



Chief Executive Officer

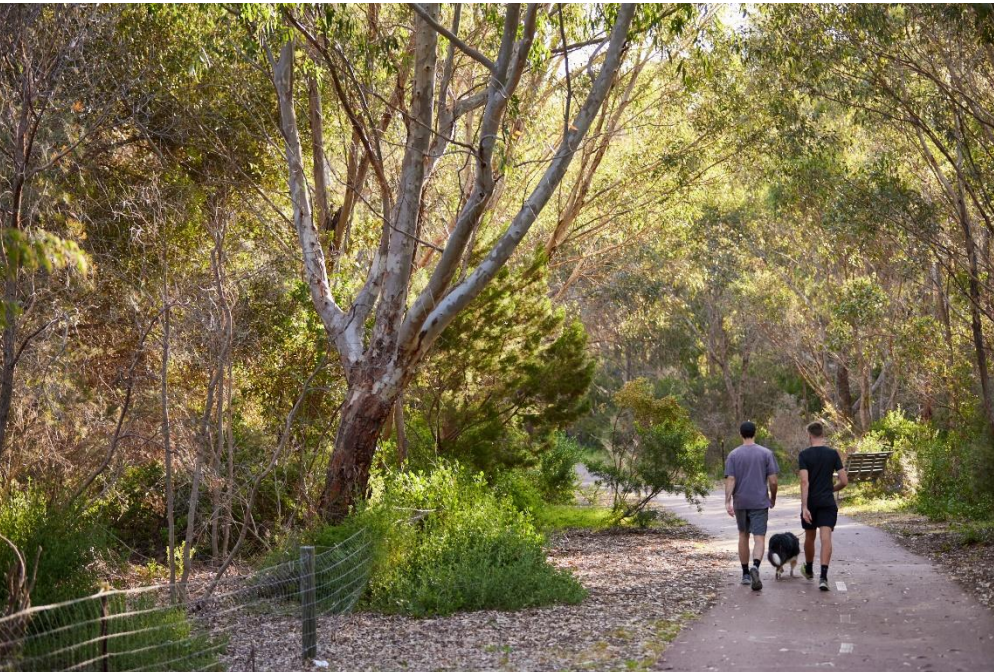
Application Pack

About the Town of Claremont

The Town of Claremont is the local government authority for the beautiful, leafy, riverside suburbs of Claremont and Swanbourne. Established in 1898, the Town is situated just 9km from the Perth CBD and is the hub of the western suburbs of Perth. The Town is located on the land of the Whadjuk Noongar people and covers an area of almost 5km². This area is home to approximately 11,284 people, with an estimated growth to 14,600 residents over the next 20 years. Families make up the largest household type and they are supported by 8 government and independent schools.

The Town includes a thriving town centre, comprising of a large shopping centre and surrounding streets of boutiques, restaurants and cafes with the convenience of easy access to public transport. There are a total of 1618 businesses in the Town of Claremont. The Town is also home to the Lake Claremont Conservation Category Wetland, numerous parks and dog exercise areas, a par 3 golf course, the Claremont Aquatic Centre, the Claremont Museum and the Bay View Community Centre.

This has always been Noongar land. The Noongar people have lived in the south-west corner of Western Australia for at least 45,000 years. The Noongar population is made up of 14 different language groups. The suburbs of Claremont and Swanbourne are located on the lands and waters of the Whadjuk language group.



Our Vision: The Town is a progressive, respectful, sustainable local government supporting a connected, flourishing community.

Our Mission: We exist to deliver quality services for Claremont today and to build the foundation for the future.



Community Profile

The Town services a significant regional function through the provision of:

- River Foreshore (1,338m stretch/1.5 hectares)
- Significant Regional Reservations - 68 hectares at Lake Claremont incorporating Bush Forever Site 220 and listed as Conservation Category Wetlands
- Integrated sporting facilities such as Tennis, the Claremont Aquatic Centre and Lake Claremont Golf Course
- Numerous parks and playgrounds including Claremont Park and Creswell Park housing McKenzie Pavilion
- The Claremont Museum and Bay View Community Centre
- The Claremont Town Centre is a harmonious blend of heritage and modern architecture with a pedestrian friendly high street. It is recognised as a premier retail and commercial precinct anchored by the Claremont Quarter Shopping Centre
- Ashton Avenue, Shenton Road and Davies Road Shops and Swanbourne Village which are home to an abundance of cafes, eateries and shops
- Claremont Showgrounds, 29 hectares of land reserved for regional recreation
- Numerous schools including Methodist Ladies College, Scotch College, Christ Church Grammar School, Freshwater Bay Primary School and St Thomas
- Swanbourne and Claremont Railway Station plus a special event station at the Royal Agricultural Showgrounds (RAS). Claremont Station has recently undergone a major upgrade as part of the State Government Metronet Airport Link program
- Claremont North East Precinct (NEP) 'Claremont on the Park' including the Claremont Football Club and oval
- Stirling Highway urban corridor
- Bethesda Hospital (private)

The Town's median age is 43 with a higher proportion of people holding formal qualifications (46.1%) compared to Greater Perth (19.6%). This is reflected in the higher than average number of professionals and a higher than average weekly income. The household and family structure differs slightly from Greater Perth with around 26% of households being couples with children compared with 31.6% for Greater Perth. Other household types are on par with the rest of Perth with 24% being couples without children and approximately 30% living alone.

Strategic Goals

Leadership and Governance: We are an open and accountable local government: a leader in community service standards.

People: We live in an accessible and safe community that welcomes diversity, enjoys being active and has a strong sense of belonging.

Liveability: We are an accessible community with well-maintained and managed assets. Our heritage is preserved for the enjoyment of the community.
Environmental Sustainability: We are a leader in responsibly managing the built environment for the enjoyment of the community and continue to demonstrate diligent environmental practices.

Prosperity: Our businesses are thriving and integrated into the life of the Claremont community, and the town centre is known as a premier visitor destination.



Advertisement – Chief Executive Officer

Lead the future of the picturesque and progressive Town of Claremont

- Partner with a supportive and engaged Council
- Excellence, values-driven decision making and a community focus
- Up to a five-year contract, TRP \$182,109 - \$300,370

THE TOWN

The Town of Claremont is a growing Local Government, situated just 9km from the Perth CBD in the western suburbs, covering an area of almost 5km², and home to over 11,000 people. The Town's vision is to be a progressive, respectful, sustainable, Local Government supporting a connected, flourishing community.

THE ROLE

Working in partnership with Council, the Chief Executive Officer will provide exemplary leadership to the Town's multi-disciplinary team, 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 pursue excellence through continuous improvement and ensuring the highest levels of integrity, corporate governance and accountability.

REQUIREMENTS

If you are an independent and strategic thinker, committed to serving the community, with Executive experience and proven leadership skills, we would love to see an application from you. A passion for excellent service delivery, ethical decision-making and a track record of achieving positives outcomes for a community will be the ideal skillset for this Council. A personable and influential leader, the successful candidate will quickly develop strong working relationships and operate with a high degree of trust and transparency with Elected Members, staff and the community.

THE PACKAGE

An attractive Total Reward Package, in accordance with the SAT Band 3 role of \$182,109 to \$300,370 per annum, will be offered to the successful candidate, on a contract of up to five years.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **996179**. Please provide a comprehensive resume together with a covering letter of up to 1000 words (approximately two A4 pages), addressing the following two questions:

1. The organisational mission of the Town of Claremont is to **'deliver quality services for Claremont today and to build the foundation for the future'**. What do you see as the key opportunities and challenges for the Town of Claremont in delivering this mission and what approach would you, as CEO, take to addressing these opportunities and challenges?
2. What key attributes and experience do you bring to the role and what have you achieved in the past that gives you confidence you could perform the role effectively? *(Please provide concrete examples, complete with outcomes delivered.)*

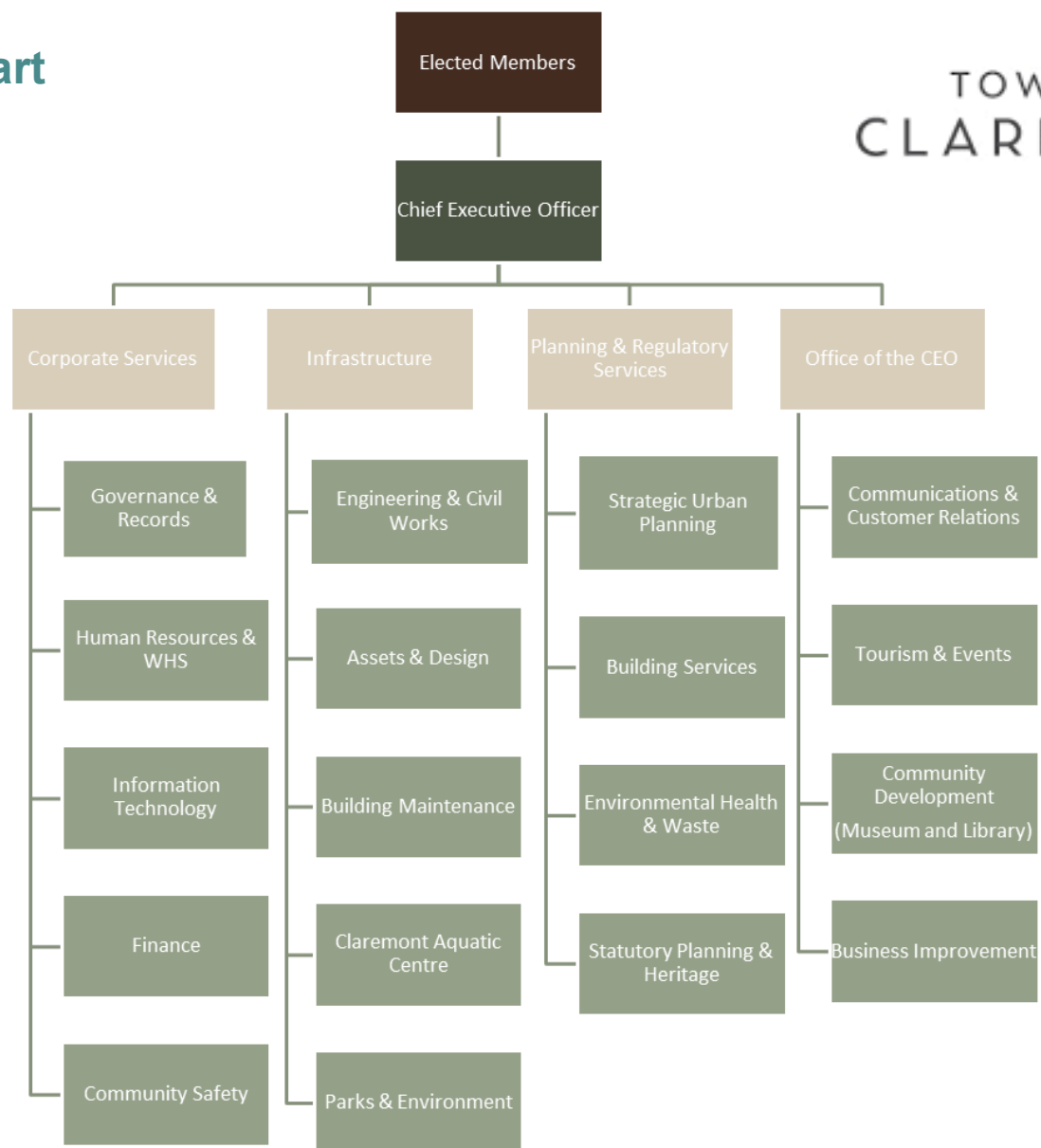
Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

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 Friday 28 November 2025**.

Canvassing of Elected Members will disqualify.

Organisational Chart



POSITION DESCRIPTION

Position Title:	Chief Executive Officer
Directly reports to:	Council

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

Our mission is to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

ACCOUNTABILITY AND RELATIONSHIPS

The CEO has the primary authority and accountability for establishing and maintaining an effective and efficient organisational structure and executive management team to ensure the successful human resource, financial, asset, and service provision management of the Council.

The CEO is responsible for pursuing excellence through continuous improvement and ensuring the highest levels of integrity, corporate governance and accountability.

Extent of Authority

The CEO operates independently from supervision, using own initiative to manage Council's functions and expenditure, operating within the limits of relevant legislation and Council Policy; Resolutions and Delegated Authority

Internal & External Liaison

- The Mayor, councillors and officers of the Town
- Local business community service providers
- Local Government Associations (ALGA, WALGA, LG Pro)
- Relevant State and Commonwealth Government Bodies (e.g. Department of Local Government)
- Local Governments and Regional Councils (particularly Western Metropolitan Regional Council)
- Ratepayer Representative Groups
- Business Representatives/ Major Business Organisations
- Community Groups
- Community Service Organisations
- Media

OBJECTIVE OF THIS POSITION

This position provides leadership and excellent governance for the Town of Claremont.

The CEO is the primary adviser to the Town of Claremont Council and employees, and is responsible for leading and managing the effective and efficient achievement of the Town's strategic objectives.

Through effective engagement the CEO is the primary link between the Council, staff, the community and other stakeholders to achieve the Town's goals and objectives.

Objective 1: Strategic Planning and Management

- Provide clear guidance to Council and staff in shaping strategic objectives, supported by measurable, accountable plans.
- Annually review relevant policies and procedures and oversee the amendment of such documents where necessary.
- Prepare and oversee high quality Council Reports.
- Review and implement 'Claremont Ahead', the Town's 10-year Strategic Community Plan, and the 4-year Corporate Business Plan.

Objective 2: Efficient and Effective Leadership

- Effective and contemporary leadership is provided to Council and Management in identifying and addressing issues of concern relative to the Town's mission, vision and strategic plan.
- Foster strong internal and external relationships through clear communication, coaching, and facilitation, while motivating staff to achieve optimal productivity.
- Provide professional direction and motivation to staff to achieve optimal productivity.
- Provide positive representation of the Town at functions, events, and external meetings.

Objective 3: Council Support and Communication

- [Build strong working relationships with the Mayor and Council members.

OBJECTIVE OF THIS POSITION

- Ensure timely delivery of clear, relevant information to support informed decision-making across Council and its Committees.
- The quality and timeliness of reports supports council members in their role.
- The CEO is committed to maintaining open accessible communication with all council members.

Objective 4: Human Resources

- Design and maintain an effective organisational structure that supports strategic delivery.
- Recruit and retain a high-performing leadership team and skilled operational staff aligned with corporate goals.
- An appropriate organisation structure is maintained, ensuring effective human resourcing; and a highly competent leadership focused management team, and technically competent operational people are recruited and retained to ensure corporate goals are achieved.
- Foster a culture of integrity and the highest ethical standards across the organisation.
- The HR establishment and budget are managed with the approved levels.
- Ensures employees operate within the Code of Conduct and other Town guidelines, policies, and procedures.
- Ensure that the roles, duties, and responsibilities of all staff are clearly defined and communicated.
- Manage the Performance Achievement Cycle and staff development plan for the organisation.
- Set clear, achievable goal to direct reports and model the organisation's Values.

Objective 5: Financial, Administrative and Risk Management

- Maintain robust financial and administrative systems, to optimise resource use, safeguard assets, and the to achieve annual financial goals and objectives.
- Implement a comprehensive Governance Framework to ensure compliance with relevant legislation.
- Lead the development and execution of a proactive Risk Management Plan that identifies and mitigates foreseeable risks
Oversee the creation and regular review of Asset Management Plans to support long-term sustainability

Objective 6: Sustainable Development

- Ensure that the Town's decisions on development applications are able to be soundly based on comprehensive, up-to-date policies and procedures,
- Integrate environmental factors in decision making and deliver funded projects in a timely manner.
- Drive commercially sound visions and strategies, to ensure that commercial services are effectively promoted and operated, and to maximise economic benefit to the community and minimise reliance on public funding.

Objective 7: External Representations

- Promote the Town positively, effectively and proactively communicating, participating, liaising and representing the community with any relevant stakeholders or external body, on matters impacting upon the Town's objectives.
- Foster and maintain strategic partnerships and networks, particularly in relation to public consultation, participation and service provision.
- Negotiate with stakeholders, multi-level government agencies and private organisations regarding the funding and development of community services/facilities to maximise resources available for planning and development related projects.

OBJECTIVE OF THIS POSITION

Objective 8: Occupational Health & Safety

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 9: Corporate Responsibility

- Act with integrity and accountability in line with the Town's Code of Conduct and governance standards.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the public and always promote Council's operations in a professional manner.
- Adhere and follow the Town's Record Keeping Plan.
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Objective 10: Continuous Improvement

- Apply a continuous improvement mindset to all tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA - ESSENTIAL

1. EXPERIENCE
 - Extensive senior leadership experience in a local, state or federal government or a comparable board governance related service environment
2. STRATEGY AND DELIVERY
 - Demonstrated proactive approach to leading the development of strategic, business and operational plans and policies
 - A track record of delivering measurable outcomes aligned to organisational goals
 - A commitment to driving continuous improvement and ensuring the Town is sustainable and viable in the long term
 - Possession of commercial acumen, including the ability to identify growth and service opportunities for the Town
3. ORGANISATIONAL LEADERSHIP
 - Demonstrated success in contemporary and effective people leadership and the promotion of a positive, meaningful and ethical organisational culture
4. COMMUNITY AND STAKEHOLDER ENGAGEMENT
 - An uncompromising commitment to customer service and stakeholder engagement
 - Proven community consultation, negotiation and relationship building skills

5. GOVERNANCE AND MANAGEMENT

- Well-developed understanding of legislative and corporate governance and compliance requirements in a complex organisation
- Demonstrated financial management skills in developing business plans, managing budgets, and overseeing financial performance at organisation or divisional level

6. QUALIFICATIONS

- A relevant tertiary qualification is desirable

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Signatures

Mayor Approval

Employee	

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 1000 words (approximately 2 A4 pages), addressing the following two questions:
 1. The organisational mission of the Town of Claremont is to '**deliver quality services for Claremont today and to build the foundation for the future**'. What do you see as the key opportunities and challenges for the Town of Claremont in delivering this mission and what approach would you, as CEO, take to addressing these opportunities and challenges?
 2. What key attributes and experience do you bring to the role and what have you achieved in the past that gives you confidence you could perform the role effectively? *(Please provide concrete examples, complete with outcomes delivered.)*

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 **996179**.

Applications will close at **4pm AWST on 4pm AWST on Friday 28 November 2025**.

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:

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

WEBSITE:

The Town maintains a website www.claremont.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.

