

APPLICANT PACK

Chief Executive Officer

Barcoo Shire Council



RECRUITING FOR:



CONTACT

Mark Ogston
Chief Executive
Leading Roles

☎ 0407 674 412

✉ mark.ogston@leadingroles.com.au

Message from the Mayor



Dear Candidate

Barcoo Shire Council is seeking a strong, visionary and inclusive leader to help shape our future. As Mayor, I am proud of our shire's resilience, innovation and strong sense of community, and we need a CEO who shares our commitment to the future of our community.

This role offers a unique opportunity to lead our team, drive strategic initiatives and promote sustainable growth in one of Australia's most iconic regions. We are looking for a dynamic and experienced professional who can navigate challenges, seize opportunities and enhance the prosperity and wellbeing of our community.

If you have the skills, vision and commitment to live and work in this beautiful part of our country, I encourage you to apply for the position and help us build a thriving and connected community.

Sincerely,

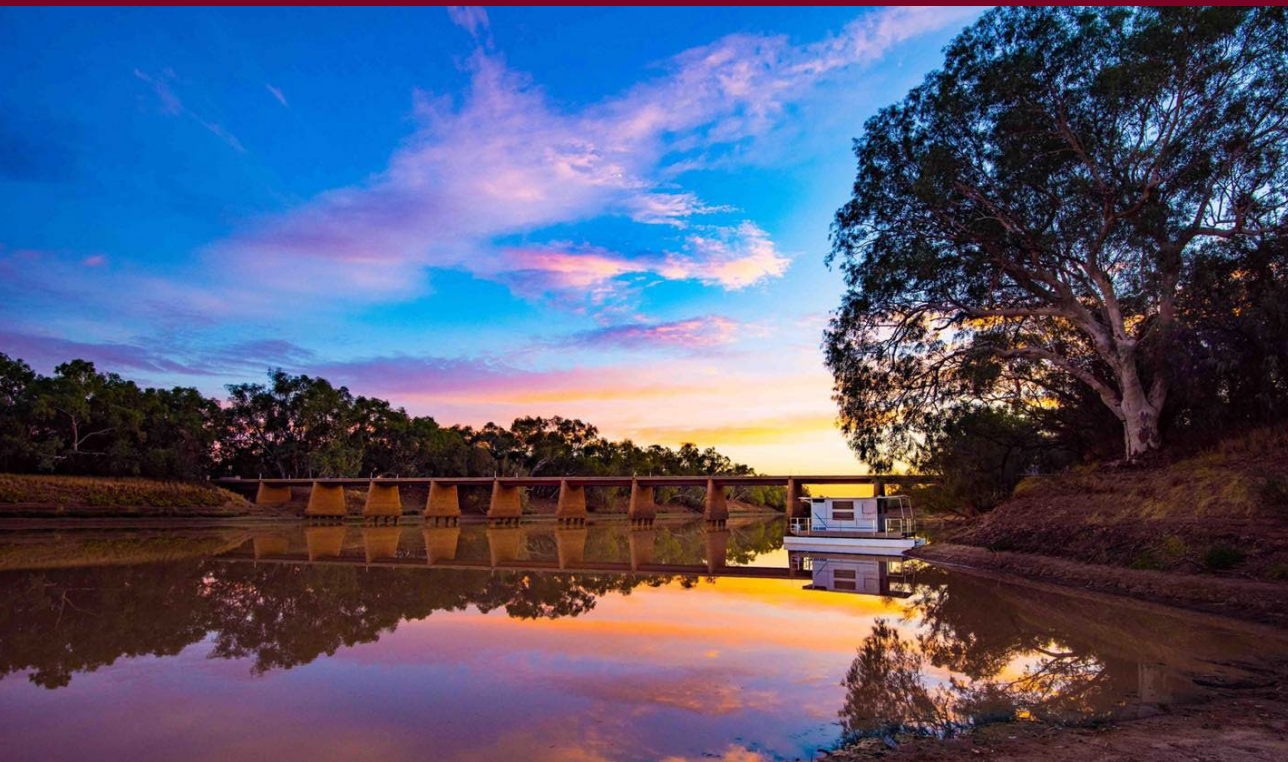
Cr Sally O'Neil
Mayor



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We respectfully acknowledge the traditional owners of this land, whom have a deep understanding and attachment to land and waters of the Barcoo Shire region. We wish that you respect this land and its traditions, leaving country as you find it. Taking photographs – leaving footprints.



The Opportunity

Barcoo Shire Council is seeking a Chief Executive Officer to lead strategic renewal, operational stabilisation and cultural repair. This is a genuine opportunity to make a tangible difference in a remote community while contributing to Queensland's regional development agenda.

The new CEO will guide the organisation through flood recovery, restore internal cohesion and build confidence with councillors, staff and external stakeholders.

Strategic Direction and Resilience

The CEO will lead the development of a revitalised strategic vision for the Shire, taking into account its geographic isolation, recent natural disasters and community expectations. The role requires strong planning and execution capability to align council and community priorities with funding opportunities and legislative obligations. A key early focus will be the ongoing development of Council's new Corporate Plan, with community engagement already underway and the incoming CEO playing an integral role in shaping its direction and delivery.

Key objectives include:

- Leading integrated recovery and renewal following major flooding
- Recasting strategic and operational plans to reflect realistic, high-value outcomes
- Proactively managing Council's financial position and ensuring sustainable service delivery



Culture and Organisational Capability

The incoming CEO must rebuild morale and re-establish the Shire as a values-driven, high-performing organisation. There are capable individuals throughout Council who require clear direction, consistent leadership and a renewed sense of pride in their work.

Key expectations:

- Foster a respectful, inclusive and safe workplace culture
- Embed accountability and performance standards across the workforce
- Identify and support emerging leaders and critical staff

Leadership and Team Development

Barcoo Shire operates with a compact workforce of around 60 employees, including a mix of long-standing locals and short-term contractors. The CEO must lead decisively but inclusively, setting clear expectations and supporting team cohesion.

Focus areas include:

- Stabilising and clarifying executive leadership roles
- Enhancing internal communication and operational consistency
- Building an effective management rhythm around delivery and performance



Governance and Council Relations

Council seeks a CEO who is transparent, principled and confident in supporting the decision-making process. The Mayor and Councillors require professional advice, strategic alignment, and reliable executive follow-through.

Key requirements:

- Provide honest, timely advice and support to elected members
- Guide the implementation of Council decisions and ensure alignment with legislative frameworks
- Support Council to set a forward-looking agenda grounded in corporate planning



External Relationships and Reputation

Barcoo's relationships with funding bodies and state agencies is critical to the Shire's continued performance and service to its community. Rebuilding the Shire's reputation is critical for securing ongoing support and demonstrating responsible stewardship.

Responsibilities include:

- Restoring confidence among external partners and funding bodies
- Representing Council credibly and constructively in regional forums
- Advocating for the needs of the Shire with state and federal agencies

Presence, Integrity and Community Leadership

The CEO of Barcoo is more than an executive role; it is a leadership position within the community. Council seeks someone who can connect with residents, staff, councillors and partners alike with respect and clarity.

The ideal candidate will:

- Balance strategic authority with approachability and humility
- Lead by example in standards of behaviour and service
- Participate in community life while upholding professional boundaries

COUNCIL VALUES

Simplicity

We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.

Transparency

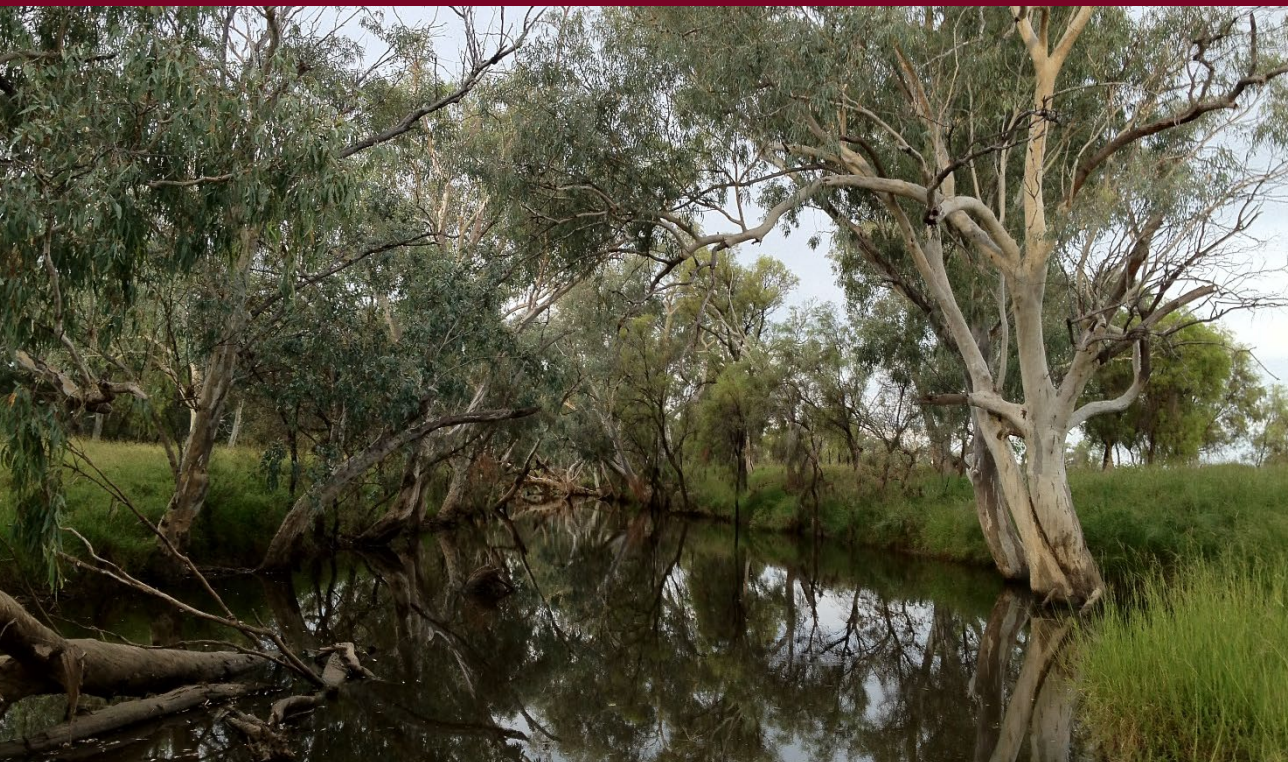
We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.

Accountability

We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.

Respect

We will respect each other, our organisation, our community and our environment.



Key Selection Criteria

Candidates should demonstrate:

- Successful executive leadership experience in local government or a similarly complex environment
- Ability to lead cultural and organisational change in a challenging setting
- Strong grasp of local government operations, finance, infrastructure and planning
- High-level stakeholder engagement and interpersonal skills, particularly in rural or remote contexts
- Integrity, emotional intelligence and capacity for decisive leadership

Relevant tertiary qualifications in public administration, management, engineering or a related field are desirable.

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



Remuneration and Benefits

Joining Barcoo Shire Council means becoming part of a supportive and close-knit team committed to delivering meaningful outcomes for the community. New team members are welcomed into an organisation that values simplicity, transparency, accountability and respect—principles that guide its work, engagement and service to the region.

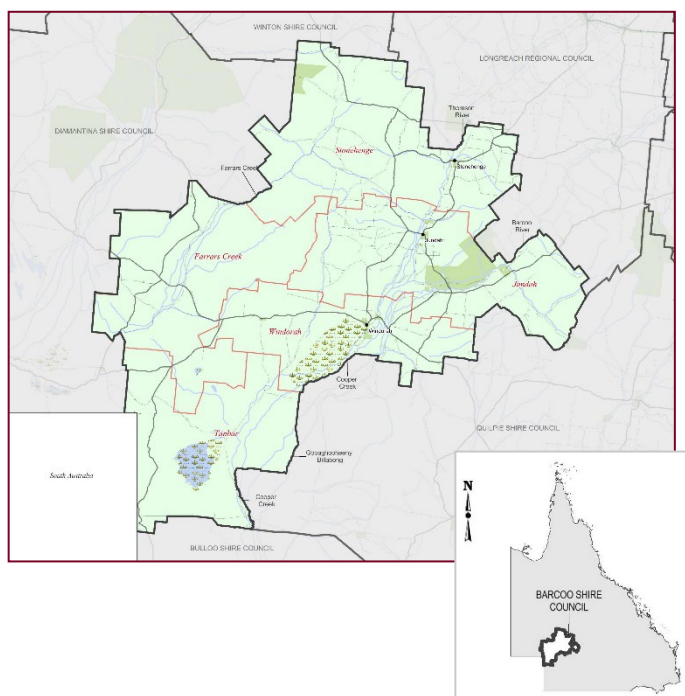
An executive package will be negotiated with the successful candidate. This includes:

- Base salary circa \$240,000
- Superannuation (12.5%)
- Fully maintained private-use vehicle
- Housing - 4-bedroom modern home
- 5 weeks annual leave with 17.5% leave loading
- Utilities, telecommunications and relocation support
- Professional development and leave entitlements



About Council

Barcoo Shire Council governs a region of exceptional heritage, home to Magee's Shanty where Banjo Paterson penned "Bush Christening" and the unique convergence of the Thomson and Barcoo Rivers forming Cooper Creek, representing the authentic heart of Queensland's Channel Country.



Barcoo Shire Council governs one of Queensland's most remote local government areas, located in the heart of Far West Queensland's Channel Country. With a population of 308 people spread across 61,974 square kilometres, this expansive jurisdiction represents one of Australia's largest yet least populated municipal areas.

Within its boundaries, the council encompasses the townships of Jundah, Stonehenge and Windorah, each serving as vital service centres for the surrounding pastoral properties and travelling public. Jundah serves as the administrative headquarters, while the other townships provide essential services to their respective communities across this vast outback region.

Barcoo Shire features predominantly pastoral landscapes where cattle grazing represents the primary industry, supported by the region's abundant Mitchell grass and native vegetation. This extensive council area includes valuable natural assets such as sections of national parks, pristine Channel Country waterways, and vast plains that define the authentic outback experience. Oil and gas development provides additional economic diversity, while tourism continues to grow as visitors seek genuine outback experiences along historic routes.

The governance of Barcoo Shire Council is entrusted to four councillors and a Mayor, who were elected by eligible voters in the Barcoo Shire. Council endeavours to maintain a well-trained and resourced administration, works and services centre, reflecting the unique challenges of delivering municipal services across such a vast and sparsely populated area. As one of the region's key employers, the council plays a crucial role in sustaining these remote communities and maintaining essential infrastructure across the Channel Country.

Links to Council Information





2021-2026 Corporate Plan Summary

Strategic Overview

Barcoo Shire Council's Corporate Plan represents the voice of their community, with 64% of adult residents contributing to its development through comprehensive community engagement. This strategic document guides the organisation towards becoming a responsive, sustainable council that creates measurable outcomes for our 308 residents across 61,974 square kilometres of Western Queensland's Channel Country.

Vision and Mission:

- Vision: "A professional organisation creating a better future for our community"
- Mission: "To serve our community through sustainable infrastructure and service delivery."

STRATEGIC PILLARS

1. ECONOMY

Goal: A strong local economy supported by efficient and effective Council

Key Objectives:

- Maximise macro-economic growth across the Shire
- Increase local business opportunities with Council operations
- Expand local employment within Council
- Enhance economic impact of key industries (beef production, wool, opal mining, oil & gas)
- Develop transport infrastructure

Supporting Strategies:

- Transport Asset Management Plan
- 'Home Grown Employment' program
- External Contracts and Recoverable Works Strategy
- Barcoo Shire Planning Scheme 2020

2. COMMUNITY

Goal: An engaged, passionate and connected community effecting positive change

Key Objectives:

- Identify and address community needs for positive change
- Meaningfully engage with residents
- Build community connectedness through events and public facilities
- Develop community capacity
- Enhance Council's reputation through improved performance

Supporting Initiatives:

- Community Grants Policy (\$52,205 total support provided in 2023-24)
- Arts and Culture Strategy
- Sport and Recreation Strategy
- Library Service Plan
- Local Disaster Management Plan



2021-2026 Corporate Plan Summary

3. ENVIRONMENT

Goal: Responsible stakeholder partnerships respecting our natural environment

Key Objectives:

- Enhance Rural Lands Services
- Reduce pest weeds and animals (\$230,000 annual program) Improve water efficiency
- Maintain environmentally compliant waste services
- Enhance town beautification

Key Programs:

- Regional Biosecurity Plan implementation
- Water Asset Management Plan
- Waste Management Strategy
- Rural Lands Service Plan

4. ORGANISATION

Goal: An efficient, sustainable and professional organisation

Key Objectives:

- Improve financial sustainability
- Enhance employer performance
- Strengthen governance
- Improve internal business management

Performance Measures:

- 100% achievement of Key Business Initiatives
- Improved biennial performance surveys
- Enhanced financial ratios
- Reduced Lost Time Injury Frequency Rate

2024-25 OPERATIONAL PRIORITIES

- \$5.5M+ capital expenditure programs across transport infrastructure
- Community engagement strategy review
- Water security improvements for Jundah Township
- Regional waste strategy implementation
- Disaster management plan updates
- Staff development through People Strategy implementation

FINANCIAL CONTEXT

- 2023-24 total budget: \$21 million
- Community assets valued at \$273.3 million
- Financial Assistance Grant: \$6.2 million annually
- Strong focus on responsible asset management and financial sustainability

For a comprehensive understanding of the [Corporate Plan 2021-2026](#), including detailed objectives and implementation strategies, stakeholders are encouraged to review the full document available on the council's official website.

Financial Performance and Long-Term Financial Plan

Current Financial Position

Barcoo Shire Council maintains a strong financial foundation with total community equity of \$237.5 million and assets valued at \$273.3 million as at 30 June 2024. The Council closed the 2023/24 financial year with \$9.8 million in cash reserves, demonstrating prudent cash management despite operational challenges.

The 2023/24 financial year delivered a modest deficit of \$383,816 on a total budget of \$21 million, primarily attributed to timing of grant payments. Notably, the \$6.2 million Financial Assistance Grant for 2024/25 was delayed until July 2024, significantly impacting the year-end position.

Revenue Streams and Financial Resilience

Council's diversified revenue portfolio reduces reliance on traditional rate income, with rates contributing just 7% (\$1.6 million) of total revenue. The primary income sources include:

- **Capital funding:** 41% (\$9.7 million) - reflecting strong grant acquisition capabilities
- **Contract works (sales):** 39% (\$9.2 million) - demonstrating commercial acumen through road construction and maintenance services
- **Operating grants:** 8% (\$1.7 million) - significantly increased from previous year
- **Rates and charges:** 7% (\$1.6 million) - modest burden on community

This revenue mix showcases Council's entrepreneurial approach and reduced dependence on ratepayers, positioning it favourably compared to many rural councils.

Strategic Infrastructure Investment

Council completed significant infrastructure milestones in 2023/24, including the \$5.5 million Bimerah-Isisford Road project and Windorah airstrip upgrade with CASA certification. Three new staff housing units were delivered in Jundah as part of the Local Housing Action Plan, addressing critical workforce accommodation needs.

The depreciation increase to \$7.5 million (31% of expenses) from \$5.9 million reflects Council's substantial infrastructure renewal program over recent years, indicating proactive asset management rather than reactive maintenance.

Long-term Financial Strategy

Council prioritises financial sustainability while responsibly managing community assets. Key strategic initiatives include:

- **Asset Management:** Comprehensive road network revaluation completed, adding \$22.3 million to asset revaluation reserves
- **Infrastructure Planning:** Feasibility study for Jundah Water Treatment Plant renewal ensures future projects align with financial capacity
- **Housing Crisis Response:** Ongoing pursuit of grant opportunities and residential land releases
- **Revenue Diversification:** Continued development of commercial activities including road contracting, tourism facilities, and business services

Financial Sustainability Metrics

Council operates 12 diverse business activities, from water services and waste management to tourism facilities and road contracting. This diversification provides revenue stability and community service delivery efficiency.

The special pest control charge (3.225 cents per hectare on rural properties exceeding 1,000 hectares) demonstrates innovative funding mechanisms for regional services, with a \$230,000 annual program supporting wild dog and pest plant control.

Future Outlook

Despite revenue challenges from reduced grants and subsidies in 2023/24, Council maintains its commitment to infrastructure development and community services. The organisation continues actively seeking infrastructure renewal funding while managing structural changes affecting long-term revenue from resource sector ratepayers.

With strong asset backing, diversified income streams, and experienced financial management, Barcoo Shire Council offers prospective senior leaders the opportunity to guide a financially resilient organisation through continued growth and community development in one of Queensland's most unique and challenging environments.

Refer to the council's [Annual Report 2023/2024](#) for more information.

Summary of Economic Development Strategy

Barcoo Shire Council's economic development approach focuses on maximising opportunities within their unique geographic and economic context, building sustainable growth across the 61,974 square kilometre region encompassing Jundah, Windorah and Stonehenge. Strategically positioned in Western Queensland's Channel Country, the Council manages \$273.3 million in community assets whilst supporting diverse economic drivers including beef and wool production, opal mining, oil and gas exploration, tourism and earthmoving services.

STRATEGIC ECONOMIC OBJECTIVES

1. MAXIMISE MACRO-ECONOMIC GROWTH

Approach: Direct, Facilitate, Advocate

- Leverage emerging oil and gas reserves through strategic partnerships
- Support expansion of traditional beef and wool industries
- Develop value-adding opportunities for primary production
- Facilitate infrastructure improvements that unlock economic potential

2. LOCAL BUSINESS DEVELOPMENT & PROCUREMENT

Council Investment: Increased focus on local spend percentage

- 2023-24 Performance: \$9.2 million in contract works revenue
- Procurement Policy prioritising local suppliers where viable
- Support for local contractors through External Contracts and Recoverable Works Strategy
- Business capacity building through networking and mentorship

3. EMPLOYMENT STRATEGY - 'HOME GROWN'

APPROACH

Key Focus: Local employment within Council operations

- Multi-skilling programs for cross-functional capability
- Professional development pathways
- Succession planning for critical roles
- 2023-24 Investment: \$5.5 million in employee costs across all operations

4. KEY INDUSTRY SUPPORT & ENHANCEMENT

Primary Industries

- Beef Production: Support through Rural Lands Services (\$230,000 annual program)
- Pest Management: Special charge system (3.225 cents per hectare on properties >1,000ha)
- Drought Resilience: IDP support systems, removed from drought declaration March 2023
- Water Security: Major investment in Jundah water infrastructure planning

Emerging Industries

- Oil & Gas Development: Strategic facilitation of industry expansion
- Tourism Growth: Infrastructure investment including \$5.5M Bimerah-Isisford Road completion
- Aviation Services: Windorah airstrip upgrade with CASA compliance achieved
- Mining Support: Continued opal mining industry facilitation

5. INFRASTRUCTURE AS ECONOMIC CATALYST

Transport Connectivity

- Road Network: Annual gravel resheet and maintenance programs
- State Roads: Contract delivery maintaining regional connectivity
- Aviation: Regular flight services to Windorah despite carrier challenges
- Strategic Planning: Transport Asset Management Plan implementation

Digital & Communications

- Enhanced connectivity supporting business development
- Tourism promotion through digital platforms
- Business networking facilitation

For a detailed understanding of the specific actions and projects, stakeholders are encouraged to review the full [2020-25 Operational Development Plan](#) document available on the council's official website.



Organisational Culture and Community Satisfaction Survey Results

Strong Community Engagement Foundation

Barcoo Shire Council maintains a robust connection with its community, evidenced by an impressive 38% response rate to the 2023 Community Survey. With 90 residents participating from across the three main townships of Jundah (49%), Windorah (36%), and Stonehenge (15%), Council receives statistically significant feedback that drives strategic decision-making and service delivery improvements.

Community Profile and Expectations

The Shire's residents demonstrate a mature demographic profile, with 44% aged 55 and over, reflecting the stable, established nature of rural Queensland communities. Three-quarters of respondents live in town, with the remainder on rural properties, creating a balanced perspective between urban township and agricultural interests.

Community expectations are consistently high across all service areas, with importance ratings averaging between 6.8 and 9.3 out of 10. Roads maintenance (9.3), economic development (9.1) and community engagement (8.9) rank as the highest priorities, demonstrating residents' focus on essential infrastructure and growth opportunities.

Performance Landscape and Opportunities

Council's 2023 performance ratings reveal both strengths and improvement opportunities. Emergency services (7.0), water supply (6.8), and aerodromes (6.8) represent the strongest performing areas, reflecting Council's commitment to essential services and connectivity in remote Queensland.

The community survey identifies three priority areas where residents' expectations significantly exceed Council's current performance: economic development, community engagement and waste management. These services are highly valued by residents but currently underperforming, creating clear opportunities for improvement and strategic focus.

Cultural Commitment to Improvement

The biennial survey process, established as part of the 2021-2026 Corporate Plan, demonstrates Council's commitment to evidence-based governance and continuous improvement. Performance comparison data between 2021 and 2023 shows Council's dedication to tracking progress and adjusting service delivery based on community feedback.

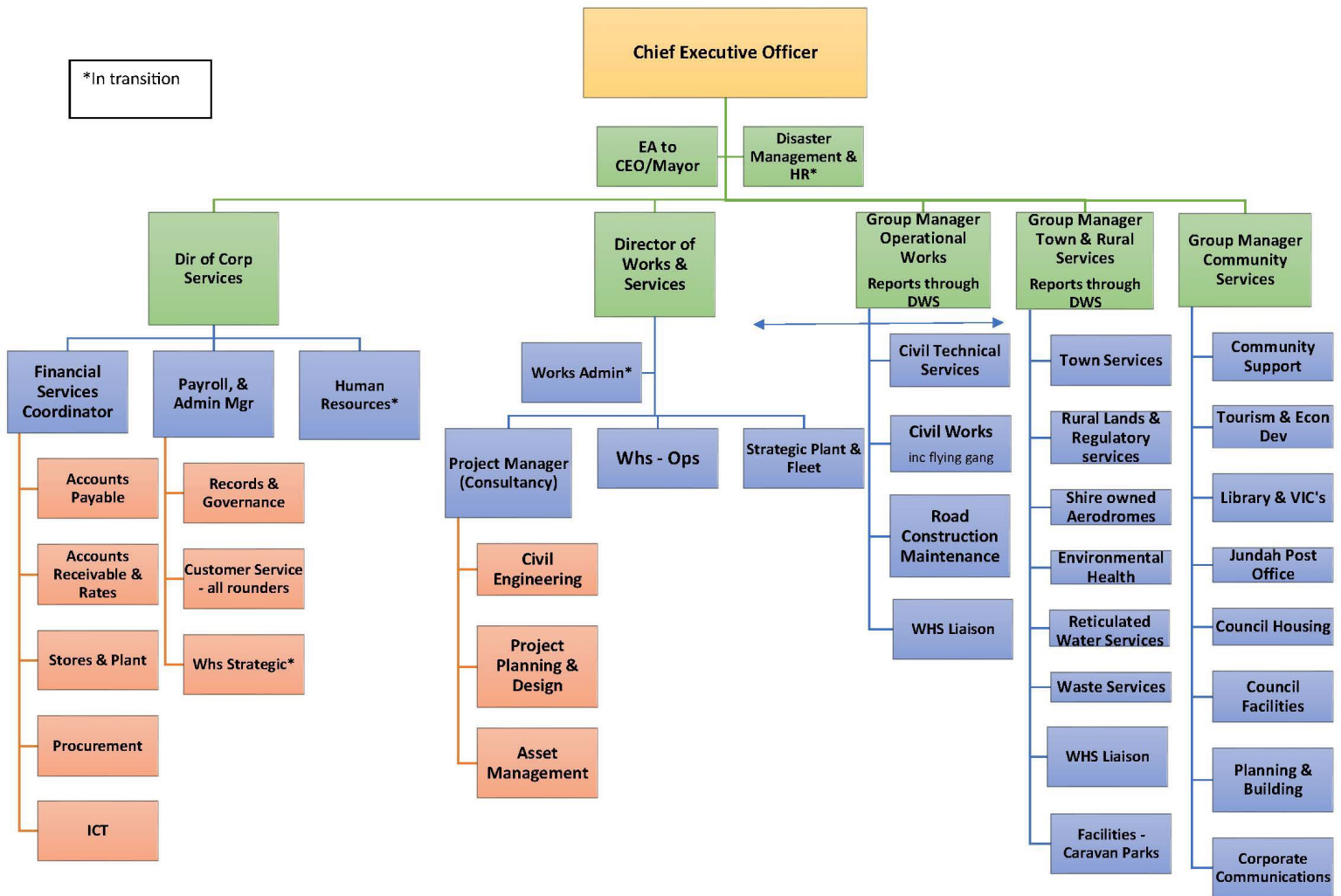
Leadership Opportunity

For prospective senior leaders, Barcoo Shire Council offers the opportunity to lead in an environment where community input directly shapes organisational priorities. The transparent reporting of both achievements and challenges reflects a mature organisational culture that values accountability and community partnership.

With a new survey currently underway for 2025, incoming leaders will have fresh data to inform strategic planning and service delivery enhancements, ensuring the organisation remains responsive to evolving community needs in one of Queensland's most distinctive rural regions.

Data sourced from 2023 Community Survey Analysis Report (90 respondents, 38% response rate, 95% confidence level)

Organisational Structure





Living in the Region



Housing

Barcoo Shire offers a relaxed, affordable lifestyle with a range of housing options suited to individuals, couples, and families. Homes are typically spacious and well-maintained, with rental and purchase prices considerably lower than urban centres. Council may also offer housing support or incentives for incoming employees, easing the transition into the community.



Educational Facilities

Primary schooling is available in Jundah, Stonehenge and Windorah through state schools. For secondary education, distance education and boarding options are commonly used, with Longreach and Charleville offering high schools. The nearest tertiary institutions are TAFE Queensland and Central Queensland University (CQU) campuses located in Longreach and Rockhampton, both of which offer a range of vocational and university courses supported by online study options. In addition, Jundah is home to a satellite Country University Centre, providing local access to study spaces, support services and connectivity for students undertaking tertiary education remotely.



Healthcare

Each township within Barcoo Shire has access to a community health clinic or primary health centre offering general medical services, visiting specialists, and telehealth support. The closest hospitals with emergency and inpatient services are in Longreach (approx. 220 km from Jundah) and Quilpie (approx. 270 km from Windorah). The Royal Flying Doctor Service also supports the region with fortnightly GP consultations.



Living in the Region



Shopping & Dining

Local townships provide essential shopping with well-stocked general stores, fuel stations, and postal services. While retail is limited compared to city living, weekly deliveries and online ordering services help meet broader shopping needs. Dining options include friendly pubs and cafés offering hearty meals and a chance to connect with locals.



Sports & Recreation

Barcoo Shire residents enjoy a range of outdoor and sporting activities including tennis, golf, touch football and cricket. Community events like gymkhanas, rodeos and race days are a big part of local life, with a vibrant annual events calendar featuring highlights such as the Windorah International Yabby Races, Jundah Camel Races, Windorah Bronco Branding and the Barcoo Big Bash. The region is also ideal for fishing, camping, and exploring natural attractions like the Thomson and Cooper Rivers, Welford National Park and the iconic red sandhills near Windorah. You can view the full [Barcoo Shire Events Calendar here](#).



Getting Around

Barcoo Shire is accessible via well-maintained road networks, with private vehicle travel being the primary mode of transportation within the region. For air travel, Windorah Airport, located within the Shire, offers limited commercial services operated by Regional Express Airlines on select days. For more extensive flight options, Longreach Airport is the nearest major airport providing regular domestic flights, including routes to and from Brisbane. Longreach is approximately 220 kilometers northeast of the Shire, translating to a drive of about 2.5 to 3 hours, depending on your exact location within Barcoo. Car hire services are available at Longreach Airport, facilitating onward travel to Barcoo Shire. While public transport options are limited, the Shire's road infrastructure supports efficient travel between towns and to neighboring regions.

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- A CV detailing relevant achievements
- A covering letter outlining motivation and alignment to the role (refer to [Key Selection Criteria](#))



Evaluation Process

- Shortlisting interviews with Leading Roles
- Presentation and initial panel interviews with elected members
- Psychometric Assessments, Referee and credential checks for preferred / shortlisted candidates

For a confidential discussion, contact:

Mark Ogston

Chief Executive, Leading Roles

T: 0407 674 412

E: mark.ogston@leadingroles.com.au



Indicative Timeframes



Applications Open

- Monday 9 June 2025



Applications Close

- 5:00 pm Monday 30 June 2025



Initial Assessment

- Week Commencing 30 June 2025



Council Interviews

- Week Commencing 14 July 2025 (TBC)

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

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none">• Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none">• Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role.• Video Conference Interviews: Initial interviews with longlisted applicants.• Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none">• Preparation: Shortlisted candidates receive a briefing prior to client interview.• Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person.• Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none">• Checks: Simple online verification, including:<ul style="list-style-type: none">◦ Reference Checks◦ Criminal History and Right to Work Checks◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none">• Negotiation: Consultant to support salary negotiations.• Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none">• Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none">• Check-in: Regular check-ins throughout the first year.



MARK OGSTON

Chief Executive



Mark founded Leading Roles in 2012 to provide specialist assistance in recruitment and human resource related projects for councils, and he is a passionate advocate for the development and performance of the local government sector.

Mark leads all our client engagement, the Leading Roles recruitment team and undertakes executive level recruitment projects for the company.

CONTACT

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Client Rating



Candidate Rating





ATTACHMENT A

Position Description

POSITION DESCRIPTION

TITLE OF POSITION:	Chief Executive Officer
POSITION STATUS:	Full Time
DEPARTMENT:	Council
LOCATION:	Jundah
AWARD:	Contract

Barcoo Shire - The Heart of the Channel Country, Outback Queensland

Barcoo Shire Council is the local authority for the Barcoo Shire area. The Shire is a remote rural local government area located in Central Western Queensland and covers an expanse of 61,974 square kilometres (an area about the size of Tasmania). Barcoo Shire incorporates the towns of Jundah, Windorah and Stonehenge. The total population of the Shire is approximately 308 and its administration centre is Jundah.

Council's vision is a professional organisation creating a better future for our community.

Council's mission is to serve our community through sustainable infrastructure and service delivery

Council's values are:

1. **Simplicity** – We will simplify things for ourselves and our community, and focus our efforts on the things that matter most.
2. **Transparency** – We will meaningfully engage with our community in our decision-making processes and in the delivery of our projects, services and infrastructure.
3. **Accountability** – We are all accountable for our actions, inactions, professionalism, performance and behaviour which will drive our culture of continuous improvement.
4. **Respect** – We will respect each other, our organisation, our community and our environment.

ABOUT YOUR ROLE

POSITION OBJECTIVES

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

The Chief Executive Officer:

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

ORGANISATIONAL RELATIONSHIPS

Reports to: Mayor, Barcoo Shire Council

ORGANISATION DELEGATION

The financial delegation's policy notes and the CEO has an "as required" delegation. Please refer to the [Procurement Policy](#) and [Delegation Register](#).

EXTENT OF AUTHORITY

This position operates within the direction of Council but exercises autonomy to make operational decisions and to implement Council policies and strategy.

PERFORMANCE ASSESSMENT

- This position is subject to an annual Performance Review in accordance with the *Local Government Act 2009* requirements and Council's Performance Management System; and
- Individual performance will be measured against the responsibilities outlined in the Duties Statement.

ESSENTIAL FOR THIS ROLE

Knowledge

- Knowledge of financial/administrative practices and procedures relevant to Local Government.
- Knowledge of Local, State and Federal Government operations.
- Knowledge of or the ability to gain knowledge regarding work practices, statutory requirements, regulations, guidelines and policies of the relevant work area.
- Demonstrated understanding of relevant rural and regional issues, including but not limited to cultural and geographical diversity.
- Sound knowledge of corporate governance and the ability to provide high level advice to Council.
- Sound knowledge of MS Office/Suite.

Skills & Ability

- Strong personal capability and commitment to lead, inspire and initiate to achieve the Shire's vision.
- Highly developed strategic financial planning and budgetary management skills with demonstrated performance.
- Highly developed interpersonal and presentation skills, including the ability to negotiate, influence and consult across diverse stakeholders to deliver strategic outcomes.
- Highly developed conceptual and analytical skills to resolve complex problems with sound judgement.

Experience/ Qualifications

- Tertiary and post graduate qualification in management, business administration or relevant discipline.
- Demonstrated leadership experience in complex operating environment within Local Government.
- Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture.
- Effective and strategic member of a diverse leadership team.
- Communicating and influencing organisational safety culture within their department and wider organisation.
- Implementation of strategy including translation of strategy into tangible goals for managers and their departments.
- Highly developed project management skills which underpin the timely development of strategies, projects, programs and assist in cross functional collaboration.
- Current driver's licence (C Class manual vehicle) and
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position.
- Medically fit and physically capable of meeting the requirements of the position.
- Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
- Prepared, if required, for Council to undertake a Criminal History Check.

PHYSICAL REQUIREMENTS

PHYSICAL REQUIREMENTS								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input checked="" type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION					
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking		Sitting		Driving		Hearing	<input checked="" type="checkbox"/> Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input checked="" type="checkbox"/> Fine Manipulation	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/> Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/> Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs		Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs			

DUTIES STATEMENT

COUNCIL RELATIONSHIPS

Focus: To ensure that Council is kept informed of all significant issues and to establish a cooperative and harmonious working relationship with Councillors, with the ability to develop and sustain a positive Relationship with Council.

- A climate of trust, confidence and teamwork is established and maintained with Council.
- A co-operative and harmonious approach is demonstrated in which the significant role of Councillors in representing their communities is acknowledged.
- Council is kept informed of all significant issues.
- Concise and informative reports are provided to Council with recommended actions that identify financial and policy implications.
- The quality of advice and direction provided to Council and the personal input to Council meetings is of a high standard.
- Council resolutions are implemented with accuracy and in a timely manner.

STRATEGIC PLANNING

Focus: To initiate, develop and implement long term strategies and plans in order to ensure that the Council's long-term goals are developed and then met in a context of changing needs, opportunities and constraints, with the ability to identify, assess and respond appropriately to both the external and internal environment.

- Strategic initiatives are developed, identified in Council's Corporate Plan and other strategic documentation and implemented by Council.
- The council's Corporate Plan is developed into realistic and focused medium and long term operational plans which are monitored and reviewed.
- Council's Corporate Plan accurately records and reflects Council's direction for the growth and development of the Shire.
- Department operations plans ensure that corporate goals are met, and quality services are delivered to achieve best practice.
- Economic development initiatives are explored, developed and implemented to ensure that the Shire continues to grow and prosper.

OPERATIONAL MANAGEMENT

Focus: To manage the operations of the Council to ensure the Council directions are met and continuous improvement is achieved in the delivery of Council services.

- Corporate Plan goals are achieved.
- Operational plans are supported through the provision of appropriate financial, physical and human resources.
- A quality management culture is demonstrated, and continuous improvement programs are implemented.
- Strong leadership and direction are given to the organisation while cooperative team relationships are developed and sustained.
- Policies and procedures are developed and implemented to ensure that Council directions are met.
- Initiatives identified in addition to those included with the Corporate/Operational Plan are translated into realistic and measurable actions and are implemented.

EXTERNAL RELATIONSHIPS

Focus: To develop and strengthen Council's relationship with the local community, the wider business community, other Local Government authorities and relevant external agencies.

- Effective communication between Council Officers and sectors of the community is achieved and maintained.
- Community needs and aspirations are identified and responded to in a sensitive and professional manner.
- Feedback is obtained from the community on a level of satisfaction in terms of the quality and extent of customer services provided by Council.
- There is community participation through Councillors in establishing Council policy directions and service levels.
- Relationships are further developed with relevant external authorities, including Local, State and Federal Government authorities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

HUMAN RESOURCES

Focus: To maintain an Organisational structure which meets the current needs and future directions of Council; to manage a workforce that has a mix of skills and experiences; and to ensure that the potential of the CEO is developed and utilized through appropriate staff development programs.

- The vision of the Council is communicated to and owned by staff.
- Interpersonal skills and the ability to deal productively with conflict and tension are demonstrated.
- A team approach is demonstrated at all levels, promoting initiative and the acceptance of responsibility through clearly defined delegations.
- There is an organisational climate that encourages employees to engage in continuous improvement, increased productivity and professional development.
- Accountability and responsibility are appropriately delegated throughout the organisation.
- Significant experience in the effective management of staff and resources, managing and ensuring compliance with human resources, document management, performance management in line with associated policies and procedures.
- Equal Employment Opportunity and Workplace Health & Safety requirements are adhered to throughout the organisation.

FINANCIAL AND ASSET MANAGEMENT

Focus: To ensure that Council financial and physical resources are managed to the long-term benefit of the Council and to ensure that all statutory requirements are met.

- A long-term financial management strategy for the Council is developed and maintained.
- Sound financial and asset management practices are implemented.
- Appropriate and accurate financial reports are provided to Council, identifying significant variations and recommendations to enable Council to make informed decisions.
- Council's annual financial statements accurately reflect Council's position and are in accordance with Legislative and Audit requirements.
- Programs are delivered within budget targets and financial constraints.
- Knowledge of contemporary management practices including the principles of delegation, performance management, succession planning, staff development and quality management.
- Financial Risk Management policies and procedures are clearly defined and achieved.

PERSONAL COMPETENCIES

Focus: To lead a multi-disciplinary and effective management team with strength, presence and a committed team approach to organisational management.

- High energy levels and a proactive approach to identifying and seizing opportunities.
- The adaptability, flexibility and resilience necessary to enable performance and productivity levels to be maintained in stressful situations.
- Strength and presence, with strong and influential communication skills.
- Demonstrated commitment to a team approach to organisational management.
- Consistent and effective problem solving and decision-making skills.
- Demonstrated professional competence and commitment to the Council and the community.

WORKING FOR BARCOO SHIRE COUNCIL

RESPONSIBILITIES

Ethical Behaviour

Employees must:

- Perform this role including tasks and processes in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and all relevant policies, procedures, guidelines and standards.
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers specifications.
- Behave in a manner consistent with Council's Code of Conduct, People Strategy, HR policies, the *Local Government Act 2009* and the *Local Government Regulation 2012*; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide excellent customer services to all stakeholders in accordance with Council's Customer Service Charter.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with Council's elected members, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

Work Health and Safety

Employees must:

- Actively use and promote the use of council's WHS Management System 'Skytrust'.
- Actively participate in programs designed to monitor and protect the health and safety of staff in the workplace and the development of a safety culture within the Council.
- Actively comply with provisions of the Work Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- Demonstrate a zero tolerance for unsafe practices and procedures.
- Rectify actual or potentially hazardous situations, where appropriate, in accordance with established policies and procedures; and
- Report as soon as practicable any unsafe equipment, work practices or conditions - potential hazard - near misses - all injuries sustained whilst in the performance of work duties – damage to Council equipment or property.

OTHER INFORMATION

- Barcoo Shire Council is an Equal Employment Opportunity employer.
- Council currently operates under the Queensland Local Government Industry Award (Stream B) – State 2017 and Barcoo Shire Council Local Government Operational Employees’ Certified Agreement 2021-2024.
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature:.....

Employee Name:..... **Date:**.....

Mayor Signature:.

Mayor Name:SALLY O’NEIL **Date:**.....



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