



**CEACA**  
*Supporting Wheatbelt Communities*

# Chief Executive Officer Application Pack

## **About CEACA (Central East Accommodation & Care Alliance)**

### **Supporting Wheatbelt Communities – Independent Living Homes**

CEACA was established to conduct research in conjunction with the Wheatbelt Development Commission and Regional Development Australia (RDA) Wheatbelt, which found there was significant under-resourcing of housing, health care beds and other age-appropriate related resources across the region. Formed in 2012, CEACA's current membership includes the Shires of Bruce Rock, Dowerin, Kellerberrin, Merredin, Mt Marshall, Mukinbudin, Narembeen, Quairading, Westonia, Wyalkatchem and Yilgarn.

Royalties for Regions grants ensured funding for the construction of 71 two-bedroom homes across 11 shires in the Central East Wheatbelt Region. All 71 CEACA homes were designed in accordance with the Liveable Housing Guidelines, which have been developed by industry leaders in consultation with community members and provide assurance that a home is easier to access, navigate and live in, as well more cost effective to adapt when life's circumstances change. The first occupants moved into the homes in October 2019 and the last of the sites, Bruce Rock, saw their first tenants enter the units in July 2020.

In January 2020, CEACA became a registered charity and as such, not only provide benefits to seniors and those living with a disability in the Central East Wheatbelt region, but also to others who are experiencing hardship, are on low incomes or are otherwise struggling to find suitable, affordable accommodation in the region to remain living close to family and contribute to their local community.

### **The Company**

CEACA Inc. is an incorporated association and is the sole member of CEACA Limited. CEACA Inc. is the owner of the existing project. CEACA Limited has been established to run the new project.

### **What We Do**

CEACA built 71 houses or independent living units during 2018-20 across 11 Shires. The houses are leased to social and affordable housing tenants with discounted rents. CEACA Inc is one of Western Australia Wheatbelt Region's largest community housing providers and registered as a Tier 3 Community Housing Organisation under the Community Housing Regulatory Framework. We build, develop and own a range of housing types for seniors, people living with disabilities or neurological disorders and people on low incomes. Working with individuals, support agencies, community organisations and governments to meet specific housing needs, our rents are subsidised, based on a 25% discount to the market Rent. The CEACA model has been successful, with high levels of occupancy, sound financial management and a strong reputation established.

### **The CEACA Expansion Project**

The major focus for the organisation is the CEACA Expansion Project – the construction of 54 houses or independent living units in the central and eastern regions of the Wheatbelt. The homes will be for social and affordable housing and completion is expected by early-2028. The homes will then be available for social housing tenants, with any vacancies available for affordable (community) housing tenants. A professional Property Management organisation will be contracted to assist with operations management and enable best-practise property management. As well as managing the accommodation, the Company will assist tenants by facilitating access to care services as required.

## CEACA Member Councils

- Shire of Bruce Rock
- Shire of Kellerberrin
- Shire of Merredin
- Shire of Mt Marshall
- Shire of Mukinbudin
- Shire of Narembeen
- Shire of Westonia
- Shire of Wyalkatchem
- Shire of Yilgarn
- Shire of Dowerin
- Shire of Quairading



## Community Housing

Community housing is owned or managed by non-government, not-for-profit, registered housing agencies such as CEACA Inc. We collaborate with a range of local support services and community organisations enabling us to meet the immediate and longer-term needs of our tenant, so they can thrive and maintain long-term tenancies.

CEACA's strategic direction is provided by a respected and experienced Management Committee, and is at the forefront of the vital community housing sector in regional WA.

## Strategic Priorities

- Development of a care services model
- Expansion of accommodation units
- Secure Government funding
- Management of shire-owned accommodation
- Promote CEACA membership to other Wheatbelt shires

## Purpose

The primary purpose of the CEACA Housing Project was to construct age and disability appropriate houses that delivered the following outcomes:

1. Keep seniors living in rural communities for longer through the provision of appropriate and affordable housing options.
2. Stimulate economic and employment growth via the construction and management of assets and provision of aged care services.
3. Create an asset base and cash flow that can be leveraged for the ongoing growth of community housing in the region.
4. Deliver efficient health and support services to the ageing community.
5. Provide affordable living options in the region for all ages or very low and low incomes.

## Benefits

The CEACA Housing Project was not just about housing, it was an opportunity to build regional capacity and jobs in the area through the construction and management of housing for those most in need. The size of the investment has enabled CEACA Inc to create a regional asset base that is sustainable and will enable future housing growth over time. This in turn will enhance the Wheatbelt's growing reputation as a region of excellence for age-friendly communities, demonstrate an effective and appropriate model for ageing in community in rural WA and deliver foundational infrastructure to grow the emerging aged care industry.

Although CEACA's main purpose is to provide affordable and purpose built accommodation for seniors and those living with a disability, it also assists those who are on a very low or low income to secure affordable, easy-care housing.

The benefits to the Shires, tenants and their families and the community as a whole are significant and CEACA are proud to not only offer the 71 units across the region, but to work with the Member Shires to improve the lives of its community members.



## Advertisement – Chief Executive Officer

Join a not-for-profit organisation with a distinct concept and purpose of improving the lives of disadvantaged people in regional WA.

- Commercial role in a for-purpose organisation
- Flexible working hours and location
- Total Reward Package up to \$220,000 on a 3-5 year contract

### THE ORGANISATION

Central East Accommodation and Care Alliance (CEACA) is a leading registered charity and Community Housing Provider in Western Australia's Wheatbelt region. Formed as an alliance of 11 Shires, CEACA developed 71 independent living units (of which six have been sold), in order to provide safe, affordable, and accessible housing for seniors and disadvantaged people, enabling residents to remain close to family and participate in their local community. With the expansion project plan underway, this is an exciting time to join CEACA.

### THE ROLE

The role of the CEO will be to manage the operations and assets of CEACA on behalf of the Management Committee and Board of Directors. With support from the Operations Manager and a finance professional, this small team will ensure CEACA meets its strategic and commercial objectives, and in particular the upcoming expansion project. Additionally, the CEO will manage finance, funding, risk and compliance, to ensure good governance, whilst fostering positive working relationships with stakeholders and ensuring community needs remain front of mind.

### REQUIREMENTS

This role calls for a candidate with a proven track record of successful leadership at a senior level and excellent relationship management skills. The ideal candidate will have strong commercial acumen, and proven ability to successfully deliver projects and effective management of financial and physical resources. Personal integrity, honesty, and uncompromising ethical standards are fundamental, along with an analytical, thorough, and organised approach to decision-making.

### THE PACKAGE

An initial contract of three-to-five years is on offer and a Total Reward Package of up to \$220,000 including a vehicle. This is a flexible role with travel required and the ability to work predominantly from home in the metro or regional Western Australia.

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference **1007798**. Please provide a comprehensive resume together with a covering letter of no more than two pages, outlining your interest in the position and addressing your suitability for the role.

Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** (0427 582 402 / [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au)) or **Ciara Cromwell** (0435 786 316 / [ccromwell@beilbydt.com.au](mailto:ccromwell@beilbydt.com.au)) for a confidential discussion.

Applications will close at **4pm AWST on Monday 13 April 2026**.



## **Chief Executive Officer (“CEO”) Role – Job Description**

### **Objectives of the Role**

- To manage the day-to-day operations and assets of CEACA (two entities - CEACA Inc. and CEACA Limited) on behalf of the Management Committee and Board of Directors.
- To provide leadership of CEACA to ensure it meets its strategic and commercial objectives.
- To ensure the CEACA Management Committee and Board of Directors are fully updated and aware of all relevant matters to enable prompt and appropriate decision making.
- To ensure good governance of CEACA including managing risk and compliance.

### **Key Duties**

#### **Strategic**

- Ensure organisation focus is on the approved strategic plan.
- Developing strategy for consideration by the Executive Committee and Management Committee.
- Working closely with the Chairperson, Management Committee and Executive Committee to plan the strategic direction of the organisation.
- Managing and planning for the CEACA Expansion Project. Liaison with Department of Housing & Works (“DOHW”), Housing Australia (“HA”), Project Manager, Procurement Consultant and others.
- Developing and maintaining relationships with key stakeholders including members shires, state government etc.
- Planning for future initiatives such as managing shire-owned accommodation.
- Planning for new rent setting models and changes to rent setting policy.
- Planning for and managing asset sales as required.

## Operational

- Assisting Operations Manager and (“OM”) with commercial and other operational issues, including negotiation of contracts, cost control and resolution of governance and tenant issues.
- Commercial negotiation of larger contracts, including grant agreements.
- Oversight of OM role including assistance and support as required.
- Attending at least 4 Management Committee meetings in the Wheatbelt each year.
- Visiting and presenting to member shires in the Wheatbelt as required.
- Visiting and presenting to potential member shires in the Wheatbelt as required.
- Attending Executive Committee meetings via Teams.
- Preparing reports ahead of the Management Committee and Executive Committee meetings.
- Working with the OM to prepare meeting agenda and minutes.
- Working with the OM to oversee key suppliers including Elders Real Estate.
- Undertake the Treasurer, Secretary and Public Officer duties of CEACA Inc.
- Undertake the Secretary and Public Officer duties of CEACA Ltd.

## Compliance

- Ensuring compliance with all relevant legislation, regulations etc.
- Ensuring compliance with Residential Tenancies Act (via Elders Real Estate).
- Ensuring compliance with grant agreements.
- Update and management of ACNC records including annual report.
- Update and management of ASIC records (CEACA Ltd).
- Oversight of documentation provided to Department of Communities in relation to Community Housing Provider (CHP) registration.
- Ensuring compliance with all financial related issues such as BAS returns, etc.

## Finance

- Overall responsibility for finances including systems, banking and cashflow.
- Oversight of finance professional including assistance and support as required.
- Oversight of annual budget for approval by the Management Committee.
- Oversight of quarterly management accounts for the Management Committee.
- Oversight of annual financial statements.
- Oversight of; quarterly BAS, monthly IAS, fortnightly payroll, annual single touch payroll (STP).

## **Relevant Entities**

- CEO of both CEACA Inc. and CEACA Limited.
- CEACA Inc. is an incorporated association. Its current members are the shires of; Merredin, Kellerberrin, Yilgarn, Mukinbudin, Narembeen, Quairading, Wyalkatchem, Mt Marshall, Bruce Rock, Westonia and Dowerin.
- Former members of CEACA Inc. are the shires of; Koorda, Trayning and Nungarin.
- CEACA Inc. owns the existing land and houses (69 houses). Currently 6 houses (4 at Koorda and 2 at Nungarin) are on the market for sale.
- CEACA Limited is a public company limited by guarantee, with its sole member being CEACA Inc.
- CEACA Limited has been established to undertake the CEACA Expansion Project (54 houses).

## **Selection Criteria – essential**

- Demonstrated record of successful leadership experience at a senior level.
- Adept interpersonal skills including relationship building and management with key stakeholders.
- Demonstrated commercial acumen with the ability to plan and manage business strategy, projects and outcomes to ensure financial viability.
- Knowledge and continuous learning of contemporary issues, economic and social factors needed to evaluate risk and opportunities.
- Effective and accountable application of financial and physical resources.
- Highly developed contract management and negotiation skills.
- Personal integrity, honesty, and uncompromising ethical standard.
- An analytical, thorough, and organised approach to decision-making.

## Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

### APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, outlining your interest in the position and addressing your suitability to the role.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

### LODGEMENT OF APPLICATION:

Applications should be made online at [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting job reference **1007798**.

Applications will close at **4pm AWST on Monday 13 April 2026**.

Late applications will not be accepted.

### REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

### INTERVIEWS:

Interviews will be conducted either in person or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking and may be required to attend a second interview.

### BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

### PRE-EMPLOYMENT MEDICAL:

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

**EQUAL OPPORTUNITY:**

CEACA maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**WEBSITE:**

CEACA maintains a website <https://www.ceaca.org.au/> which contains substantial information.

**FURTHER ENQUIRIES:**

For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** (0427 582 402 / [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au)) or **Ciara Cromwell** (0435 786 316 / [ccromwell@beilbydt.com.au](mailto:ccromwell@beilbydt.com.au)) for a confidential discussion.

