least two trade references, marked "Private and Confidential" and be forwarded via email to ceo@morawa.wa.gov.au by 4pm on Friday, 31 January 2025.

Interviews and appointment may be made prior to the closing date.

Michael Cole
Chief Executive Officer

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain a current Federal Police clearance, Working with Children Check, pre-employment medical, and to provide evidence of all claimed qualifications prior to commencing employment.