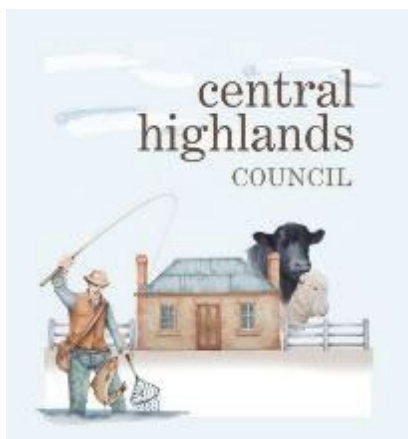


Applicant Pack

For the position of

General Manager Central Highlands Council



Contact:

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Acknowledgement of Country

We acknowledge the Traditional Custodians of the Central Highlands, the Big River nation, and pay our respects to Elders past and present. We recognise the deep connection Tasmanian Aboriginal people hold with these lands, waters and skies, and we acknowledge the many Aboriginal families who continue to live in the Central Highlands today.

The Central Highlands are shaped not only by their vast lakes and high plateaus, or by the hydro schemes that altered them in the last century, but by the much older presence of the Big River people. For countless generations they moved across this country, fished its waters and lit their fires on the ridgelines. The patterns of that life are not gone; they carry forward in the stories, practices and families who remain here.

This thread of continuity is now marked in the landscape itself. Dual naming of places include yingina/Great Lake, trawtha mukuminya/Gowan Brae (big river country tracks), lukina minanya/Clyde River as well as Aboriginal place names - Miena, Waddamana, Wayatinah, and Tarraleah..



Message from the Mayor Loueen (Lou) Triffitt

Very sincere thanks for your interest in the position of General Manager with Central Highlands Council.

This is a significant leadership role – one that carries both operational responsibility and the opportunity to contribute meaningfully to the future of our community. We are seeking a person who understands the practical realities of working in a rural environment and brings a steady, capable hand to both daily operations and long-term planning.

The General Manager leads a dedicated staff team responsible for delivering local services across a diverse region. From managing infrastructure and land use planning to supporting community services, natural resource management and economic development, the role is broad and hands-on. With many of our residents living in remote areas, effective service delivery often means thinking ahead, using resources wisely, building close and strong relationships across communities, and with external agencies and all tiers of government.

The Council faces a number of challenges and opportunities common to rural and regional areas – such as ageing infrastructure, changing demographics, emergency preparedness and managing the impacts of seasonal visitors and climate risk. At the same time, we are home to some of Tasmania's most valued natural and cultural assets, including World Heritage areas, hydro-electric infrastructure and growing tourism and agricultural sectors.

This role offers a rare chance to contribute in a visible and lasting way. It's also a unique lifestyle opportunity where we are known for the natural beauty, clean air, historic towns and strong sense of community. For the right person, the role brings professional growth, the chance to work closely with elected members and residents, and the satisfaction that comes from building local capability and getting things done.

On behalf of Central Highlands Council thank you again for considering this opportunity. Please review the information in this Pack, speak with our expert recruitment consultant, Stephen Blackadder, and lodge your application. I welcome your interest.

Vision for the General Manager

Imagine leading in a place where every policy decision, every infrastructure upgrade and every event is seen and felt by the community. Here, governance is direct, outcomes are tangible, and the connection between service and resident is both immediate and rewarding.

You'll work with people you know by name, develop long-term trust and see the impact of your leadership on improved services, safer communities and more vibrant local events. Professionally, the role stretches across a broad portfolio – from emergency preparation to cultural programming and environmental stewardship. We are a small Council but with a big heart.

Position Overview

The General Manager of the Council has essentially a two (2) part role – to lead the organisation and staff team to deliver service excellence to our community, and to work in partnership with the Mayor and Councillors in their governing body role to develop and implement the policies of the Council.

You will ensure the efficient and effective delivery of key services and projects in line with the Council's strategic objectives and provide high-level advice and support to the Mayor and the Councillors.

The role covers a range of critical areas – including the governance of the organisation, its financial sustainability, exploring innovation in service delivery, and providing excellence in customer service, being aware of national and statewide issues affecting local government, and networking with government and the private sector, to help grow the Central Highlands and encourage investment in the local economy.

The General Manager oversees service delivery, ensuring compliance with legislation and Council policies, while fostering a customer focused culture throughout the staff.

This role requires proven experience in a senior leadership capacity, with visionary direction, strategic thinking, and a focus on continuous improvement. The role is based at our offices in Bothwell, which is central to our other towns and villages, and we also have an office in Hamilton.

A strong financial acumen is essential in this role as you will be instrumental in ensuring the future financial sustainability of the organisation. You might bring a keen eye for commercial opportunities, to achieve income generation from our assets and facilities, and to ensure the productivity of the organisation is achieved.

Key Responsibilities

The role is outlined in Section 62 of the Tasmanian Local Government Act:

- a) to implement the **policies, plans and programs** of the council;
- b) to implement the **decisions** of the council;
- c) to be responsible for the **day-to-day operations** and affairs of the council;
- d) to provide **advice and reports** to the council on the exercise and performance of its powers and functions and any other matter requested by the council;
- e) to assist the council in the preparation of the **strategic plan, annual plan, annual report** and assessment of the council's performance against the plans;
- f) to coordinate proposals for the development of **objectives, policies and programs** for the consideration of the council;
- g) to liaise with the **mayor** on the affairs of the council and the performance of its functions;
- h) to manage the **resources and assets** of the council;
- (i) to perform any **other function** the council decides.

Total Remuneration Package

The Council has set a remuneration range for the position – around \$200,000 for an up and coming General Manager and up to \$250,000 for a proven highly competent and experienced General Manager – both based on skills and experience brought to the role.

The TRP is based on Salary, with the Superannuation Guarantee of 12.0% from 1 July 2025, with full private use of a motor vehicle valued at \$15,000.

Relocation assistance is also available should a long-distance relocation be necessary.

Cost of living is more affordable in the Central Highlands.



Opportunities and Challenges

There are many exciting and rewarding opportunities and challenges you will find facing the Region, and of course in the role, including:

- **Our geography** – we have 8,000 sq km and accessibility is an issue as well as the different needs of our towns and villages.
- **Advocate with, engage with and lobby State and Federal Governments** – we need to elevate our actions to get a better deal for our region – Mayor and General Manager should devote more time to advocacy efforts – to lobby Local MPs and others and make visits to Hobart and Canberra
- **Irrigation** – more support to our farming community to obtain water through the irrigation schemes
- **Climate Change** – we need to be more aware of consequences of changes in weather – storm activity, reduced rainfall, etc and the strategies that might be available to implement initiatives like renewable energy infrastructure.
- **Rating of Renewable Energy** – advocate for renewable infrastructure to be valued and obtain a rateable income for Council
- **Support Development and Growth** – bring a positive mindset to helping and assisting investors who want to bring development to our region, both business and residential; to encourage population growth and to keep our young in the region.
- **Local Services** – encourage our community to support local business and services to ensure adequate facilities for large development when it comes – such as renewable energy
- **Support for Local Businesses - Business support** – General Manager when appointed to spend time meeting with and getting to know local business owners and identifying how the Council might help existing businesses to thrive – such as accessing grant funded programs and making regulations more understandable.
- **Resident Attraction Strategy** – the General Manager to work with staff to develop a five (5) year strategy to attract new residents to the region, with a view to an increased population helping to retain and grow local businesses and services.
- **Sensible balanced development** – seek to ensure development is balanced with environmental values to align with our mission, vision and values.



Candidate Attributes

The General Manager will need a blend of qualifications, experience, and skills to effectively lead the organisation and deliver key outcomes.

A **tertiary qualification** will give a guide to the expertise you are likely to bring to the Region – whether financial, asset management, civil engineering, town and strategic planning, human resource management, economic development as examples – we are not fixed on a particular expertise – and **equivalent relevant work experience** is also of importance.

At the same time, we expect you will bring a **strong financial focus** – to not only ensure the future financial sustainability of the Council but to also help navigate with commercial investors in the Region projects that add to the lifestyle of our community.

This role will probably suit a person with a broad range of skills – we have a small staff group, and the General Manager will need to manage many issues where we do not have specialist staff. You will have a proven track record to lead staff but to manage a wide range of functions. **An ability to manage service delivery, budgets, governance and risk management, is important.**

- **An effective communicator** - you should be an active listener, capable of providing **strategic advice** to the Mayor and Councillors, and **network** with government representatives and politicians to lobby for a better deal, and to market and promote the Region.
- **Strong leadership and people management skills** – to enable you to **motivate teams** and achieve high standards of performance – compassionate and supportive.
- **Strong relationship and engagement skills** - you will be **out in the community** meeting our residents and business owners to identify opportunities for the Council to help. You

will be comfortable engaging with our community and be calm and reflective under pressure.

- **Customer Service Culture** - your commitment to **continuous improvement and customer service** will be evident and you will bring **an action and results driven culture**.
- **Part of our community** - we expect you will bring a **commitment** to helping Central Highlands and the organisation grow over the life of your contract and beyond. We are keen for you to become **part of our community – and to live here**.
- **Leadership** - you will bring a **strong leadership style** – and with a degree of **self-confidence** – confident but **not with an arrogance** – capable of admitting mistakes – and able to provide alternative views and solutions – and enjoy assisting Councillors with their priorities and make good use of their local knowledge.
- **Commercial focus** - you will bring a **commercial minded/outlook** – to be a good budget manager but also an ability to discuss investment with investors and bring a “can-do” attitude to helping investment in the Region. We want something to happen....
- **Strategic thinker** - you will be a **big picture thinker** – to bring a clearly articulated practical vision to see the future and help the Council and the Region achieve that future. **A visionary**, with a plan.
- **A Keen Understanding of Rural Challenges** – a person only experienced in city or urban challenges may not suit our needs – so experience in a **rural/regional environment** would be beneficial, to understand limited access to essential services like healthcare and transport services
- **Multi-Talented** – we are a small Council with a small staff group, and we are unable to specialise in many roles so it would be beneficial if the General Manager can bring a **broad knowledge** of local government issues and professional challenges rather than just a single expertise so as to manage some issues in house.
- **Stamina – Resilience – Courage** – local government throws up many challenges – organisational, political, environmental, commercial, industrial, etc - and the General Manager must have a **self-confidence and a calmness** to deal with difficult situations.
- **Interpersonal skills and effective communication** – we need a General Manager who has the **ability to engage** with people from all walks of life, to **communicate effectively** with them, to network positively with those who can help the Central Highlands, and to **build positive relationships** in the organisation and in the community.
- **Transparent and Open** – the General Manager must ensure the Mayor, and all Councillors are **kept informed** of key issues in the organisation and out in the community, and in local government generally which have an impact on our Council.
- **Forward thinking and proactive** – an ability to **see problems before they impact**; to know what Councillors expect and to build a close relationship with Councillors – to have an open mindset with Councillors - get out and about to see their patch and understand their needs.
- **A professional approach to communication** – having **good writing skills**; being able to articulate messages in email communication, in Council Meeting reports, etc and to set a

high professional standard for staff in their work and performance; so that ideas are presented in a logical, coherent, and structured manner, with a clear focus.

- **An inspirational attitude to work and performance** – an ability to bring confidence to Councillors as to the General Manager’s vision for the future; with an **inspirational style**, to bring staff and Councillors on board with that vision, and to bring **positive and creative ideas**.
- **Be a Coach, Educator and Mentor** - help Councillors and staff to unlock their full potential and **achieve success** by leading in an inspirational manner.
- **Inducted into the role in the first 3 months** - the Council will ensure a workshop is held within the first three (3) months of the General Manager commencing in the role to **identify the priorities and major projects** the Council will set for the General Manager in the first year, and for the General Manager to also report to the Council on findings so that important issues are addressed from the GM’s perspective.
- **Market and promote** – one priority of the new General Manager will be to **market the attributes** of Central Highland and to promote and encourage investment in the region and to bring new visitors and residents to the region
- **No micromanagement** – the Council is keen to attract a new General Manager who can build teamwork, **foster trust in staff** by ensuring they have the capability to perform their roles, to delegate effectively by giving guidance on outcomes but not to unduly get involved in how they do their jobs
- **Long Term View** – the General Manager must have the ability to think long term about decisions and to bring to Council **projections for the future** so the Council can adopt priorities and work within the budget, and to explore opportunities to increase income to provide new facilities.
- **Financial focus** – whilst we are not looking for an accountant, we need a General Manager with a **good sense of financial management** and the ability to manage expenditure and increase income
- **Project management ability** – the General Manager must have a good sense of how to **scope projects**, to estimate costs, to provide funding, and to deliver projects on time and on budget
- **Organisation and Community Culture** – the General Manager must have the ability to identify the **staff culture** and how it might be improved with good leadership and staff engagement, and also to get out and about in the community to understand **community values** and what matters to most in the Central Highlands.

Selection Criteria

Essential

1. **A Keen Understanding of Rural Challenges** – demonstrated experience in a rural/regional environment, to better understand the challenges facing such a community like limited access to essential services as healthcare and transport.
2. **A strong financial focus** – to not only ensure the future financial sustainability of the Council but to also help navigate with commercial investors in the Region projects that add to the lifestyle of our community.
3. **An effective communicator** – bringing good writing skills to articulate messages and Council reports at a high professional standard, so that ideas are presented in a logical, coherent, and structured manner, and an active listener, to provide strategic advice to the Mayor and Councillors, and to network with and lobby government representatives and politicians to market and promote the Region.
4. **Strong leadership and people management skills** – an ability to motivate teams and achieve high standards of performance – by being compassionate and supportive
5. **Strategic thinker** – demonstrated experience as a big picture thinker – a visionary who can help the Council and the Region achieve the future.
6. **An ability to market and promote a place** – to bring investment, new residents and visitors to the region
7. **Customer service** – experience in promoting excellence in customer service and use of customer surveys and satisfaction feedback.
8. **Relevant qualifications and or senior executive experience.**



About Council

Our Council area is located in central Tasmania, approximately 60 km north-west of Hobart, covering around 8,010 square kilometres, about 12 per cent of the state's total land area.

The Council is responsible for a number of towns and communities, including the main towns of Bothwell and Hamilton. Other townships include Ouse, Gretna, Ellendale, Fentonbury, Westerway, Wayatinah, Tarraleah, Miena, Derwent Bridge, Bronte Park, and Wilburville.

Governance

The Central Highlands Council comprises **nine elected members**, including the Mayor, Deputy Mayor and seven Councillors. All Council members are elected as independents. The Mayor is elected for the Council term by the community and the next election is in October 2026.

Meetings are held **monthly**, usually on the **third Tuesday**, and alternate between Hamilton and Bothwell. Meetings are open to the public and begin at 9.00 am.

Workforce

The Council employs approximately **30 staff**, across administrative, works and community service functions.

The Council's **2023–24 Annual Plan and Budget** outlines:

Operating revenue of approximately **\$8.40 million**

Operating expenditure of approximately **\$8.54 million**

Capital works program totalling **\$8.11 million**.

Vision

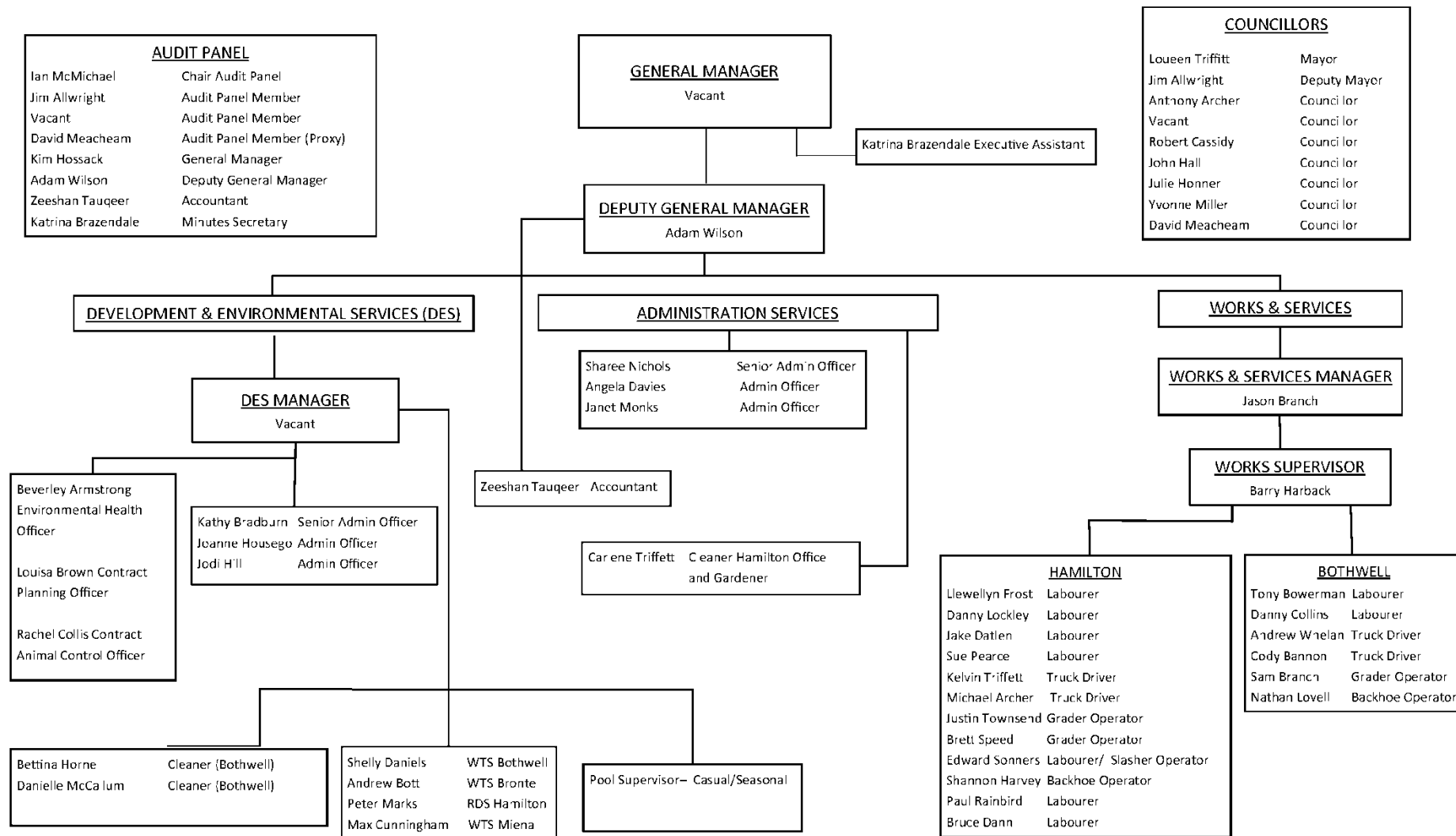
To provide residents and visitors opportunities to participate in and enjoy a vibrant local economy, rewarding community life, cultural heritage and a natural environment that is world class.

Mission

Provide leadership to ensure that local government and other services are provided to satisfy the social, economic and environmental needs of the present-day community, whilst endeavouring to ensure the best possible outcomes for future generations.

Organisation Chart

Central Highlands Council – Organisational Structure





Living in the Central Highlands

Central Highlands is defined by its lakes, mountains and timeless landscapes – Australia’s “Heart of Tasmania”.

From Hobart, it’s about a one-hour drive north-west, immersing you in expansive wilderness and wide skies.

Water-lovers are spoilt for choice - an abundance of alpine lakes (Great, Arthurs, Penstock), rivers and lagoons support legendary trout fishing, boating and water-based recreation. In winter, seasonal snow adds a crisp, alpine edge to hiking and outdoor exploration.

Nature enthusiasts value the world-class bushwalking trails – from the ancient forests of Mt Field to lakeside rambles in Cradle region – rich with native flora and fauna.

The Central Highlands hosts notable seasonal events, including the Tasmanian Autumn Festival and local food, wine and arts gatherings. Autumn’s maples and fungi make a walk unforgettable.

Food, Wine & Local Produce

Local farmers, small-batch distillers and artisan producers thrive. Though there are no large wineries in-region, you’re a short drive from celebrated cellar-doors and gourmet experiences in Derwent Valley. Several distilleries and craft producers offer tasting experiences that blend closeness to land with flavour.

Community & Lifestyle

A community of around 2,200 residents live across Hamilton, Bothwell, Ouse, Tarraleah and other villages. Strong bonds are formed through volunteer-led sport, firefighting and community events – many attended by a high proportion of locals.

Life here means distinct seasons – crisp winter mornings and long summer evenings. With the pace slowed, friendships are real and participation in Council decision-making (and local festivals) is valued.

Expect regular community markets, heritage open days, exhibitions and outdoor sports such as golf, cycling and curling on the ice in winter. Seek out 'The Wall in the Wilderness' sculpture project at Derwent Bridge or explore the hidden history of Bothwell's stone buildings.

Facilities include community halls, libraries, visitor centres, local clubs and basic health services. Those looking for specialist services, hospitals or tertiary education will travel to New Norfolk, Oatlands or Hobart.

Connectivity & Infrastructure

Broadband and mobile coverage is improving but can be patchy in more remote locations. Council continues to prioritise digital infrastructure upgrades to better serve residents and businesses.

Housing & Living

Housing options range from historic village homes to rural properties. Prices are generally affordable compared to urban areas, although rental availability is limited. New residents are welcomed but encouraged to plan ahead, particularly for rental accommodation.

Education & Family Support

Primary education is available in Hamilton, Bothwell, Ouse and Tarraleah. Secondary schooling is available at Bothwell District High School also via the New Norfolk-based schools or through distance education for older children. Oatlands and New Norfolk provide expanded options. A modest, supportive environment ensures children are nurtured and valued.



Recruitment Process and Timeframes

To Apply

1. Please submit your CV/Resume via the SBC website - <https://sbc.net.au/executive-roles/> - in order to access the Information Package and Application Form.
2. Then call Stephen Blackadder on 0412 255 149 for a confidential discussion regarding the role.
3. Complete your responses to the Selection Criteria in the Application Form sent to you when you lodged your CV - it can also be found on the SBC website.

Assessment of Candidates

All Councillors form the General Manager Selection Panel to ensure that the recruitment process is undertaken in compliance with the requirements of the Local Government (appointment and Performance of General Managers) Order 2024.

Stephen Blackadder of SBC will provide support to the Panel.

Applications Open	Monday 8 September 2025
Initial Conversation Before submitting your application being the responses to the Selection Criteria, you must have a confidential discussion about the role and your suitability with Stephen Blackadder on 0412 255 149. All enquiries will be handled with the utmost confidentiality.	From Monday 8 September 2025
Applications Close Your application form with responses to the selection criteria must be sent to stephen@sbc.net.au.	5 pm Monday 29 September
Shortlisting and Hogan Assessments Once applications close, a list of candidates will be selected by the Councillors for first interviews with all Councillors and those selected will undertake a Hogan Leadership Assessment.	From Monday 6 October
Interviews First interviews with shortlisted candidates will be held in person at the Bothwell Administration Centre , TAS. We will contact referees before the final interview - but will not be made without your express permission.	First round of Interviews by the Council on Monday 20 October 2025



Further Information

Central Highlands Council



[Annual Report](#)



[Strategic Plan](#)



[Central Highlands Council Website](#)

For any further information regarding the position please contact Stephen Blackadder:

P. 0412 255 149

E. stephen@sbc.net.au

Prospective candidates **MUST NOT** contact Central Highlands Council unless to seek information that is readily available to members of the public.



Contact:

Stephen Blackadder
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