APPLICANT PACK Chief Executive Officer Victoria Daly Regional Council



RECRUITING FOR:



CONTACT Mark Ogston Chief Executive Leading Roles © 0407 674 412 mark.ogston@leadingroles.com.au

Message from the Mayor



Dear Candidate

Thank you for your interest in joining Victoria Daly Regional Council. We serve a dynamic and culturally rich region, encompassing vibrant communities from Kalkarindji and Yarralin to Timber Creek, Pine Creek and Nauiyu and beyond. Our work is grounded in a commitment to fostering sustainable growth and enhancing the well-being of our residents.

At the heart of everything we do are our values:

- **Respect** for diverse perspectives and ideas.
- Equality, ensuring fairness and inclusivity for all.
- Accountability for our actions and decisions.
- **Trustworthiness and honesty** in our relationships with each other and the community.
- **Culture and heritage**, acknowledging and preserving the rich traditions of our people.

As a valued member of our team, you will contribute to meaningful initiatives that respect these guiding principles. We look forward to welcoming individuals who share our vision and values, and who are passionate about making a lasting impact in our region.

Thank you once again for considering this opportunity to join us in building a strong, inclusive, and vibrant future for Victoria Daly.

Sincerely,

Cr Brian Pedwell Mayor



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We respectfully acknowledge All Traditional Owners of the Lands, and Waters on which we work, live, and play. We pay Respect to All Communities and to Elders, past, present and emerging and acknowledge their culture to the life of the region.



The Role

Victoria Daly Regional Council seeks an inspiring and proactive Chief Executive Officer (CEO) to lead our organisation through transformation and growth. This critical leadership role offers the opportunity to make a meaningful difference for our diverse communities, enhancing service delivery, organisational culture and strategic outcomes. The CEO will spearhead initiatives that reconnect the Council with its residents, optimise operations and foster a culture of collaboration, accountability and excellence.







Key Objectives

Community-Centric Leadership

The CEO must prioritise strengthening the Council's connection with its communities. A leader with a strong community focus will ensure the Council remains visible, accessible and attuned to the needs of the people it serves.

Building trust through transparent communication and proactive service delivery will address historical frustrations and help rebuild relationships across the region. This will require a renewed emphasis on delivering results at the community level, ensuring that every initiative reflects the region's unique challenges and opportunities.

Strategic and Operational Excellence

The Council's operations require a fresh approach to planning and project delivery. The CEO will lead a thorough revision of the existing corporate plan, aligning it with a renewed vision and clear priorities for the future.

By implementing robust project management practices, the CEO will ensure that local projects are completed on time and within budget.

Additionally, Council-owned assets, such as housing and infrastructure, need strategic optimisation to maximise their utility and benefit to the community. Strong operational leadership will transform these areas, ensuring they serve the communities of the region effectively.

Cultural and Organisational Development

Transforming the internal culture of Victoria Daly Regional Council is a key priority. The new CEO will inspire a collaborative, results-driven environment that empowers staff to achieve their best.

Addressing workforce challenges, including high turnover and inefficiencies, will be crucial to building a high-performing organisation. By fostering accountability and teamwork, the CEO will create a workplace culture where employees are motivated to deliver quality services.

This cultural shift will not only enhance internal operations but will also improve the Council's ability to meet community expectations.





Role Responsibilities

Strategic Leadership

- Develop and implement a refreshed corporate plan that reflects the Council's renewed vision and goals.
- Lead the Council in setting clear priorities and achieving measurable outcomes that align with community needs.
- Champion a culture of innovation and continuous improvement across all levels of the organisation.

Operational Excellence

- Oversee the implementation of robust project management systems to ensure timely and efficient delivery of local projects.
- Optimise the use of Council-owned assets, ensuring they contribute to sustainable service delivery.
- Address systemic inefficiencies in asset management, workforce planning and governance processes.

Community Engagement

- Foster stronger relationships with community members, ensuring the Council remains visible and accessible.
- Build partnerships with local authorities, government agencies and other stakeholders to deliver impactful outcomes.
- Ensure the Council's operations and initiatives are aligned with the needs and expectations of the communities it serves.

Cultural Transformation

- Inspire a collaborative, results-driven organisational culture that values accountability and teamwork.
- Address workforce challenges, including high turnover and skill gaps, to build a motivated and high-performing team.
- Lead by example, demonstrating integrity, empathy and a commitment to community outcomes.

Leading Roles





Ideal Candidate

The ideal candidate will bring a blend of strategic vision, operational expertise and community-focused leadership to the role. Key attributes include:

Experience and Skills

- Proven experience in executive leadership, preferably in local government or a community-focused organisation.
- Strong commercial acumen, with the ability to optimise resources and drive sustainable outcomes.
- Demonstrated success in leading cultural transformation and fostering high-performing teams.
- Exceptional stakeholder engagement skills, with a track record of building trust and collaboration across diverse groups.

Personal Attributes

- A dynamic and proactive leadership style, capable of inspiring change and innovation.
- Empathy and integrity, with a genuine commitment to serving the community.
- Resilience and adaptability, with the ability to navigate complex challenges and drive meaningful outcomes.







Selection Criteria

Strategic Leadership

- Proven leadership at the Chief Executive Officer level, with the ability to understand and implement legislation impacting on Local Government.
- High level strategic planning skills and knowledge of corporate management requirements.
- Demonstrated capacity to administer the Local Government Act and associated legislation in the field of local government.
- Extensive experience in financial management and sourcing external funding.
- Demonstrated ability to apply knowledge of sustainability and its application of the economic, social and environmental principles at an organisation level.

Organisational Alignment

- Understanding of the application of contemporary human resource management principles.
- Experience in developing and implementing policy relevant to the business of local government.
- Knowledge of statutory, legal and contractual obligations.

Team and Processes

- Delegation skills to ensure the achievement of outcomes, accountability of management staff and the development of employees' abilities.
- Excellent decision making skills and an analytical approach to problem solving.

External Stakeholders

- Considerable experience in dealing with the public and special interest groups.
- An understanding of Indigenous culture and the ability to work with Indigenous people.

Elected Member Engagement

- Ability to support the Council to make the most informed decisions on behalf of their constituents.
- Good knowledge of public policy issues as they impact on local government.

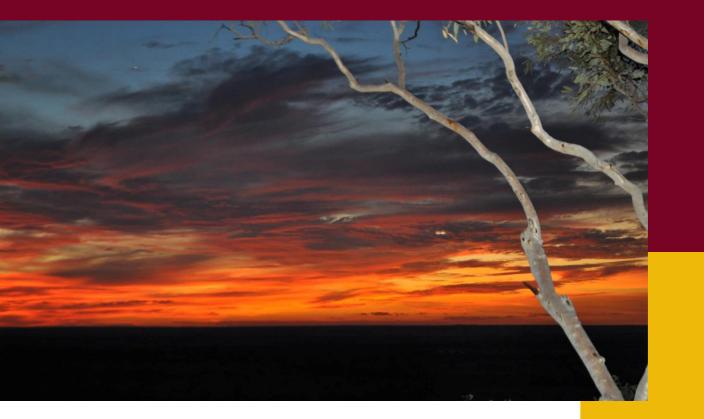
Personal Attributes

- Excellent interpersonal and communication skills.
- A Degree or equivalent in a relevant tertiary Management, Business and/or Public Sector Administration discipline or comparable work experience is expected for this position.

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.







Why join Victoria Daly Regional Council

Victoria Daly Regional Council offers a unique opportunity to lead transformative change in one of Australia's most diverse and inspiring regions. By joining the Council, you will:

- Shape the future of communities across the region, creating a lasting impact through innovative leadership.
- Work closely with a passionate Council team dedicated to fostering resilience, growth and development.
- Enjoy the chance to live and work in a region rich in culture, history and natural beauty.
- This is a role for a leader who is ready to tackle challenges head-on and make a meaningful difference in the lives of those they serve.

Victoria Daly Regional Council is committed to creating an inclusive and diverse workplace. We welcome applications from candidates who share our vision of vibrant, connected communities.







About Council

Victoria Daly Regional Council (VDRC) covers approximately 153,405 square kilometres in the Northern Territory, serving a population of 3,295 (ABS 2023).



Links to Council Information



The region encompasses key communities such as Kalkarindji/Daguragu, Timber Creek, Pine Creek, Yarralin, Bulla, Amanbidji and Nauiyu/Daly River, and is characterised by its remote yet vibrant cultural landscape.

The Council supports major industries, including agriculture, forestry and fishing, public administration, education and training, health care and social assistance, reflecting its importance to regional employment and community services.

VDRC is governed by five elected members, with operations structured across three directorates: Executive Services, Corporate and Community Services and Council Operations, all reporting to the Chief Executive Officer. The Council employs 137 staff, who deliver essential services to the community.

In the 2023/24 financial year, VDRC reported a total revenue of \$21.86 million and operating expenditure of \$19.19 million, reflecting a stable financial position and a commitment to efficient service delivery.

The Council remains focused on community well-being, sustainability and infrastructure development, ensuring a prosperous future for the region.



Vision and Values

OUR VISION

"To strengthen our region through fostering development, growth and social wellbeing." OUR Commitment

Moving forward, together.

MISSION STATEMENT

We will a chieve our vision through:

- Sound governance and proactive leadership at regional and local levels.
- Advocating on behalf of our region and its communities.
- Having a sound financial base which has, at its core, a diversity of income streams.
- Investing in growing the ability and wellbeing of our staff.
- Continuously improving our services, planning, IGT systems, policies, and procedures.
- Consistency in our service delivery.
- Communicating effectively within Council and with external stakeholders. Supporting community-based staff to deliver appropriate services into communities.

ervices into communities.

 Ensuring we are continually addressing our environmental sustainability and waste management.

- Striving towards developing and maintaining Council's assets and resources.
- Working in a united manner with all communities towards a strong, safe, healthy future.
- Providing employment opportunities and growing the local talent pool within the region.
- Having inclusive engagement strategies.
 Working with environmentally sound businesses to invest in the region.
- businesses to invest in the region
 Being resilient and a daptable to future changes.

VALUES AND ETHICS STATEMENT

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Our core values are fundamental to the Council and its staff. These values determine how we do business and interact with stakeholders .

- · RESPECT: respect for each other's opinions and ideas.
- EQUALITY: we are all equal.
- ACCOUNTABILITY: being accountable for our own actions and behaviours.
- BE ING TRUSTWORTHY AND HONEST: being trusting and honest with one another and with our community members.
- CULTURE : acknowledge and respect the cultures of our people

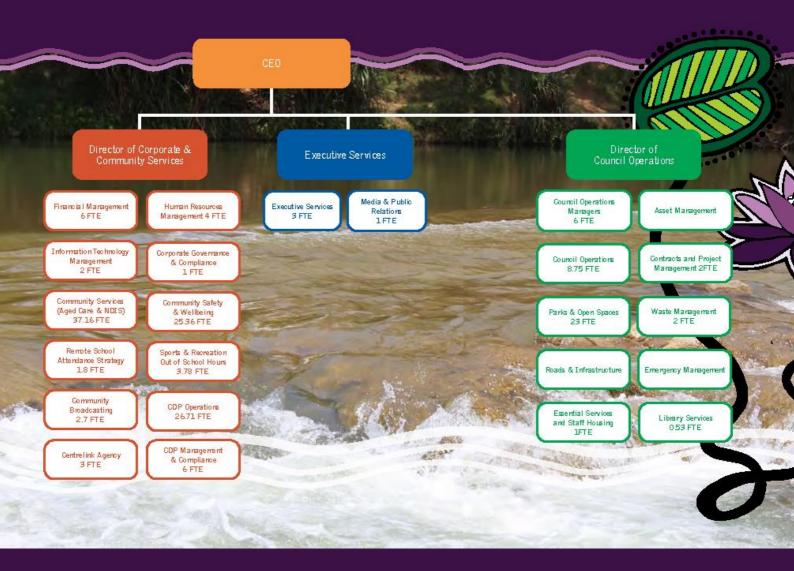
• HERITAGE: a cknowledge and protect our heritage.



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Organisation Structure







CHIEF EXECUTIVE OFFICER



Living in the Region



Housing

The Victoria Daly Region offers a variety of accommodation options, particularly in communities such as Kalkarindji and Yarralin, with council-managed lodgings. Due to the region's location on Aboriginal land, these accommodations are alcohol-free premises and visitors must respect the cultural protocols. Housing opportunities also exist for renting or purchasing in Katherine, the regional hub, where the average rental cost is approximately \$500 per week.



Educational Facilities

Schools in the Victoria Daly Region follow a three-tier system:

- Primary: Transition to Year 6
- Middle: Year 7 to Year 9
- Senior: Year 10 to Year 12

Katherine offers a range of educational options, including four public primary schools, one public high school (Katherine High School), a private school (St Joseph's Catholic College) and a specialist school (Kintore Street School). Additionally, Katherine School of the Air provides remote learning for students in isolated areas. Daycare services are available across six centres in Katherine.



Healthcare

The region's main healthcare hub is Katherine Hospital, a 60-bed facility offering emergency, surgical, paediatrics and maternity services. Several private medical practices and the Wurli-Wurlinjang Aboriginal Health Service provide additional care. Outreach services extend to remote communities, ensuring comprehensive health coverage.



Shopping & Dining

Shopping amenities include local stores across communities, with Katherine Central Shopping Centre housing a large Woolworths and various specialty retailers. Dining options range from casual eateries to the award-winning Cicada Lodge and Katherine Golf and Country Club, offering diverse culinary experiences.





Living in the Region



Sports & Recreation

Sports and recreation are integral to community life, with programs available in Yarralin, Kalkarindji, Timber Creek, Pine Creek, Bulla and Amanbidji. Activities include AFL, soccer, cricket, basketball, movie nights and arts and crafts. Katherine boasts extensive facilities, including:

- Multipurpose ovals
- Basketball, tennis and netball courts
- A skate park, adventure playground and aquatic centre
- BMX track and motorsports club



Getting Around

The region is accessible by road, with Katherine serving as a central transport hub. Key road routes include the Stuart, Buchanan and Victoria Highways. Travel times from Katherine to key council locations are:

- Pine Creek: 54 minutes
- Yarralin: 7 hours 35 minutes
- Nauiyu: 2 hours 55 minutes
- Kalkarindji: 6 hours 7 minutes
- Timber Creek: 2 hours 58 minutes

Public buses and the Katherine Tindal Civilian Airport provide additional transport options. Permits may be required for certain activities on Aboriginal land and up-to-date road conditions are available on the NT Road Report website.



Environment and Climate

The region experiences distinct wet and dry seasons, with an average annual temperature of 39.7°C. The transition to the wet season, known as "the build-up," brings increased humidity and afternoon storms. Residents should be prepared for potential weather-related emergencies. The Victoria Daly Region offers a unique blend of cultural heritage, natural beauty and community-focused living, making it a rewarding place to call home.



Recruitment Process and Timeframes



How To Apply?

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

- Your CV
- A covering letter addressing the Selection Criteria



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Evaluation Process

Leading Roles and Victoria Daly Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Victoria Daly Regional Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.

Indicative Timeframes Applications Open Week Commencing Monday 6 January 2025

| × | Applications Close | • 5:00 pm Monday 3 February 2025 |
|---|--------------------|---|
| P | Initial Assessment | Week Commencing 3 February 2025 |
| | Council Interviews | Week Commencing 17 February 2025 |

*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 | Application Acknowledgment: Prompt acknowledgement of your application. |
| <mark>Week 4</mark> Initial Interviews | 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 | 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 | Checks: Simple online verification, including: Reference Checks Criminal History and Right to Work Checks Psychometric Assessments (if requested by client) |
| Week 6 Offer & Negotiation | Negotiation: Consultant to support salary negotiations. Engagement: Direct candidate engagement with the Council for contract questions and onboarding. |
| Week 6 to 8 Project Finalisation | Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities. |
| Post Placement | • Check-in: Regular check-ins throughout the first year. |





YOUR EXECUTIVE RECRUITMENT TEAM

We are pleased to introduce our senior recruitment team as your designated point of contact for this executive role. Should you require additional information or have any inquiries, we warmly encourage you to reach out to them. They will be more than happy to assist you throughout the process.



MARK OGSTON, CHIEF EXECUTIVE

Mark will personally oversee the executive search and recruitment effort and will draw on his extensive network to identify and attract high-quality candidates for your consideration.

0407 674 412

mark.ogston@leadingroles.com.au



BELINDA WALKER, EXECUTIVE TALENT CONSULTANT

Belinda will lead and manage the candidate engagement, screening and assessing candidates, preparing reports and undertaking verification checks.

0411 449 447

😏 belinda.walker@leadingroles.com.au



JEANETTE GRAHAM, EXECUTIVE TALENT CONSULTANT

Jeanette will identify candidates with a history of executive success relevant to this position and support the targeted candidate engagement and marketing of these roles.

0422 469 956

jeanette.graham@leadingroles.com.au



DEE DU TOIT, RECRUITMENT SUPPORT OFFICER

Dee will provide recruitment administration support and coordinate interviews and candidate travel bookings as required.

0488 107 514

dee.dutoit@leadingroles.com.au



ATTACHMENT Position Description

| Victor | Position Description |
|---|--|
| | JOB OVERVIEW |
| prescribed under local governmen and business of appointment of (with the promotio | tive Officer of the Victoria Daly Regional Council will perform the role and functions the Northern Territory Local Government Act 2019, legislation and regulations applicable to at in the Northern Territory and will be responsible for managing and administering the plans f Council, ensuring the development and implementation of Council policies, the Councils staff is equitable and best practice human resource management of staff occurs on of community development and self management. Efficient and effective operation of ensuring financial management is maintained. |
| | POSITION DETAILS |
| DUTIES AND RESPONSIBILITIES | Manage the Councils day to day operations, including the management of Council staff. Ensure that the appointment of the Councils staff is properly managed within the allocated budget for staffing expenditure approved by the Council. Appoint, manage and if necessary terminate the appointment of council's staff and ensure Councils policies on human resource management comply with the Local Government Act 2019. Ensure management of the Councils operations are properly managed within the budget allocated to non-staff expenditure approved by the Council. Ensure that the Council's policies, plans and lawful decisions are implemented and to ensure council reviews Councils policies, plans and decisions in a timely manner. Provide or obtain for the Council the information and advice the council reasonably required for effectively carrying out its functions. Ensure that the Council's constituency is kept properly informed about the Council policies, programs and decisions and ensure that appropriate and prompt responses are given to specific requests for information. Ensure proper standards of financial management are maintained, including proper controls over revenue and expenditure. Ensure that financial and other records are properly made and maintained. Ensure that financial and other records are properly made and maintained. Ensure that functions delegated to the CEO by the Council or assigned to the CEO under the Local Government Act 2019. |
| | QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE |
| | a tertiary qualification in a relevant field; or commensurate work experience that demonstrates both capacity at an |

| EXPERIENCE & KNOWLEDGE REQUIREMENTS | Leadership Proven leadership at the Chief Executive Officer level, with the ability to understand and implement legislation impacting on Local Government. High level strategic planning skills and knowledge of corporate management requirements. Delegation skills to ensure the achievement of outcomes, accountability of management staff and the development of employees' abilities. Understanding of the application of contemporary human resource management principles. Policy Implementation Good knowledge of public policy issues as they impact on local government. Experience in developing and implementing policy relevant to the business of local government. Boenstrated capacity to administer the Local Government Act and associated legislation in the field of local government. Ability to support the Council to make the most informed decisions on behalf of their constituents. Knowledge of statutory, legal and contractual obligations. Extensive experience in financial management and sourcing external funding. Community Development Demonstrated ability to apply knowledge of sustainability and its application of the economic, social and environmental principles at an organisation level. Considerable experience in dealing with the public and special interest groups. An understanding of Indigenous culture and the ability to work with Indigenous people. |
|---|--|
| | Excellent interpersonal and communication skills. Excellent decision making skills and an analytical approach to problem solving. |
| | 7. <u>Qualifications and/or Experience</u> A Degree or equivalent in a relevant tertiary Management, Business and/or Public Sector Administration discipline or comparable work experience is expected for this position. |
| | EXTENT OF AUTHORITY |
| | All authority vested in a Chief Executive Officer under the Local Government Act and associated Regulations and By-Laws, together with other relevant Acts. Authority to sign all legal documents and cheques as delegated and properly directed by Council. |
| | KEY RESULT AREAS |
| | Victoria Daly Regional Council has identified the following critical success factors for the performance of its Chief Executive Officer. These are the skills, competencies and outcomes the Council requires for the position. |
| | Managing People Council's ability to recruit, train, develop, retain and promote high caliber employees is critical to its long term success. |
| | The Chief Executive Officer will: Empower and motivate employees to work as valued team members. Align organisational effort with the strategic challenges and outcomes relating to |

Council.

- Establish high levels of accountable behaviour through the organisation ensuring that there are communicative strategies to develop a cohesive team.
- Be a leader who generates enthusiasm in the workplace and who strongly connects with employees around shared work values and goals.
- Develop employees by providing learning opportunities, so that they can contribute to Victoria Daly Regional Council's success and their maximum potential.

Business Management

Victoria Daly Regional Council delivers quality services and strives for higher levels of efficiency and effectiveness.

The Chief Executive Officer will:

- Deliver outcomes established in the Council Regional Plan.
- Comply with the annual budget, ensuring budget variations are explained and managed to achieve sound "bottom line" results.
- Pursue the ongoing implementations of a robust, long term financial strategy that can secure the Council's long term financial sustainability.
- Ensure that services and programs are consistently delivered to previously agreed standards and expectations. Reviewing, if necessary, the business systems and processes which deliver such services and focusing on the importance of efficient service delivery.

<u>Relationships</u>

Good working relationships between people are fundamental to achieving progress at Victoria Daly Regional Council.

The Chief Executive Officer will:

- Build relationships with Councillors' characterised by relevant and timely communications, accessibility, fairness and impartiality.
- Establish and nurture relationships with Community stakeholders, local organisations and Governments which are all characterised by effective working arrangements, high levels of mutual respect and strategic alliances.

Strategic Leadership

Good strategy is about continual planning and clear direction. It is about priorities. Leadership is the process of creating unity around a purpose, a direction, and shared values.

As a strategic leader the Chief Executive Officer will:

- Develop a cohesive Executive Team which is strongly aligned to Council's goals and objectives.
- Provide the Council with quality advice, particularly on those key issues and projects which have the potential to significantly impact on the Council's future.

The world is a rapidly changing place and Victoria Daly Regional Council will be affected like all Governments.

The Chief Executive Officer will:

- Consider issues, events and trends before they impact on Council and develop appropriate strategic responses
- Understand global issues and foster appropriate local responses
- Demonstrate high level problem solving skills.

Good Governance

Victoria Daly Regional Council reputation as a high quality democratic Council will ultimately depend on the quality of its governance processes.

The Chief Executive Officer will:

• Ensure the organisation understands the complex role Councillors play as democratically elected representatives and develops processes and protocols

| | which support Councilor's to fulfil that role. Ensure that ethical behaviors are at the forefront of considerations by Councilor's and staff and provide a personal example of an ethical leader. Ensure the quality of the Victoria Daly Regional Council community engagement continues to improve by embedding community engagement skills and practices as part of the organisational culture at Victoria Daly Regional Council. |
|---------------------------------------|--|
| OTHER REQUIREMENTS | The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2021-2023. 1. Current Drivers Licence 2. Current Working with Children's Clearance 3. Current Criminal History Check |
| APPROVED By BRIAN PEDWELL MAYOR | DATE APPROVED |





APPLY NOW AT

the place grower suggestation and the state

