



# Chief Executive Officer Application Pack

## About the Shire of York

**As Western Australia's first inland European settlement, located only 97 kilometres from Perth, York is deeply connected to its heritage, with strong ties to Ballardong Noongar culture and Gogulyar Bilya/Avon River. The Shire includes key town sites of York, Gwambygine, Mount Hardey, Talbot, Greenhills and Kauring.**

These elements, along with its rich Aboriginal and post-settlement history, draw visitors from across the state and beyond, contributing to York's strong positioning as a charming and accessible lifestyle and visitor destination.

In the years during and recently following the COVID-19 pandemic, the Shire's population grew significantly, predominantly with young families seeking an accessible and safe lifestyle, and older residents seeking a "tree change." York has become one of Australia's regional hotspots, with a remarkable 244% annual growth in migration from capital cities, as identified by the Regional Australia Institute in 2022.

Agriculture (cropping and grazing) is the cornerstone of York's local economy with some 136,135ha of agricultural land holdings generating approximately \$46.2M in production value per annum. Other economic sectors include transport and logistics, retail, tourism and manufacturing. Housing availability and new supply has become a priority, with a dual need to accommodate both new residents and workers, along with the unique needs of an ageing population. This is a significant consideration and priority for the coming decade.

Looking to the future, key opportunities for the Shire include attracting and meeting the needs of new residents and growing the cultural tourism sector – including leveraging its position as a Film Friendly Town, along with diversifying the local economy. Continuing to deliver high service levels across community wellbeing, economic development and environmental sustainability, advocating for heritage conservation and delivering strong leadership and governance are of key importance to the community.

York is on an exciting trajectory towards a prosperous, sustainable future as a lifestyle and cultural hub, positioned for innovation and growth.



### Current Major Projects

Upgrading the Light Industrial Area: [Light Industrial Area Upgrades » Shire of York](#)

Revitalisation of the Old Home Hardware site / Macartney Street as a community space that is safe, green and functional: [Macartney Street/Old Home Hardware Site » Shire of York](#)

York Swimming Pool renewal: [York Swimming Pool Renewal » Shire of York](#)

### Shire Statistics

FACT	FIGURE
Established	1831
Distance from Perth	97km
Area	213,159 ha
Length of Sealed Roads	320
Length of Unsealed Roads	500
Population	3,649
Rateable properties	2,669
Number of Electors	3,094
Number of State Heritage Listed properties	34
% of population in the workforce	52%
Highest employing industry - Agriculture	24%
2024/25 Annual Tourist statistics	84,015
Median House Price (as at February 2026)	\$560,000
Median Household Yearly Income	\$58,604
Median Age	56
% of population over 65	33%
Total number of businesses	422



# OUR VALUES



## ACHIEVE TOGETHER

We collaborate internally and externally to achieve better outcomes together.

## TAKE OWNERSHIP

We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity.



## SHAPE THE FUTURE

We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.

## INSPIRE AND UPLIFT

We bring our best self to our work, and strive to make a positive impact on our colleagues and community.



# Advertisement

## Chief Executive Officer

**Unique leadership opportunity for one of WA's most historic and dynamic regional centres**

- Supportive and culture-focused Council
- Deliver key projects for the Shire of York
- Total Reward Package up to \$300,370 on a 3-5-year contract

### THE SHIRE

Located in the beautiful Avon Valley, and just over an hour east of Perth, the Shire of York offers the perfect blend of rural charm and modern convenience. As one of WA's oldest European settlements, York is known for its welcoming community, heritage streetscapes, and vibrant events calendar. The Shire is committed to delivering high-quality services for its community in addition to managing local infrastructure, and it leads initiatives that strengthen the region's environment, economy, and quality of life.

### THE ROLE

Working in partnership with Council, the CEO will provide values-driven leadership to the organisation and community. You will guide sustainable growth during a period of increasing population, development interest and visitation, ensuring that York retains the character, culture and livability that make it so unique. Responsible stewardship of the Shire's human, financial and physical resources is paramount whilst delivering on significant projects for the community.

### REQUIREMENTS

The successful candidate will bring extensive senior public sector leadership experience and a proven ability to empower staff, build capability and foster a high-performing, accountable team culture. Strong financial acumen is essential, including demonstrated experience developing business plans and budgets, and managing and monitoring financial performance at either an organisational or divisional level. You will have sound experience in compliance and corporate governance, together with an understanding of the statutory and regulatory framework relevant to Local Government. A track record of building productive relationships and working effectively with diverse stakeholders is critical. Experience in infrastructure project management and an appreciation of the unique needs and expectations of regional communities will be highly regarded.

### 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 three to five years.

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference **1018411**. 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** for a confidential discussion on 0427 582 402 or [ebulloch@beilbydt.com.au](mailto:ebulloch@beilbydt.com.au).

Applications will close at **4pm AWST on Friday 20 March 2026**.

Canvassing of Councillors will disqualify.

# ORGANISATIONAL STRUCTURE

## CHIEF EXECUTIVE OFFICER

1FTE

### EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES

1FTE

### EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT SERVICES

1FTE

#### Manager Governance & People 1FTE

**HUMAN RESOURCES**  
HR/OD Officer  
1.0 FTE

**GOVERNANCE & ADMIN**  
Governance Officer  
0.63 FTE

Admin / Records Officer  
1.27 FTE

Admin / Customer Service Officers  
1.65 FTE

#### LIBRARY SERVICES

Senior Librarian  
0.63 FTE

Library Officer  
0.6 FTE

Storytime School Holiday Facilitator

#### Manager of Finance 1FTE

Senior Finance Officer  
1 FTE

Creditors Officer  
1 FTE

Payroll Officer  
1 FTE

Rates & Debtors Officer  
1 FTE

#### Manager Tourism & Economic Development 1FTE

**VISITORS CENTRE**  
Administration Officer  
0.84 FTE

Information Officers  
1.34 FTE

**RESIDENCY MUSEUM**  
Museum Curator  
1 FTE

Museum Assistant  
0.31 FTE

#### Manager Community & Place 1FTE

Arts & Cultural Heritage Officer  
0.65 FTE

#### COMMUNITY RESOURCE CENTRE

Community Development Officer  
1 FTE

Customer Service Officer  
1 FTE

#### SWIMMING POOL

Pool Manager  
1 FTE

Duty Manager  
1 FTE

Lifeguards

#### Manager Development Services 1FTE

**DEVELOPMENT SERVICES**  
Planner  
1 FTE  
Development Services Officer  
0.84 FTE

#### RANGER SERVICES

Ranger  
1 FTE

#### ENVIRONMENTAL HEALTH

Principal Environmental Health Officer  
1.0 FTE

#### CONTAINERS FOR CHANGE

Site Supervisor  
0.31 FTE

Site Attendants  
0.44 FTE

#### Manager Projects & Assets 1FTE

Project Manager  
1 FTE

Graduate Engineer  
1 FTE

Technical Officer - Projects  
1 FTE

#### PROPERTY MAINTENANCE

Facilities Officer  
1 FTE

Cleaners  
1.7 FTE

#### Manager Operations 1FTE

#### ROAD MAINTENANCE

Leading Hand  
1 FTE

General Hand  
5 FTE

#### TOWN MAINTENANCE

Leading Hand  
1 FTE

General Hand  
4 FTE

Technical Officer - Operations  
1 FTE

Operations Administration Officer  
0.6 FTE

Council & Executive Support Officer  
1 FTE

Media & Engagement Officer  
1 FTE

Emergency Services

Executive Support & Safety Officer  
1 FTE

OFFICE OF THE CEO

CORPORATE & COMMUNITY

INFRASTRUCTURE & DEVELOPMENT SERVICES

# POSITION DESCRIPTION

POSITION TITLE	Chief Executive Officer
DIRECTORATE	Office of the CEO
REPORTS TO	Council
REPORTING POSITIONS	Executive Manager Corporate & Community Services Executive Manager Infrastructure & Development Services Manager Governance & People Council & Executive Support Officer Media & Engagement Officer Community Emergency Services Manager
EMPLOYMENT TYPE	Full-time contract
CONTRACT TERM	3 to 5 year contract
LOCATION	1 Joaquina Street, York WA 6302

## OUR VISION

A vibrant, family-friendly lifestyle and cultural destination where rich heritage, sense of place and connected community shape a thriving future.

## OUR VALUES

ACHIEVE TOGETHER	We collaborate internally and externally to achieve better outcomes together
TAKE OWNERSHIP	We own our actions, decisions, and their impact on others. We learn from mistakes and contribute to solutions, building trust through honesty and integrity
SHAPE THE FUTURE	We hold ourselves to a high standard and are empowered to achieve quality outcomes for our community – today, and for future generations.
INSPIRE AND UPLIFT	We bring our best self to our work and strive to make a positive impact on our colleagues and community.

## POSITION OBJECTIVES

- Provide strong and engaging leadership to the organisation and the community.
- Facilitate programs, projects, and services that are cost effective and strategically aligned.
- 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 Council Plan and other strategies.
- Strive for a strong and sustainable long term financial position.
- Ensure continuous learning on contemporary management practice and best practice.
- Role model ethical behaviour and behaviour which exemplifies the Local Government's values.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### LEADERSHIP AND ENGAGEMENT

- Provide the vision and leadership necessary to enable the Council and workforce to achieve strategic objectives and to deliver programs, projects 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, relevant associations and neighbouring Local Governments.

### PROGRAM, PROJECT AND SERVICE DELIVERY

- Deliver programs, projects and services in a sustainable and cost-effective manner guided by the Council 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.
- 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 Council Plan and the annual budget.
- Facilitate effective engagement with the community in reviewing the Council Plan.
- Facilitate regular engagement with elected members in reviewing the Local Government's progress against the objectives and aspirations of the Council Plan.

### 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.

### COUNCIL RELATIONSHIPS

- Maintain an effective working relationship with the 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 RESOURCES MANAGEMENT

- Maintain and review a workforce plan demonstrating the resources and capacity necessary to meet the Council Plan objectives.
- Provide training and development opportunities for employees.
- Strive to deliver a values driven workplace culture through training, development, and leading by example.

- Drive enterprise-wide commitment to a safe workplace.
- Ensure the principles of equal opportunity, fairness, and transparency are applied in all human resource matters.

### FINANCIAL MANAGEMENT

- Maintain and review 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 (ESSENTIAL UNLESS OTHERWISE SPECIFIED)

- Extensive senior leadership or management experience in a local, state or federal government or a similar board governance related service delivery environment.
- Collaborative and engaging leader with the ability to empower staff and foster a high performing team.
- 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.
- An understanding of the statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.
- Demonstrated experience in relationship building and collaboration with all stakeholders.
- Infrastructure project management experience is desirable.
- An understanding of the needs of regional communities is desirable.

### 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 no more than two pages, outlining your interest in the position and addressing your suitability for the role.

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](http://www.beilbydt.com.au) quoting job reference **1018411**.

Applications will close at **4pm AWST on Friday 20 March 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 York, Perth, 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 York 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.york.wa.gov.au](http://www.york.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](mailto:ebulloch@beilbydt.com.au).

