



APPLICANT PACK

# Chief Executive Officer

Winton Shire Council



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## CONTACT

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Leading Roles

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# Message from the Mayor

To our prospective applicants,

Thank you for your interest in the Chief Executive Officer role for Winton Shire Council.

This is a pivotal time for our community, and we are seeking a leader who shares our passion for Winton's unique history, culture and future potential.

As our next CEO, you will play a pivotal role in leading the community through significant milestones, such as the Winton 150-Year Celebration in 2025. You'll be responsible for overseeing the completion of vital projects, including the long-awaited Youth Centre, the extension of the Industrial Estate, upgrades to our sale yards and showgrounds, and various infrastructure improvements essential to the region's ongoing growth. The sealing of the Outback Way will be a cornerstone of our economic development efforts, supporting projects like the Town Beautification initiative. Additionally, your leadership will be crucial in the successful opening of the Country University Centre (CUC), which will provide lasting educational and economic benefits to the community.

These projects reflect the heart of our community's aspirations. We need a leader who can engage with our residents and stakeholders, ensuring that Winton remains a vibrant and sustainable community.

If you are ready to lead Winton into its next chapter and make a lasting impact, I encourage you to apply. We look forward to welcoming a leader who is as dedicated to our community as we are.

Thank you for considering this opportunity to be part of Winton's future.

Warm regards,



Cr Cathy White  
Mayor  
Winton Shire Council



**Cr Cathy White**  
Mayor



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We respectfully acknowledge the Traditional Owners, the Koa people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



# The Role

Nestled in the heart of Queensland's iconic outback, Winton Shire Council oversees a region steeped in history, natural beauty and a strong sense of community. Located approximately 177 kilometres northwest of Longreach, Winton is famed for its stunning landscapes, including the renowned Dinosaur Trail, and its role as the birthplace of Australia's unofficial anthem, "Waltzing Matilda." The Winton Shire is home to around 1,200 residents who cherish the region's unique blend of heritage, rugged outback scenery and a close-knit community spirit. Winton Shire Council, with a dedicated workforce of 116 staff, is committed to fostering a resilient, sustainable and vibrant community, drawing on the Shire's rich cultural heritage and natural wonders.

## Position Overview

Winton Shire Council is seeking an experienced and engaged Chief Executive Officer to lead the organisation through a critical period of renewal and transformation. The ideal candidate will have strong financial acumen and exceptional leadership abilities, focused on enhancing organisational effectiveness, accountability and community satisfaction.

Reporting to the Mayor and Councillors, the CEO will be responsible for aligning Council operations with strategic priorities, ensuring sound financial management and building a high-performing, cohesive team culture. The CEO will also be expected to immerse themselves in the community, respecting and fostering the deep community and cultural connections and long-term investments that the residents of Winton hold dear.



# Key Responsibilities

- **Strategic Leadership:** Provide high-level strategic advice to the Mayor and Councillors, ensuring that the Council's operations reflect the strategic goals and priorities of the community.
- **Financial Management:** Oversee the financial operations of the Council, ensuring strict budget management, accountability and the sustainable use of the Council's financial resources.
- **Operational Excellence:** Establish and maintain an efficient framework of policies and procedures to ensure the safe, compliant and effective delivery of Council services.
- **Community Engagement:** Lead efforts to strengthen relationships with the community, ensuring that Council decisions are informed by, and reflect, the community's needs and aspirations.
- **Workforce Leadership:** Foster a positive, high-performing organisational culture, focused on productivity, efficiency and the professional development of staff.
- **Stakeholder Relationships:** Develop and maintain strong, collaborative relationships with key internal and external stakeholders, including State and Federal government representatives.

# Opportunities and Challenges

- **Organisational Renewal:** Lead a review of the Council's organisational framework to enhance efficiency, accountability and service delivery.
- **Financial Prudence:** Maintain the Council's strong financial position, ensuring that projects are delivered within budget and without depleting the Council's financial reserves.
- **Community Integration:** Rebuild community trust and engagement, ensuring that the Council's actions reflect the long-term interests and values of the Winton community.
- **Cultural Transformation:** Drive a cultural shift within the organisation towards greater strategic alignment, collaboration and a shared sense of purpose.



# Special Projects

As Chief Executive Officer of Winton Shire Council, you will play a critical role in overseeing and driving the completion of several key projects that are central to the region's growth, development and community aspirations. These special projects are vital to Winton Shire's strategic goals, and as CEO you will ensure they are delivered on time, within budget and to a high standard. Your leadership will include actively engaging with the community to ensure that their needs and desires are reflected in the outcomes.

These projects include:

- Winton 150-Year Celebration (2025), where you will work closely with the Deputy Mayor and Council staff to plan and execute a memorable celebration. This includes upgrading key community facilities such as the football fields and the showgrounds to ensure they are ready for the milestone events.
- The Youth Centre Completion is another significant project, having been in development for over four years; you will be responsible for ensuring it is finalised by December, providing a much-needed resource for Winton's younger population.
- Infrastructure development is also a priority, with projects like the Road Projects – Lark Quarry, where you will oversee the maintenance and enhancement of vital road infrastructure, ensuring that routes essential for tourism and agriculture are well-maintained.
- Oversight of the Town Beautification and Infrastructure Development initiatives, including investigating the potential development of a lake around the town to enhance Winton's attractiveness and liveability. You will also focus on improving accessibility for the aging population by developing a Walking Network that accommodates mobility scooters and pedestrians.
- Supporting the Country University Centre (CUC) Opening in October will also be a key priority as a project that will provide significant educational opportunities for community members of all ages with substantial economic and social impacts.

# Key Stakeholders

As Chief Executive Officer you will engage with a diverse range of key stakeholders critical to the success of the Council's strategic initiatives and community projects. These stakeholders include the Winton community, whose support and involvement are essential in shaping the Council's policies and priorities. You will also work closely with the Mayor, Councillors and Council staff to align organisational efforts with community needs.

Externally, building and maintaining strong relationships with State and Federal government representatives will be vital for securing funding and support for major projects and initiatives. Additionally, partnerships with local businesses, tourism operators, primary producers and educational institutions such as the Country University Centre will be crucial in driving economic development and enhancing the region's liveability. Your role will involve navigating these relationships with a focus on collaboration, transparency and mutual benefit, ensuring that Winton Shire Council remains connected and responsive to its stakeholders' needs.



# Workforce Leadership

As Chief Executive Officer you will lead a dedicated team of 116 staff, with direct oversight of key senior roles, including the Economic Development Manager, Director of Works, Corporate Services Manager, Finance Manager and Governance Officer. Your leadership will be pivotal in fostering a positive and productive organisational culture, ensuring that staff are motivated, engaged and aligned with the Council's strategic objectives. You will be expected to lead by example, empowering your team to leverage their skills and expertise while promoting accountability, collaboration and continuous improvement. With a focus on professional development and capacity building, you will guide your workforce through challenges and opportunities, ensuring that Winton Shire Council remains a high-performing organisation capable of delivering exceptional outcomes for the community.

## Personal Attributes

The ideal candidate will be approachable and empathetic, demonstrating strong interpersonal skills with a natural ability to connect with staff, councillors and community members. This role requires a leader who understands the unique culture of Winton, actively engaging with the community while respecting its rich heritage and contributing to its future growth.

As a strategic thinker, you will provide clear direction and make informed decisions that align with the Council's long-term goals. Your resilience and decisiveness will be critical in managing through periods of change and uncertainty, ensuring steady operations and confident navigation of challenges.

A collaborative leader is essential for this position—someone who fosters a culture of teamwork and cooperation within the Council, leading by example and building trust among staff and stakeholders. Your ability to inspire and guide others will be key to driving the organisation forward.





## Selection Criteria

- Relevant professional qualifications and/or considerable experience relevant to the position.
- Proven experience in a similar role in Local Government providing community services, with strong knowledge of financial management.
- Deep knowledge of governance within local government with experience providing high-level advice to Council and its Committees on financial risk, people management, service delivery, disaster management and organisational continuity.
- Experience engaging with stakeholders at senior levels in government, industry and communities, with experience working effectively with councillors, communities and local stakeholders that contribute to the delivery of organisational goals.
- Demonstrated contemporary knowledge of community development and community engagement practices, with the ability to effectively integrate and lead these initiatives within the community.
- Highly developed team building and leadership skills, with a proven capacity to motivate, engage and direct staff to achieve organisational goals.
- Excellent presentation, communication and representation skills, with the ability to act as a public spokesperson, leveraging well-developed verbal and written communication abilities.

*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.*



## Salary Package Information

Winton Shire Council is a progressive organisation that employs approximately 116 professionals across the region. The Council is committed to best practice policies and maintains a strong focus on equal employment opportunities and workplace health and safety.

Benefits for this role include:

- Base salary of \$230K + vehicle + housing and other benefits.
- Relocation allowance.

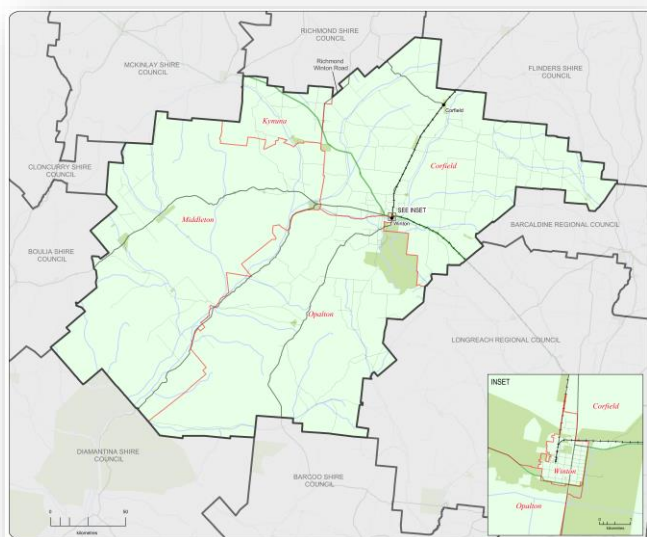


# About Council

The Winton Shire Council region is renowned as the place where Banjo Paterson penned “Waltzing Matilda” and is now celebrated as the “Dinosaur Capital of Australia”. The Council also made history as the first local authority in Australia to support commercial aviation.

Winton Shire Council governs area in Central Western Queensland, covering 53,935 square kilometres. The region includes the communities of Winton, Corfield, Middleton and Opalton and is home to approximately 1,200 residents.

The historic town of Winton, named after Winton, Dorset, England—the birthplace of the area's first white settler, Robert Allen—serves as the administrative centre of the Shire. Known for its diverse landscapes, including the Mitchell Grass Downs, red earth, spinifex country and the iconic Channel Country, Winton boasts a rich history tied to the Great Shearers’ Strike, Waltzing Matilda and QANTAS. Today, it is also recognised for its prehistoric significance as a fossil-rich site. The Shire's major industry is beef production, with some opal mining also contributing to the local economy.



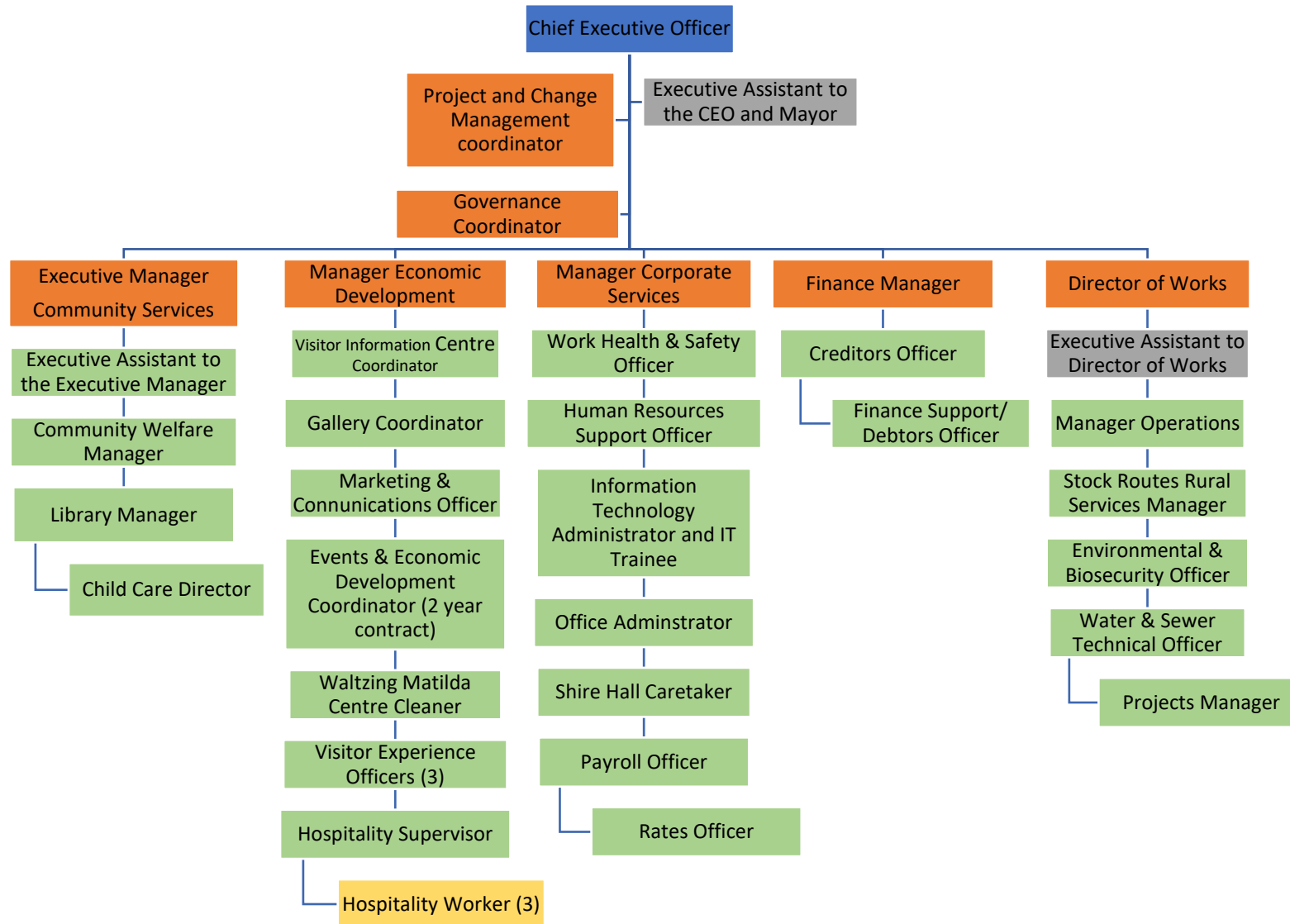
The Council is comprised of a Mayor and five councillors who provide strategic leadership for the Shire. The Council is managed by a Chief Executive Officer (CEO) and structured into key directorates: Finance, Corporate Services, Community Services, Economic Development and Works and Utilities.

Winton Shire Council employs 116 staff members dedicated to delivering services and managing assets with a strong commitment to community well-being. The Council operates under an annual budget exceeding \$31 million, with a capital budget of \$25 million and net community assets totaling \$277 million.

## Links to Council Information



# Organisational Structure





# Living in the Region



## Housing

Winton Shire offers a range of affordable housing options, from spacious family homes to cosy cottages. Whether renting or buying, residents enjoy the benefits of living in a close-knit community with easy access to essential services, schools and recreational facilities. The region's relaxed lifestyle and affordable cost of living make it an attractive place to settle down.



## Educational Facilities

Winton Shire offers a range of educational facilities to support local families. The region has one childcare centre, two primary schools and one high school, all within 25 kilometres. For higher education, residents are within reach of universities and TAFE institutions in nearby larger centres, offering a wide variety of courses and vocational training opportunities. Distance education and online learning options are also available, ensuring comprehensive educational pathways for all ages.



## Healthcare

The region has a local hospital providing general medical care, emergency services and inpatient treatment. In addition to the hospital, there are several medical clinics offering routine consultations, preventive care and specialist services. The community benefits from a range of allied health services, including dental care, physiotherapy and pharmacy services.



# Living in the Region



## Shopping & Dining

Winton Shire offers a selection of shopping and dining options that cater to both everyday needs and special occasions. The town features a variety of retail stores, including supermarkets, specialty shops and local markets, providing residents with convenient access to groceries, clothing and unique local products. Dining options range from cafes and traditional pubs to family-friendly restaurants, offering a variety of cuisines.



## Sports & Recreation

Winton Shire boasts a diverse array of sports and recreational facilities that cater to a variety of interests. Residents can enjoy the local bowls club, skate park and sports centre for active pursuits, while the aquatic centre provides opportunities for swimming and water-based activities. The numerous parks provide spaces for relaxation and outdoor activities and the region is a great opportunity to explore the surrounding natural landscapes and historical sites.



## Getting Around

Winton Shire provides several convenient options for getting around, ensuring residents and visitors can easily navigate the region. Local transport is well-supported with bus services and taxi options, while the town's compact layout allows for easy travel by car or bike. Winton is served by a regional airport offering regular flights to larger centres, facilitating travel to and from the area. Additionally, the Shire is connected by major highways, including the Landsborough Highway, which links Winton to nearby cities like Longreach and Mount Isa.

# Welcome to Winton



# 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



## Evaluation Process

Leading Roles and the Winton Shire 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. Winton Shire 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.



## Applications Open

- Week Commencing  
Monday 2 September 2024



## Applications Close

- 5pm Monday 30 September 2024



## Initial Assessment

- Week Commencing 30 September 2024



## Council Interviews

- TBD

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



## 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](mailto: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](mailto: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](mailto: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](mailto:Dee.dutoit@leadingroles.com.au)



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ATTACHMENT

# Position Description



# Position Description

## Chief Executive Officer

Applications Close:  
5:00pm on (Day) (Date)

<p><b>Position Title</b> Chief Executive Officer</p>
<p><b>Position Number</b> CS10234</p>
<p><b>Department</b> Office of the CEO</p>
<p><b>Classification/Pay Scale</b> Fixed Term 4 Year Contract</p>
<p><b>Terms of Employment</b> Full Time</p>

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

### Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

### Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

### Winton Shire Council's Corporate Values are:

#### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

#### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

#### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

#### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

#### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

#### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

#### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Mayor

### Supervision of:

Economic Development Manager

Director of Works

Corporate Services Manager

Finance Manager

Governance Officer

### Internal Liaisons

Councillors

### External liaisons

Queensland State Government

Federal Government Agencies

Industry Groups

## Position objectives

This position is responsible for day-to-day management of Winton Shire Council by:

- Establishing an appropriate framework of policies and procedures to ensure the safe and efficient operation of Council business.
- Ensuring that the Council organisation effectively delivers on the elected Council's Corporate and Operational Plan goals.
- Ensuring that there are appropriate mechanisms in place to properly manage Council's organisational risks and the safety of employees and the public.
- Provide sound advice to the elected Council on the strategic direction of Council's operations.
- Provide specific oversight of Council's finance and governance functions.
- Ensure Council remains in a sound financial position.
- To engage in contemporary HR practices and provide leadership to the Council workforce ensuring that they are focused on achieving Council's objectives.
- To promote a positive image of Council within the shire and wider community.



## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28.

### CEO Responsibilities include:

1. Provide adequate resources and support for the promotion of Council WHS Management System and ongoing effective management of the WHS Management System plan.
2. Involvement in the development of health and safety objectives, targets performance indicators and action plans.
3. Assigning responsibility to ensure objectives and targets are achieved.
4. Approving WHS system policies and procedures that set the direction of WHS.
5. Ensuring WHS is a standard agenda item for scheduled management and team meetings.
6. Monitoring the progress of health and safety objectives, targets and plans
7. Providing support and authority to directors, managers and supervisors to ensure they are able to meet their 'duties' in accordance with the requirements of the WHS legislation, plans, policies and procedures.
8. Attending WHS committee meetings as required.

## Qualifications/Licences/Tickets required

### Mandatory

- C Class driving licence for Queensland.

### Desirable

- Relevant professional qualifications and/or considerable experience relevant to the position.
- Other relevant memberships/ qualifications.
- Blue Card.
- NDIS Worker Screening.
- Criminal History Check.
- Bankruptcy Check.

## Additional requirements and working conditions

The following requirements and working conditions are desired:

- The Council Employee Code of Conduct applies to this position.
- There is a senior executive role covered by a fixed term contract, the Local Government Officers Award and Winton Shire Council Certified Agreement do not apply to this position.
- Internal/ External training inside or outside of work time for specific areas relating to the position may be required.

Travel within the town area may be required for this position. Council will supply a vehicle for business and private use as per the contract conditions.

## Statement of key responsibilities and duties

Reporting to and working in close collaboration with the Mayor, Elected Members and Council Staff, the CEO's key responsibilities include:

- Implement new strategic and operational plans.
- Review, establish and oversee the asset and infrastructure management plan.
- Comply with the Local Government Act, regulations, and other legislated requirements of council.
- General oversight of the operations of council.
- Oversee major projects.
- Community and stakeholder engagement.
- Manage tenders and the execution of contracts.
- Monitor/maximise opportunities for grant funding.
- Encourage and promote local tourism and economic development.
- Promote the community in respect to media, marketing, and communications.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### **Selection Criteria 1**

Highly developed team building and leadership skills, proven capacity to motivate, engage and direct.

### **Selection Criteria 2**

Excellent presentation, communication, and representation skills and the ability to act as a public spokesperson, calling upon, well-developed verbal and written communication skills.

### **Selection Criteria 3**

Contemporary knowledge of community development and community engagement practice.

### **Selection Criteria 4**

Deep knowledge of governance and ability to provide high level advice to Council and its Committee on financial risk, people management, services, disaster management and organisational continuity.

### **Selection Criteria 5**

Proven Chief Executive Officer, Director, or managerial level Local Government and/or Experience in leading organizations which provide services to the community, including knowledge of financial management, employee management, continuous improvement, and governance discipline.

### **Selection Criteria 6**

Experience in dealing with stakeholders at senior levels in government, industry and communities, and the capacity to work with councillors, communities, and local stakeholders.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Chief Executive Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.