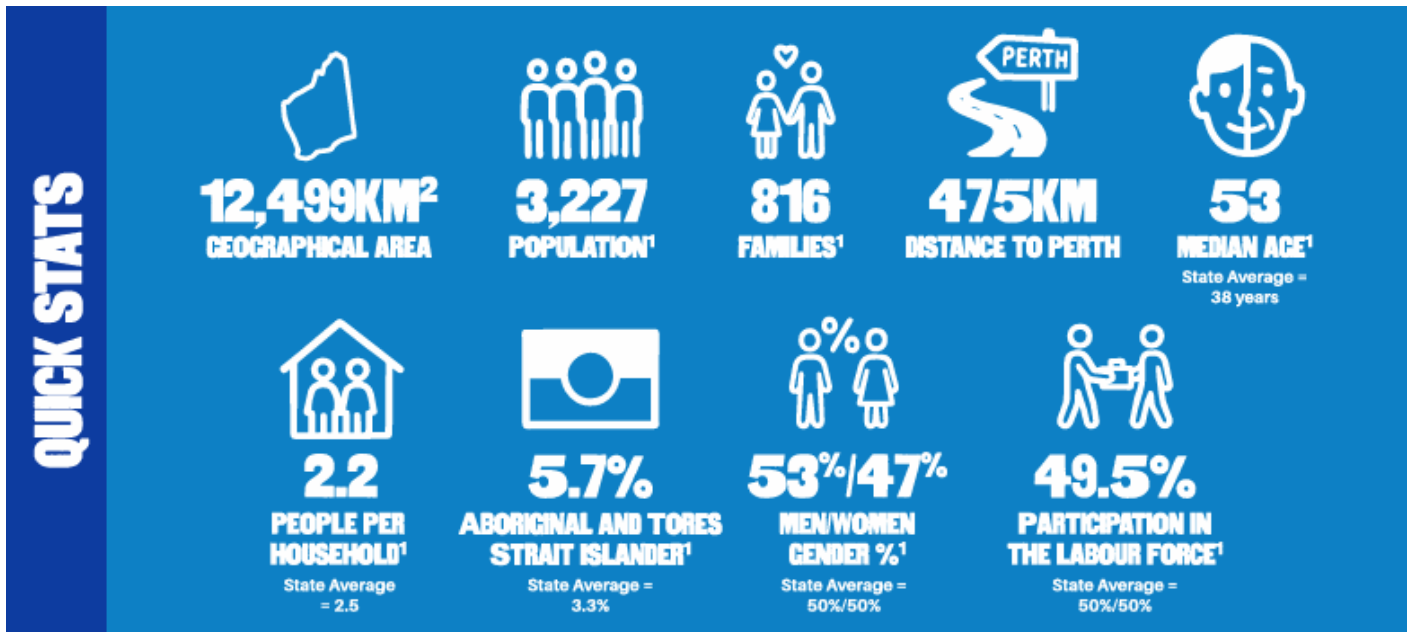




Chief Executive Officer Shire of Northampton Application Pack

Shire of Northampton: Unique, Diverse, Proud

The Shire of Northampton is located in the Midwest region of Western Australia which is 475 kilometres north of Perth and has an area of 12,499 square kilometres. The Shire's main administration office is in the town of Northampton, 50kms north of Geraldton. There are two main town centres, Northampton and Kalbarri, with smaller town sites of Horrocks, Port Gregory, Binnu, Isseka, and Ajana. The Shire recognises that its performance strongly influences the liveability, productivity, wellbeing, connection and identity of the community.



The Shire's Population

The above statistics are from the Australian Bureau of Statistics Census figures from 2021. If the population remains stable over the next ten years it will pose significant challenges in the management of current and future demands for quality lifestyles. However, if the population increases dramatically due to potential significant proposed projects in the region, this will present a different set of challenges for the Shire in relation to growth and demand on public infrastructure and services.



The Shire's Vision

We celebrate our heritage and the natural beauty of our shire. Together, Community, Council and Shire administration take collective and personal responsibility for creating a sustainable future. We are committed to respectfully conserving our heritage and natural environment, recognising that we each have a role in nurturing them.

The Shire's Current Projects

Shire of Northampton Economic Development Precinct Project;

A \$1.2M planning initiative to support and guide future economic growth across the Shire of Northampton.

Kalbarri Foreshore Revitalisation Project;

A State Government supported (\$8.1M) project to rejuvenate and enhance the Kalbarri foreshore precinct.

Kalbarri Multipurpose Evacuation and Community Centre Project;

Detailed design and specification of a multipurpose facility in preparation for funding applications.

Kalbarri Affordable Workers Accommodation Project;

Further development of a site on Wood Street, including groundworks and headworks, to deliver affordable accommodation supporting the local workforce and businesses in Kalbarri.

Anchorage Lane Tourist Accommodation Site Project;

Finalisation of a short-term accommodation precinct to support tradespeople and accommodate visitor overflow during peak periods.

Northampton Residential Land Release Project;

Development and release of residential land within the Northampton townsite (15 ha area).

Northampton Light Industrial Area Expansion Project;

Expansion and further development of light industrial land within the Northampton townsite to increase the supply of serviced industrial lots and support local business growth and economic development.



Shire Infrastructure

The Shire provides the following infrastructure:

- Shire Administration Offices in Northampton and Kalbarri
- Shire libraries in Northampton and Kalbarri
- 297km of sealed local roads
- 910km of unsealed local roads
- Waste management facilities at Northampton, Kalbarri, Port Gregory and Binu
- Recreation facilities in Northampton, Kalbarri, Horrocks, Port Gregory and Binu
- Ablution facilities in Northampton, Kalbarri, Horrocks, Port Gregory and Binu
- An airport in Kalbarri
- Parks and playgrounds across the Shire
- Cemeteries in Northampton and Kalbarri

The Shire's Economy

Predominant industries in the Shire are diverse and include broad acre agriculture, fishing and tourism, garnet mining, and beta carotene production. Proposed renewable energy and mining projects have the potential to transform the Shire's economy and population but are subject to approval processes and companies deciding to proceed.



Advertisement – Chief Executive Officer

Seize the opportunity to make a lifestyle change to the beautiful Midwest region

- Partner with a supportive and engaged Council
- Three-to-five-year contract, TRP \$188,483 to \$310,883
- Accommodation, vehicle and negotiable regional allowance

THE SHIRE

The Shire of Northampton is a unique and diverse local government in the Midwest region of Western Australia, encompassing Northampton and Kalbarri, along with a number of smaller communities. With its rich heritage, natural beauty and strong sense of community, the Shire offers an attractive regional lifestyle and plays an important role in tourism as well as supporting the liveability, wellbeing and identity of its residents. The Shire of Northampton is committed to creating a sustainable future and is now seeking to appoint an outstanding Chief Executive Officer to lead the organisation and community with vision and purpose.

THE ROLE

Working in partnership with Council, the Chief Executive Officer will provide exemplary leadership to the Shire's multi-disciplinary team, fostering a positive workplace culture and providing development opportunities for staff, while working strategically and proactively to deliver on Council's objectives. The Chief Executive Officer will form positive working relationships with the community and other key stakeholders and will ensure the highest levels of corporate governance and financial stewardship.

REQUIREMENTS

The new Chief Executive Officer will be a community-minded Local Government professional with adept financial management and governance skills. A natural leader with a collaborative style will be essential, as will demonstrated success in executing and delivering significant projects. Experience working with a broad range of stakeholders will be essential for building and maintaining relationships with local, regional and business communities.

THE PACKAGE

The Total Reward Package range for this three-to-five-year contract is offered in accordance with SAT Band 3, being \$188,483 to \$310,883 plus accommodation and a vehicle or vehicle allowance. Regional / isolation allowance may also be negotiated for the successful candidate.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1112014**. Please provide a comprehensive resume together with a covering letter of up to three pages, addressing the selection criteria within the Application Pack.

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** for a confidential discussion on 0427 582 402 or ebulloch@beilbydt.com.au.

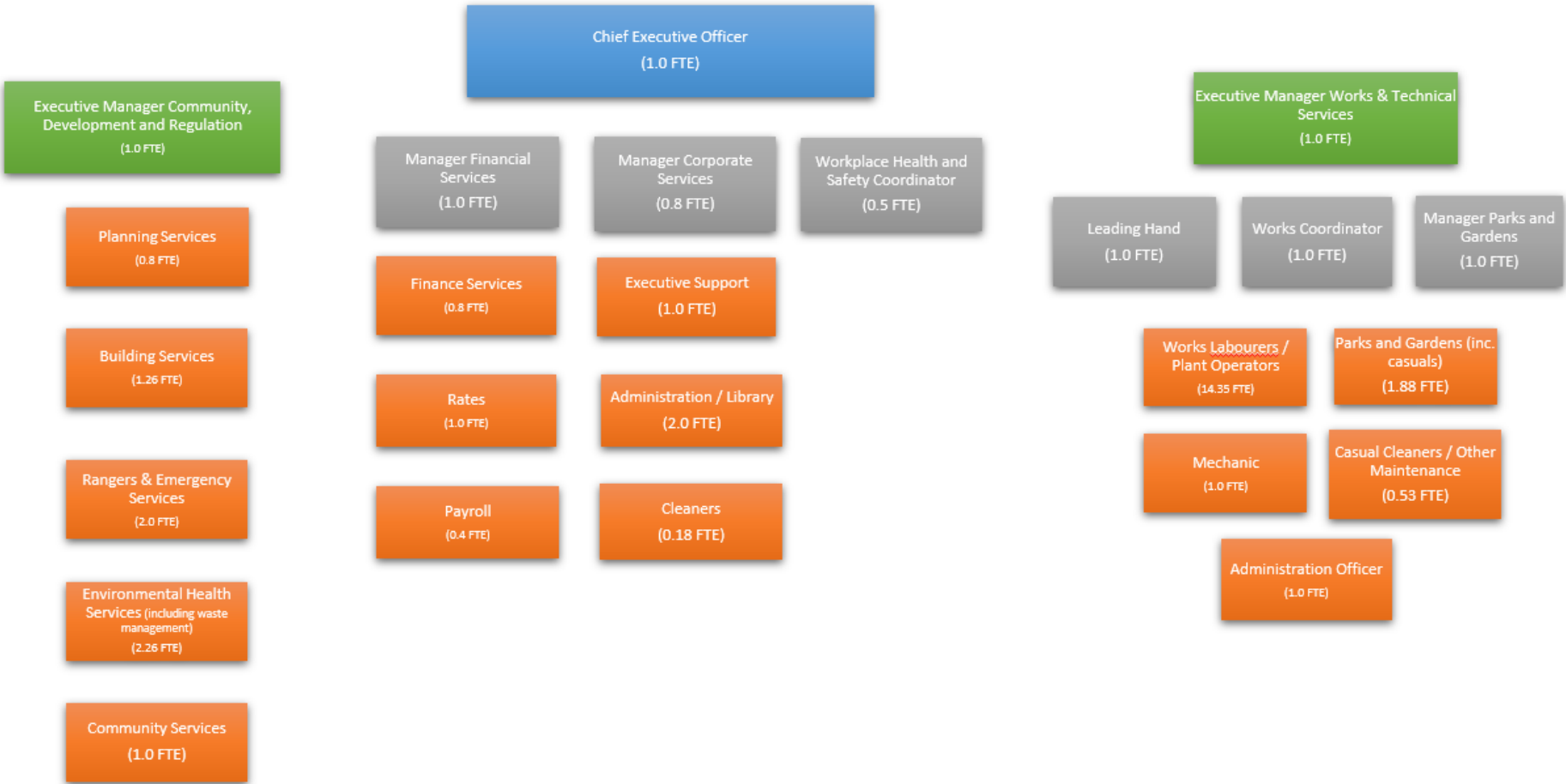
Applications will close at **4pm AWST on Thursday 2 July 2026**.

Canvassing of Elected Members will disqualify.

Organisation Chart



Shire Total Employees – 40.76 FTE





CEO Position Description

Job Title	Chief Executive Officer
Division	Office of the CEO
Reports To	Council
Reporting Positions	Executive Manager Community, Development and Regulation Executive Manager Works and Technical Services Manager Financial Services Manager Corporate Services Workplace Health and Safety Coordinator
Employment Type	Full-time, maximum term contract
Contract Term	Three to five years

POSITION OBJECTIVES

- Provide strong and engaging leadership to the organisation and the community.
- Link the community, the Council, and the organisation with an inclusive, relevant and functional integrated planning framework.
- Comply with all statutory and regulatory requirements in the *Local Government Act 1995* (WA) and other relevant legislation.
- Deliver accurate, timely and relevant advice to the Council so that informed decisions can be made and promote good governance practices.
- Develop and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Corporate Business Plan and other strategies.
- Strive for a strong and sustainable long term financial position.
- Facilitate programs, projects, and services that are cost effective and strategically aligned.
- Ensure continuous learning on contemporary management practice and best practice.
- Demonstrate ethical behaviour and exemplify the Local Government's values through organisational integrity, strong governance, accountability, and a culture of transparency, trust and fairness.

ROLES AND RESPONSIBILITIES

Leadership and Engagement

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, project and services in an efficient, effective, and sustainable manner.
- Establish and maintain meaningful and productive working relationships with key stakeholders including federal and state government representatives, business, community and sporting associations and neighbouring Local Governments.
- Build and maintain strong, positive and trusted relationships with the community, fostering open communication, active engagement and collaboration to support effective service delivery and community outcomes.

Program, Project and Service Delivery

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Strategic Community Plan and Corporate Business Plan, and in line with the annual budget.
- Plan for and deliver major projects utilising competent project management systems and sufficient lead times to satisfy projected timeframes and community expectations.
- Review services and programs to measure value for money and community utilisation and satisfaction.
- Demonstrate an understanding and awareness of culture and heritage, ensuring these are appropriately considered and integrated into planning, project delivery and service outcomes.
- Drive a culture of commitment to continuous improvement in customer service.

Strategic Development

- Be responsible for the implementation of the integrated strategic planning framework.
- Ensure real and functional linkage between the Strategic Community Plan, the Corporate Business Plan and the annual budget.
- Facilitate effective engagement with the community in reviewing the Community Strategic Plan.
- Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Strategic Community Plan and Corporate Business Plan.
- Build and maintain effective working relationships with Traditional Owners and Aboriginal and Torres Strait Islander communities, ensuring culturally appropriate engagement in planning and decision- making.
- Promote a culture that minimises environmental harm and supports sustainable practices across all activities.

Governance, Compliance and Risk

- Facilitate the effective conduct of meetings through appropriate meeting spaces, quality agendas and availability of relevant staff to provide advice and support.
- Ensure that advice and information is available to the Council so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Maintain the council policy framework to ensure it is relevant, current and accessible.
- Maintain delegation and disclosure registers to ensure they are current, accurate and accessible.
- Maintain an effective enterprise-wide risk management framework and lead a proactive work health and safety culture.

Council Relationships

- Maintain an effective working relationship with the Shire President and Councillors with a focus on timely communication and accessibility.
- Provide accurate, timely and relevant information to elected members so they can discharge their responsibilities effectively.
- Identify training and development opportunities for elected members.
- Ensure Council decisions are implemented in a timely and effective manner.

Human Resource Management

- Develop and implement a workforce plan demonstrating the resources and capacity necessary to meet the Strategic Community Plan and Corporate Business Plan objectives.
- Provide, training and development opportunities for employees.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.
- Foster a workplace culture that prioritises the health, safety and wellbeing of the workforce and ensures compliance with the Work Health and Safety Act 2020.
- Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.

Financial Management

- Develop functional and transparent reporting systems and processes that effectively monitor the financial performance of the Local Government.
- Maintain a close oversight of the Local Government's financial position and performance.
- Exercise prudent and responsible stewardship of the Local Government's physical and financial assets committed to achieving long term sustainable outcomes.
- Facilitate regular engagement with elected members to review the Local Government's financial position and performance.

Personal Attributes

- **Leadership:** Has the ability to lead and influence elected members, employees and stakeholders with credibility, competence, and empathy. Demonstrates behaviours which align with the Local Government's values and leads by example.
- **Problem Solving:** Can define, analyse and breakdown complex situations to evaluate alternatives and generate solutions.
- **Ethics:** Is committed to the highest standards of ethical behaviour personally and professionally and always acts fairly and transparently.
- **Collaboration:** Achieves outcomes through developing productive working relationships with key influencers and decision makers.
- **Communication:** Communicates with clarity and respect, underpinned by sound listening skills and a commitment to considering alternative points of view.
- **Personal Development:** Balances work and life needs through stable and sustainable work practices and an ongoing commitment to personal and professional development.

SELECTION CRITERIA

Knowledge and Experience

- Senior leadership or management experience in local government, with a sound understanding of its statutory, regulatory and operational environment.
- Demonstrated financial management skills in developing business plans and budgets and managing and controlling financial performance at either whole of organisation or divisional level.
- Demonstrated experience in managing compliance and corporate governance.
- Proven success in the execution and delivery of significant projects.
- Demonstrated experience in relationship building and collaboration with key stakeholders.
- A collaborative leadership style which encourages responsibility and initiative and fosters an innovative work environment for all employees.

Qualifications

- Tertiary Qualifications in a discipline relevant to Western Australian Local Government.
- Post Graduate Qualifications in leadership, management or public or business administration are highly desirable.

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 up to three pages, addressing the selection criteria.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

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 quoting job reference **1112014**.

Late applications will not be accepted.

Applications will close at **4pm AWST on Thursday 2 July 2026**.

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 in Northampton 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:

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

WEBSITE:

The Shire maintains a website www.northampton.wa.gov.au which contains substantial information.

FURTHER ENQUIRIES:

For further information about the role please contact Emily Bulloch, Principal Consultant – Beilby Downing Teal on 0427 582 402 or ebulloch@beilbydt.com.au.

