



**Shire of
Wyalkatchem**

Chief Executive Officer Application Pack

About the Shire of Wyalkatchem

The Shire of Wyalkatchem, affectionately known as 'Wylie', is an 'outer regional' Local Government area, located 194km north-east of Perth. The Shire covers an area of 1,595 square kilometres with the main residential centre being the town of Wyalkatchem.

Wylie is known as the 'Beaut place' with the 'Strange name.' The economy of the Shire is predominantly reliant on agriculture, in particular wheat and sheep farming. Pioneering construction of bulk grain facilities occurred in the district laying claim to being the 'Cradle of Bulk Handling.' The original grain elevators were restored and now present the entrance on the two main roads into town.

Our Vision

A well serviced and growing community; where quality of life, opportunity and a strong sense of belonging is important.

Our Commitments

We commit to the following principles:

- Completing our work with pride and maintaining a high level of consistency in all our efforts.
- Maintaining what we already have and continually striving to improve our community.
- Doing our best with the resources we have, being collaborative, proactive and positive.
- Encouraging everyone to get involved and be part of something greater within our community.
- Having open and transparent communication, ensuring it flows both ways for better understanding and trust.
- Upholding the values of integrity, honesty and accountability.
- Employing local people, building their confidence and capacity.
- Recognising our history.



Shire of Wyalkatchem Profile



470 people



Average age
54yrs



106 Families



6.2% Indigenous



\$916 median weekly
household income



1 District High School



59.9% employed full time
25.2% employed part time



Main industries:
agriculture,
government services,
real estate and retail



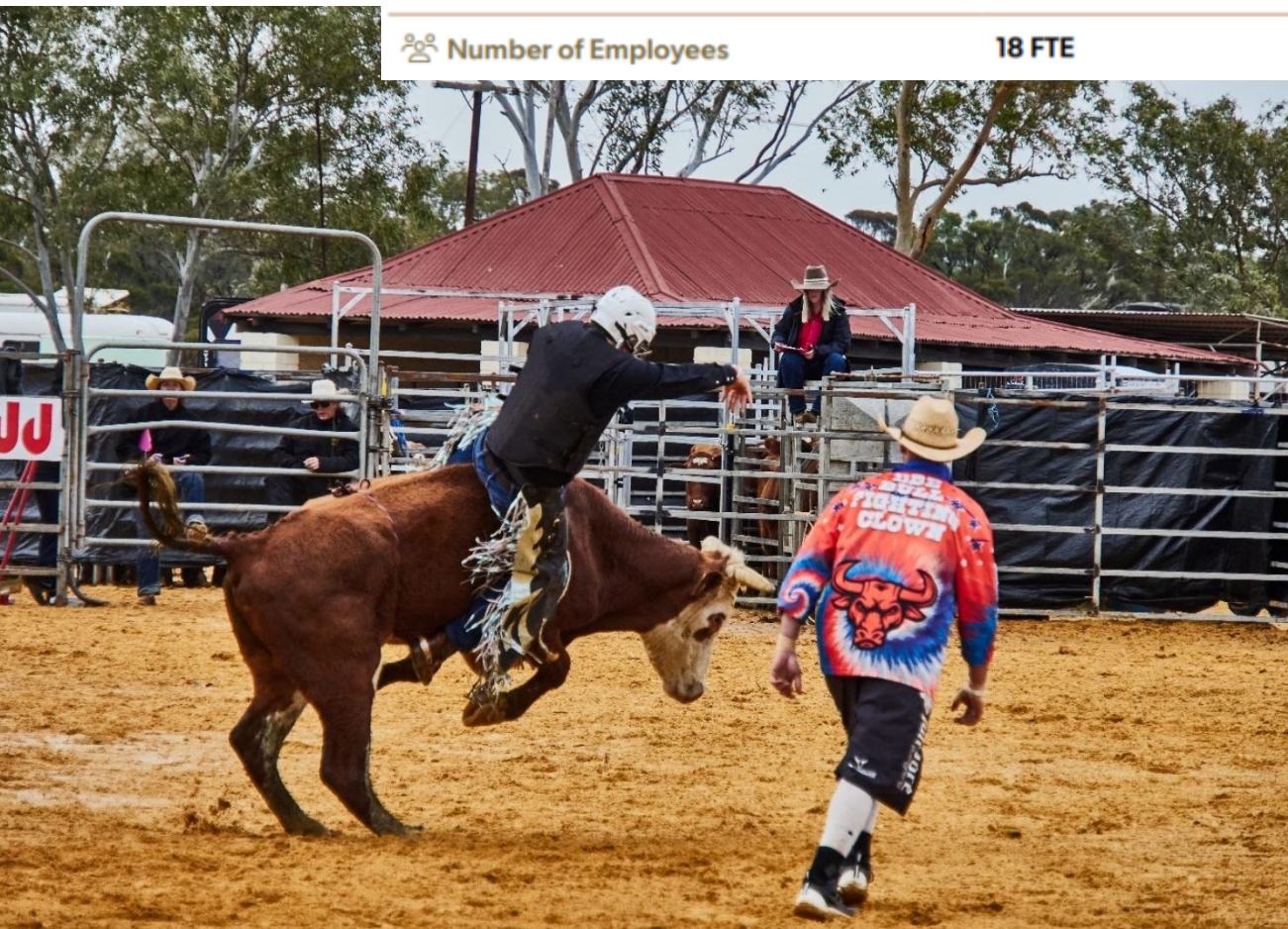
33% people volunteer





Shire of Wyalkatchem Statistics

📍 Distance from Perth	194 km
📏 Area	1,595 km ²
📐 Length of Roads	792.3 km
👤 Population	470 (ABS 2021)
🗳️ Number of Electors	345
🏠 Number of Dwellings	314
💰 Total Rates Levied	\$1,503,391
💵 Total Revenue	\$6,053,362
👥 Number of Employees	18 FTE



Advertisement – Chief Executive Officer

Progress your career and immerse yourself in a diverse and engaged community

- Partner with an energetic and motivated Council
- TRP: \$163,051 - \$250,012 on a three-to-five-year contract
- Accommodation and fully-serviced vehicle provided

THE SHIRE

The Shire of Wyalkatchem is located about two hours from Perth and is home to a close-knit community of around 470 residents. Despite its small size, the town boasts excellent facilities, including a museum, tennis club, bowls club, cricket club, golf club, men's shed, Community Resource Centre (CRC), library, doctor's surgery, hospital, a school and an Olympic-sized swimming pool. The Shire is looking to appoint a CEO to lead the 18.7 FTE staff at a pivotal time.

THE ROLE

The CEO will partner with Councillors and the newly appointed Shire President to deliver the Shire's vision to be a well serviced and growing community; where quality of life, opportunity and a strong sense of belonging is important. This hands-on role is broad, combining strategic planning, leadership, financial oversight, project management and stakeholder engagement.

REQUIREMENTS

Council is seeking a self-aware and empathetic leader who communicates effectively and can build and maintain positive relationships at all levels. Demonstrated experience supporting a board or Council, political awareness, and a capacity for assessing and providing advice on community issues is the ideal skillset for this role. Additionally, this person will benefit from a community mindset, commercial acumen, and the ability to interpret and apply legislation.

THE PACKAGE

The Total Reward Package in accordance with SAT Band 4 is \$163,051 - \$250,012 on a three-to-five-year contract. Shire accommodation, utilities, a fully serviced vehicle and a fuel card is also on offer for the successful candidate.

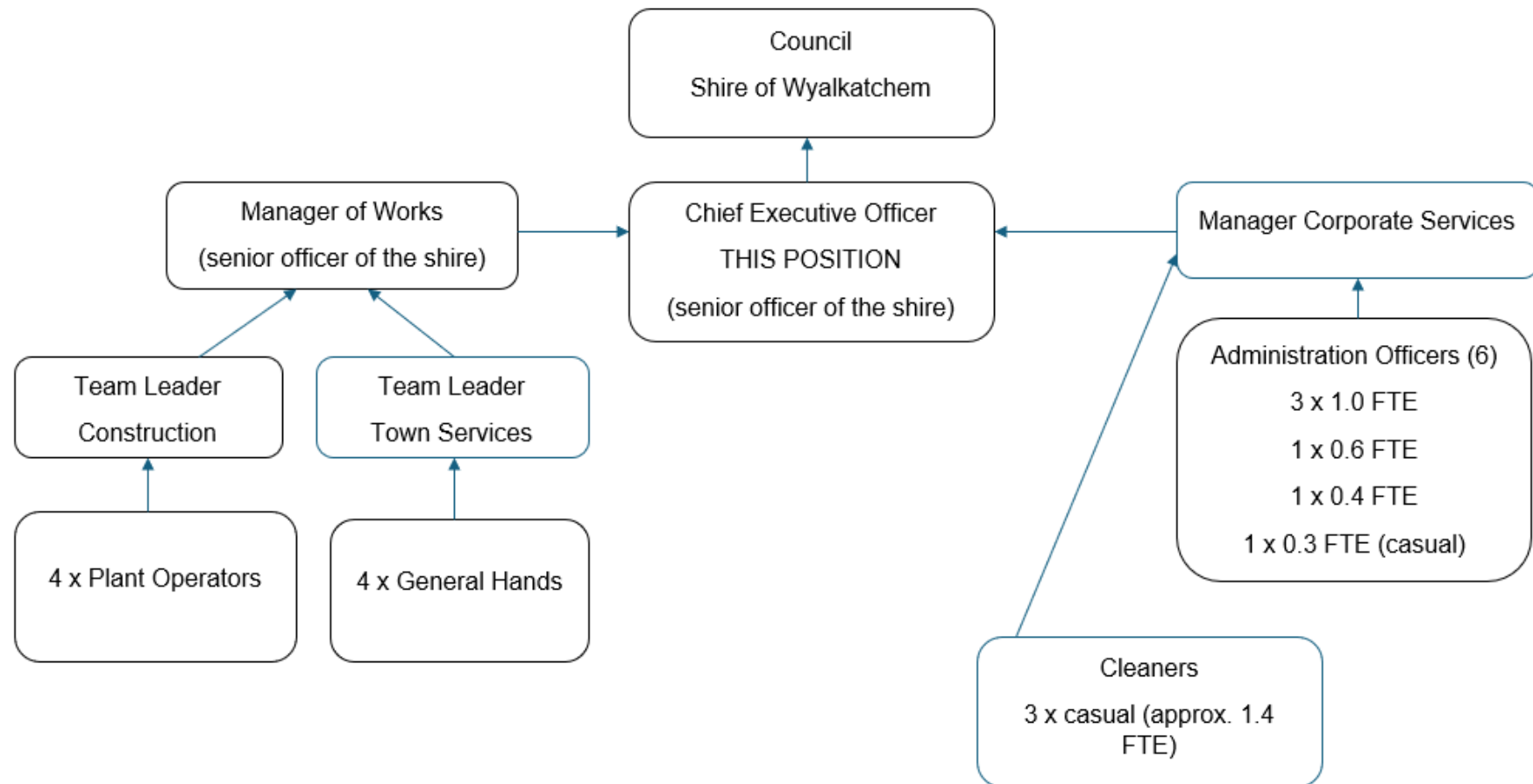
To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1000704**. Please provide a comprehensive resume together with a covering letter of no more than three pages, addressing the selection criteria which can be found in the Application Pack. Download an Application 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 Wednesday 19 November 2025**.

Canvassing of Councillors will disqualify.

Organisational Chart



Position Description

1 TITLE

Chief Executive Officer

2 POSITION OVERVIEW

The Chief Executive Officer (CEO) is responsible to Council for providing leadership in implementing Council strategies, policies, and decisions, for managing the various functions and activities of the local government and for overseeing finance, assets, human resources, communications, and major projects.

3 POSITION OBJECTIVES

Objectives of this Position

- Ensuring all Council policies and decisions are implemented, and reasonable action is taken in a timely and effective manner to meet the statutory requirements of relevant legislation and agreed policies of Council.
- Ensuring that the Council's human, physical and financial resources are effectively managed, and services are provided efficiently and in a manner which meets customer needs and aligns with Council's Strategic Community Plan.
- Assisting and advising the President and Councillors in developing initiatives for community benefit.
- Working effectively with the President and Councillors to promote the Council and its activities to the broader community in a positive manner.
- Working closely with Council and the senior leadership team to craft, communicate and implement the overall strategic and business plans for the organisation.

4 SELECTION CRITERIA**ESSENTIAL****Visionary Leadership**

- The CEO is self-aware, empathetic and leads by example; demonstrates a history of effective team leadership in developing and managing others across a complex range of functions and services.

Effective Communication

- Highly effective communicator who builds and maintains positive relationships at all levels with a council or board, employees, community, government and other professions.

- Demonstrated experience supporting a board or council, or equivalent governance experience; political awareness and ability to provide timely and accurate advice.
- A capacity for assessing community issues and providing advice in the development of Council's strategy and plans.
- Well-developed ability to negotiate outcomes that deliver Council's Vision for the community, mitigate risk and build sustainable results.

Business Acumen

- Highly developed ability to manage budgets and business plans; well-developed commercial acumen and technical ability to develop and deliver projects and programs of work while managing a workforce, diverse assets and community services.
- Proven ability to monitor and continually improve operations and processes in support of strategic plans; ability to respond to change and emergencies with resilience.
- Ability to interpret and apply legislation; provide advice to others that is accurate, reliable and understandable.

5 KEY DUTIES AND RESPONSIBILITIES

- In consultation with Council, promote and implement both its strategic and service delivery imperatives.
- To co-ordinate, in conjunction with the Management Team, the fiscal management of the Council to reflect Council's aims and objectives.
- Manage the Human Resources to ensure the supervision and management of staff are all in accordance with corporate aims.
- Promote a staff training program that will improve staff skills across the organisation, which will assist staff in focusing on service delivery to the Community.
- Administer the legal, and statutory process of the Council's operations and be the chief adviser to Council on these matters to ensure Council is operating within the statutes and all legal requirements are met.
- Responsible for effective day to day operations of the Council.
- Ensure all legal and statutory compliances.
- On behalf of Council, make effective representation of the issues, views, policies and needs of Council, as required.

6 PERFORMANCE CRITERIA

Key performance indicators, associated strategies and actions will be varied by agreement between the CEO and Council annually, during the term of the employment contract.

The performance indicators may be varied, and any other criteria included, by agreement between the parties at any time during the term of this contract.

7 ORGANISATIONAL RELATIONSHIPS

7.1 Responsible to
Shire of Wyalkatchem Council and the President.

7.2 Direct reports

- Manager of Works
- Manager of Corporate Services

7.3 Internal and External Stakeholders

Internal

- President and Councillors individually
- Committees and working groups
- All Staff

External

- Community, ratepayers, public, business groups, retailers
- Business community
- Sporting groups
- Federal and State Government departments and agencies
- Local Governments
- Media (subject to consultation with the President)
- Primary contractors and suppliers
- Community based volunteer groups
- North-East Wheatbelt Regional Organisation of Councils (NEWROC)
- Central East Aged Care Alliance (CEACA)

8 EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations and Local-Laws and all other relevant Acts of State and Federal Parliament.
- The position operates within the limits of Council Policy, Council resolutions, Delegated Authority and requirements of relevant legislation.

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 three pages, addressing the selection criteria found on pages 6 and 7 of this Application Pack.

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 **1000704**.

Applications will close at **4pm AWST on Wednesday 19 November 2025**.

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 Wyalkatchem 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 Wyalkatchem 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.wyalkatchem.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.

