

# POSITION DESCRIPTION -

## Acting Chief Executive Officer

(13 July 2026 – 11 September 2026)

Shire of West Arthur

PO Box 112

31 Burrowes Street

Darkan WA 6392

T: (08) 9736 2400

E: shire@westarthur.wa.gov.au



### Position Details

**Department:** Office of the Chief Executive Officer

**Reporting to:** Council (through the Shire President for day-to-day liaison)

**Employment Type:** Common Law Contract

**Direct Reports:** Managers as determined by Council structure and employees employed within the Office of the Chief Executive Officer

### Principal Objective

To provide strategic and operational leadership of the Shire of West Arthur by managing the organisation's administration and operations, implementing Council decisions, providing high-quality professional and statutory advice to Council, and delivering Council's vision through effective governance, financial sustainability, service delivery and community engagement.

### Principal Responsibilities & Duties

#### Governance, Integrity and Council Support

- Provide timely, accurate, evidence-based and professional advice to Council to support informed decision-making and lawful administration.
- Support Elected Members to effectively discharge their governance role while maintaining a clear separation between governance and administration.
- Ensure Council decisions are implemented efficiently and outcomes are reported transparently.
- Maintain and continuously improve governance frameworks including delegations, policies, procedures, records management, audits and compliance systems.
- Act as the principal adviser to Council on statutory, legal and governance matters under the Local Government Act 1995 (WA).
- Promote ethical conduct, integrity, accountability and transparency across the organisation.

#### Strategic Leadership and Integrated Planning

- Lead the development, implementation and monitoring of the Shire's strategic and operational planning frameworks, including the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans and Annual Budget.

- Translate Council priorities into executable programs, resource plans and organisational capability.
- Drive continuous improvement and fit-for-purpose governance, service delivery and organisational models appropriate to a small rural local government.
- Ensure organisational performance is aligned to Council's strategic objectives and community expectations.

#### **Community, Partnerships and Advocacy**

- Build and maintain effective relationships with community members, ratepayers, sporting and community groups, local businesses, Traditional Owners and regional partners.
- Actively advocate on behalf of the Shire to State and Commonwealth Governments, agencies and peak bodies to secure funding, services and policy support.
- Lead proactive stakeholder engagement and communications that strengthen trust, responsiveness and the Shire's public reputation.
- Represent the Shire professionally in regional, State and intergovernmental forums and networks.

#### **Financial Management and Sustainability**

- Provide strong executive leadership in financial planning, budgeting, reporting and audit compliance.
- Ensure long-term financial sustainability and responsible stewardship of public funds.
- Oversee the preparation and monitoring of the Annual Budget and financial performance throughout the year.
- Oversee the preparation of Annual Financial Statements and liaise with the Office of the Auditor General.
- Pursue external funding opportunities including grants and partnerships, ensuring compliance, accountability and value for money.
- Ensure sound procurement, contract management and commercial governance practices.

#### **Infrastructure, Project and Service Delivery**

- Oversee the effective delivery of core Shire services, including roads and works, waste management, community facilities, regulatory services and administration.
- Ensure major capital and maintenance projects are delivered safely on time and within budget, supported by strong project governance and risk controls.
- Ensure asset management, engineering and maintenance strategies are integrated with long-term financial and workforce planning.

- Maintain a forward program of Council-endorsed, concept-designed and costed projects to enable timely State and Federal funding submissions.

### **People Leadership, Culture and Safety**

- Lead and foster a high-performing, contemporary and values-based organisational culture.
- Provide clear leadership and direction to the management team and workforce.
- Ensure effective workforce planning, performance management, learning and development and succession planning.
- Ensure compliance with employment legislation, industrial instruments and human resource best practice.
- Promote and maintain a strong safety culture and ensure compliance with Work Health and Safety legislation and obligations across all operations.

### **Risk, Compliance and Emergency Management**

- Maintain effective enterprise risk management, internal control and assurance frameworks.
- Ensure legislative, regulatory and policy compliance across all areas of the organisation.
- Maintain business continuity and emergency management preparedness appropriate to the district and regional risk profile.

### **Renewable Energy Transition, Climate Resilience and Sustainability**

- Provide strategic leadership on the transition to renewable energy and low-emissions operations, aligned with Council priorities, financial sustainability and community benefit.
- Identify, assess and progress renewable energy, energy efficiency and decarbonisation initiatives across Shire assets, infrastructure and service delivery.
- Ensure climate risk, resilience and adaptation considerations are integrated into strategic planning, asset management and long-term financial planning.
- Actively pursue State and Federal funding, partnerships and grant opportunities to support renewable energy, sustainability and climate resilience projects.
- Provide Council with evidence-based advice on emerging technologies, regulatory changes and opportunities relating to energy transition and sustainability.

### **Local Government Reform, Advocacy and Sector Leadership**

- Monitor, analyse and advise Council on Local Government reform initiatives, legislative changes and sector developments relevant to the Shire's strategic and operational interests.
- Lead the review, assessment and implementation of Local Government reform outcomes where appropriate, including governance, service delivery, financial sustainability and organisational capability.

- Advocate for reform approaches that protect and advance the Shire's interests, particularly in the context of rural and regional local government.
- Explore and progress shared services, regional collaboration and alternative service delivery models where they improve efficiency, resilience and community outcomes.
- Represent the Shire in sector forums, reform consultations and advocacy processes, including engagement with WALGA, State Government and regional partners.

## Selection Criteria

### Essential and Desirable Qualifications

#### Essential

1. Tertiary qualification in public administration, business, finance, engineering, planning, law or a related discipline, or demonstrated equivalent experience.
2. Demonstrated senior executive leadership experience in local government or a comparable public sector environment.
3. Current National Police Clearance (no older than three months).
4. Legal right to work in Australia.

#### Desirable

1. Postgraduate qualifications in a relevant discipline.
2. Current "C" Class Driver's Licence.
3. Experience in regional or rural local government.

### Expertise, Knowledge and Experience

1. Demonstrated senior executive leadership capability, including governance, strategy, people and service delivery.
2. Proven experience in financial management, budgeting, audit, long-term financial sustainability and resource allocation.
3. Demonstrated capability in infrastructure and service delivery oversight, including works programs, asset management and contractor management.
4. Proven experience in project management, grant funding and partnership delivery models.
5. Strong stakeholder engagement skills, including community engagement and effective relationships with government agencies.
6. Demonstrated ability to provide high-quality statutory, governance and policy advice to Council.
7. Demonstrated personal integrity and professionalism consistent with public sector and local government standards.

**Sound understanding of the challenges facing regional and rural communities.**

**Skills**

1. Highly developed interpersonal, verbal and written communication skills.
2. Strong strategic thinking, analytical and problem-solving capability.
3. Highly developed organisational and time management skills.
4. Strong negotiation, advocacy and conflict resolution skills.
5. Ability to exercise sound judgement in complex and politically sensitive environment

**Judgement**

The Chief Executive Officer exercises authority in accordance with the Local Government Act 1995 (WA), relevant legislation and Council's delegations, policies and resolutions. Within this framework the Chief Executive Officer has authority to manage day to day operations of the Shire, make financial and administrative decisions within approved budgets and delegated limits.