



APPLICATION PACKAGE

For the position of

Deputy Chief Executive Officer

Applications for this position close at

4 pm 7 May 2026

[The Shire reserves the right to close the application period early.](#)

Employment Application Package – Deputy Chief Executive Officer Fixed Term (up to 5 Years)

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description and guidelines to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire office on 08 9736 2400 or email hr@westarthur.wa.gov.au.

Preparing Your Application

Applicants are required to address the selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position and at least two recent relevant referees.

Along with the name of your referee, please include the relationship to you (e.g., Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website www.westarthur.wa.gov.au.

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, or lodged electronically to hr@westarthur.wa.gov.au.

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JOB DESCRIPTION

POSITION TITLE:	Deputy Chief Executive Officer (DCEO)
POSITION NUMBER	
DEPARTMENT:	Corporate Services
LEVEL/GRADE:	Full Time, Contract
REPORTS TO:	Chief Executive Officer
RESPONSIBLE FOR:	Manager Financial Reporting, Finance officer, Finance/Records officer, Customer Service officers

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:	<p>The Deputy Chief Executive Officer (DCEO) is a key executive leadership position responsible for leading the Shire's Corporate Services portfolio and supporting the Chief Executive Officer in whole of organisation leadership, strategic planning, compliance and continuous improvement.</p> <p>The DCEO provides expert leadership across finance, governance, risk, integrated planning and reporting, human resources and organisational development, information management, customer service and information technology. The role ensures services are delivered efficiently, transparently, and in accordance with legislative and policy requirements.</p>
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DUTIES OF POSITION:	<p>Executive Leadership</p> <ul style="list-style-type: none">• Provide executive leadership and strategic direction for Corporate Services.• Provide high-level advice to the CEO and Council on governance, compliance and financial sustainability.• Contribute to and lead corporate and strategic planning processes.• Foster a culture of teamwork, accountability, and continuous improvement.• Deputise for the Chief Executive Officer when required. <p>Financial Management</p> <ul style="list-style-type: none">• Provide leadership in development and implementation of the Shire's annual budget.• Maintain strong procurement, debtor management and financial controls to support organisational efficiency and sustainability. This includes preparation and dispatch of rates, payroll, accounts, asset management and investments.• Responsible for managing the annual audit and interim audit processes in liaison with staff and external auditors.
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- Responsible for the management and collection of outstanding debts and approve proposed custom payments arrangements within delegated authority.

Governance, Risk and Compliance

- Ensure robust governance, policy, and risk management systems are in place and continuously reviewed.
- Ensure compliance with the Local Government Act 1995 and associated regulations.
- Provide high-level advice on legislation and statutory requirements affecting corporate functions.
- Responsible for the preparation of statistical returns of a financial nature as required, including the Grants Commission return.
- Responsible for administering the Shire of West Arthur's insurance policies, insurance renewals and insurance claims.
- Be informed of emerging legislative issues, industry trends and best practice principles and manage the implementation of these changes to the Shire's policies, procedures and systems.
- Attend Committee and Council meetings as required.

Human Resources and Work, Health and Safety

- Lead the implementation of HR practices including recruitment, performance management, training, development and workforce culture enhancement.
- Promote a safe and inclusive workplace and ensure compliance with Work Health and Safety legislation.
- Coordinate Work Health and Safety training and processes throughout the organisation.

Integrated Planning & Reporting (IPR)

- Responsible for continuously maintaining, reconciling, planning and providing advice to Council regarding the long-term (10-year) financial plan, workforce plan and asset management plan.

Information Management and Technology

- Oversee the Shire's records management and information governance systems.
- Determine the forward planning and management of the organisation's information technology and be responsible for its day-to-day management.

Customer Service & Administration

- Oversee high-quality management of community facilities and customer service functions to meet the needs of residents, visitors and stakeholders.

General

- Undertake any other duties within skill and competence levels, as directed by the CEO.
- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.

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QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- Tertiary qualifications in management, finance, public administration, or related field.
- Current C class driver's licence.
- Current National Police Clearance.

Desirable:

- Nil

EXPERIENCE REQUIRED:

Essential:

- Senior leadership experience in corporate or financial services, preferably local government.
- Demonstrated experience in budgeting, audit and compliance.

Desirable:

- Experience working in a rural or regional local government context.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- Sound knowledge of the Local Government Act 1995, financial regulations, and other relevant legislation.
- Highly developed written and oral communication skills with the ability to engage with diverse stakeholders.
- Strong analytical, problem-solving and time management skills.
- High-level skills in budgeting, financial reporting, procurement, and asset management.

Desirable:

- Familiarity with modern local government systems.
- Commitment to ongoing professional development.

REVISION DATE: 13 April 2026

APPROVED BY: Vin Fordham Lamont

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Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the job. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

Salary

Salary: \$110,000 - \$125,000 (Depending on experience)
Employer-provided vehicle (with personal use)

Superannuation

A 12% superannuation contribution will be made per statutory requirements. Salary sacrificing is offered. The Shire matches employee contributions up to 3.5%.

Hours

This role typically requires working from 8:00am to 4:30pm, Monday – Friday. Rostered Day off accrued once a month.

Housing

Executive-style 4x2 house provided to applicant – rent-free

Employment Medical

The successful applicant will be required to provide a medical declaration at the time of employment.

Supporting Documents

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

Location Amenities

The Shire is well serviced with various recreation and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

Further information is available from the Shire's website or the Shire Office.

Application for Employment

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Thank you for your interest in this position with the Shire of West Arthur. Please complete the following questions and attach with your application.

Vacancy Details

Position Title: _____

(Circle applicable) Permanent / Temporary / Part-time / Casual

Personal Details

Surname: _____ Title: Mr Mrs Ms Miss

Given Names: _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Email: _____

Daytime Contact Number: _____ Mobile: _____

Are you an Australia Citizen or permanent resident of Australia? Yes No If no,

Do you currently hold a Visa allowing you to work in Australia?
(If yes, please attach a copy) Yes No

Do you hold a current Motor Vehicle Driver's License?
(If yes, please provide details) Yes No

State: _____ Class(es): _____ Number: _____ Expiry: _____

Do you hold a current: National Police Clearance Working with Childrens Check

OR willing to obtain clearance/s.

Recruitment Sources

How did you first become aware of this vacancy?

- | | |
|--------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Shire of West Arthur website | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Local Government Jobs website | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> WA Govt Jobs website | <input type="checkbox"/> West Australian |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other |

Attachments

Please ensure you have attached all the required documents (see *Information for Prospective Applicants* for details).

- Cover Letter
- Referees (2 contactable work referees, preferably supervisors or managers)
- Resume/Curriculum Vitae
- Copies of relevant qualifications

Availability

How soon would you be able to commence work?
(If currently employed, what is the minimum period of notice required?)

Declarations

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for?

- Yes No

If “yes”, please provide details of condition:

Workers’ compensation claim

Have you ever made a workers compensation claim?

- Yes No

If “yes”, please describe claim details (e.g., year of injury, what type of injury, company worked for, period off work, etc.):

Year of injury	Type of injury	Name of Company	Period off work

Are any claims still current? Yes No

If “yes”, please provide details of current claims:

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)*

Yes No

If "yes", please provide details:

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*

Applicants signature: _____ Date: _____