



**Shire of Cue**  
PO Box 84  
CUE WA 6440  
Telephone: (08) 9963 8600  
Fax : (08) 9963 1085  
Email: [ceo@cue.wa.gov.au](mailto:ceo@cue.wa.gov.au)

## **Youth Officer**

### **EMPLOYMENT INFORMATION & APPLICATION PACKAGE**

**March-April 2025**

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# 1 Position Advertisement

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**Shire of Cue  
Youth Officer  
(Package negotiable up to \$94,050).**

The Shire of Cue is situated in Western Australia's Murchison Region, approximately 660kms north-east of Perth on the Great Northern Highway. It is a small town with a strong sense of history and community that supports gold and iron ore mining as well as pastoral and tourism industries.

As Youth Officer you will develop, implement and monitor youth service programs and a youth plan for the Shire of Cue, while maintaining a high standard of service delivery in the provision of youth programs and other activities operating at the Cue Youth and Community Centre. You will identify youth needs and facilitate the implement effective strategies to meet those needs. You will develop and maintain effective and meaningful youth participation mechanisms that provide opportunities for young people to take part in recreational, cultural and community activities. You will develop and maintain strong networks that facilitate information sharing and awareness to improve outcomes for young people.

Having excellent knowledge of the broad workings of local government is desirable as will having worked within a similar role in local government. Relevant tertiary qualifications will be highly valued. Practical knowledge of the cultural opportunities of a small, remote Shire, including, but not limited to indigenous cultural considerations, will be highly valued. The successful applicant will negotiate a performance based ongoing contract including an attractive remuneration package up to \$94,050, which includes a negotiable cash component plus five weeks annual leave, up to 15.5% superannuation (conditional), restricted use of a motor vehicle and subsidised housing and utilities.

Interested applicants may obtain the Information Package by contacting Mike Fitzgerald on 0419907443 or emailing [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au) or by downloading the document from <https://www.fitzgeraldstrategies.com.au/local-government-job-vacancies/>

Applications addressed to Mr Richard Towell, Chief Executive Officer, including a Curriculum Vitae and statement addressing the Selection Criteria should reach the Fitz Gerald Strategies 9 The Crest CANNING VALE WA 6155 or scanned and emailed to [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au) by the close of business Monday 28 April 2025.

**Mike Fitz Gerald**  
**PRINCIPAL**  
**Fitz Gerald Strategies**  
Licensed Employment Agent (Lic No EA2423)

## 2 Information for Applicant

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Thank you for your interest in the advertised position of Chief Executive Officer for the Shire of Cue.

### Selection on the Basis of Merit

The Shire of Cue is an equal opportunity employer. All applications will be assessed against the same criteria included in the information package and position description.

No application will be considered until after the advertised closing date at which time it will be assessed. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

### What to include in your application

Your application should include the following information:

- A statement addressing each of the selection criteria.
- A copy of your current Résumé
- Contact details of three employment referees, preferably one to be your current employer.
- Completed Application Cover Form (see 6 below)
- Signed Declaration Authorisation and Waiver (see 7 below)

Applications should preferably be scanned and lodged by email.

Applications in hard copy should not be submitted in plastic sleeves, binders or files. Please do not submit originals of important documents such as qualifications and references. Submit photocopies only.

### Statement Addressing Selection Criteria

Your application should contain a concise statement specifically addressing each of the **SELECTION CRITERIA** in this information package and the Position Description with examples, which demonstrate how you meet the requirements of each objective. Address each item separately and make your comments adequate enough to demonstrate your ability to meet the criteria. The **Requirements of the Position** as stated in the position description should also be addressed in your application.

### Resume

You should attach a copy of your current resume, listing academic achievement,

professional training, memberships and relevant employment experience.

### Referees

You should include the names and contact details of at least three referees we can contact to provide information on your past work performance, preferably one to be current employer. **Applicants who do not provide referee contact details up front will not be considered for the position.**

### One copy only

You should provide us with only one copy of your complete application.

### Address for Applications

Applications in hard copy should be marked "CEO CONFIDENTIAL" and addressed to:

Cr Ross Pigdon - President  
9 The Crest  
CANNING VALE WA 6155

Email applications are preferred sent to [mike@fitzgeraldstrategies.com.au](mailto:mike@fitzgeraldstrategies.com.au).

Applications close at 4:00pm on Monday 28<sup>th</sup> April 2025.

### Late Applications

Ensure your application is received prior to the closing date and time, late applications will only be considered if prior arrangements are agreed to for late lodgement.

### Post Application Process

Short listed applicants will be contacted by telephone to arrange an interview. Unsuccessful applicants will be advised by email.

### Pre-employment Medical

The successful applicant will be required to undertake a pre-employment medical examination, prior to commencement, at the Council's expense.

### Further Information

Should you require further information about the position, please contact the current CEO on ☎(08) 9963 8600 or [ceo@cue.wa.gov.au](mailto:ceo@cue.wa.gov.au).

For more information on the Shire please refer to the website at [www.cue.wa.gov.au](http://www.cue.wa.gov.au)

### 3 Remuneration Package

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#### **NOTIONAL REMUNERATION PACKAGE**

Youth and Community Officer reward package for advertising.

Total package is approximately \$94,000 based on the following.

Cash salary	\$70,000.00
Superannuation - Guarantee levy (currently 11.5%)	\$ 8,050.00
Superannuation - matching contribution (5%)	\$ 3,500.00
Employee Incentive Scheme (as per policy)	\$10,000.00
Electricity subsidy	\$ 2,500.00
<b>Total</b>	<b>\$94,050.00</b>

In other advertising we advertised the following employee benefits without the actual breakdown of the package.

#### Employee benefits

- An attractive remuneration package will be negotiated with the successful person, including
- Salary at above award rates
- Shire housing at subsidised rent (if available) or rental assistance
- Electricity subsidy
- 76 hour, nine day fortnight
- Additional superannuation co-contribution (as per Council policy)
- A performance bonus after the qualifying period (as per Council policy)

## 4 Position Description

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### 1 POSITION DETAILS

Position: Youth Officer

Department: Administration

Position classification: Level 4

Employment type: Casual

### 2 ORGANISATIONAL RELATIONSHIPS

Responsible to: Deputy Chief Executive Officer & Chief Executive Officer

### 3 POSITION OBJECTIVES

To develop, implement and monitor youth service programs and a youth plan for the Shire of Cue.

Maintain a high standard of service delivery in the provision of youth programs and other activities operating at the Cue Youth and Community Centre.

Identifying youth needs and facilitating the implementation of appropriate strategies to meet those needs.

Developing and maintaining effective and meaningful youth participation mechanisms that provide opportunities for young people to take part in recreational, cultural and community activities.

Developing and maintaining networks that facilitate information sharing and awareness to improve outcomes for young people.

### 4 KEY DUTIES / RESPONSIBILITIES

- Manage the day to day operation and upkeep of the Cue Youth and Community Centre.
- Facilitate activities, events and projects for young people to take part in recreational, cultural and community activities.
- Identify relevant state, federal and non-government funding opportunities and make applications in regard to relevant grants to support youth and community service objectives.
- Update and maintain social media content in relation to youth and community services.
- Provide regular feedback in regard to youth needs, opportunities and trends.
- Consult with and work in partnership with key agencies and individuals to ensure that the needs of young people in Cue are identified and that appropriate strategies are developed and implemented to meet those needs.
- Facilitating and maintaining effective consultation and working relationships with young people, community, schools and other stakeholders.

- Liaising and working collaboratively with other sections of Council to implement strategies and actions identified in Council's strategic and social plans.
- Provide regular operating progress reports, youth news and updates on youth service programs.
- Assist in the preparation of budgets and managing and monitoring budgets and external funding grants/donations in relation to youth services.
- Other tasks as required.

### **Administration**

- Assist with administration duties as required in areas such as:
  - Grant writing and acquittal
  - Community development
  - Customer service
  - Finance

### **Safety:**

- Follow all Occupational Health and Safety guidelines, policies and procedures
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed
- Perform work in a safe and healthy manner and to abide by Council and legislative safe work procedures, instructions and safety management practices.
- Use safety equipment and devices as specified.
- Correct or report unsafe conditions.
- Work in a manner that will not endanger themselves or any other persons.
- To render first aid assistance where required, dependant on qualifications.

## **5 SELECTION CRITERIA**

- Ability to oversee the development, coordination and provision of youth service programs.
- Understanding and sensitivity to the cultural needs and concerns of young people and families.
- Understanding of community consultation, youth participation, community development and social inclusion principles and processes.
- Ability to communicate effectively with young people, families, community groups, government agencies, service providers, businesses and schools.
- Good organisational skills including project management, preparation of budgets, writing of reports, basic records management and evaluation processes.
- Initiative, resourcefulness and ability to solve problems under general guidance.
- Knowledge of relevant legislation in family and youth services, eg mandatory reporting requirements.
- Sound knowledge of health and safety practices.
- Working knowledge of the OH&S requirements.
- Ability to maintain social media platforms.

- Ability to organise events and functions.
- Knowledge of Local Government systems and processes.
- Proven ability to work effectively as part of a busy, small collaborative team.
- Possess a strong desire to learn and grow.
- Ability to use initiative.
- A sound understanding of the importance of maintaining a high level of integrity and confidentiality.
- Ability to work under pressure with minimal supervision.
- Ability to effectively manage time and prioritise tasks.
- Outcome focused.
- Be very well organised, maintaining a clean and tidy workplace.

**General:**

- Positive can do attitude.
- A willingness to question the status quo.
- Experience in using Synergy Soft would be an advantage.
- Hold a current driver's license.
- Actively seek improvements that lead to better systems and/or productivity.
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## 5 Please attach this form to the front of your application

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Chief Executive Officer  
Shire of Cue  
PO Box 84  
CUE WA 6640

Telephone: (08) 9963 8600  
Email: [ceo@cue.wa.gov.au](mailto:ceo@cue.wa.gov.au)

PLEASE PRINT IN BLOCK LETTERS	
<b>SURNAME:</b>	
<b>GIVEN NAMES:</b>	
<b>ADDRESS:</b>	
<b>EMAIL:</b>	
<b>CONTACT NUMBERS:</b>	
<b>POSITION APPLIED FOR:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER</b>

## 6 Declaration Authorisation and Waiver

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### SHIRE OF CUE

#### APPLICATION FOR POSITION OF CEO DECLARATION, AUTHORISATION AND WAIVER

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Council reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Council or its agents to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: The Council undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicants' suitability for the position. Any information obtained will be treated as strictly confidential by Council and its agents and will only be made available to the selection Committee/Council at the time, and for the purpose, of selecting the suitable applicant.

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Signature of Applicant:

Date: