



Chief Executive Officer Application Package

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Advertisement



Chief Executive Officer Shire of Three Springs Re-advertised

The Shire of Three Springs is seeking an experienced and community-focused Chief Executive Officer to lead the organisation through a period of significant regional growth. With around \$25 billion in planned and proposed energy, mining and infrastructure investment across the Midwest and Gascoyne, the Shire is positioned to play a central role in Western Australia's transition to clean energy and diversified industry. At least 3 major projects are proposed to directly impact the district, creating an opportunity for a CEO to guide a Band 4 local government experiencing development activity well above typical levels while continuing to support the Shire's established agriculture and tourism sectors.

Council is seeking a leader who demonstrates strong local government capability, sound statutory knowledge, and the ability to deliver strategic outcomes in a complex and evolving environment. The role requires excellent communication skills, a collaborative approach, and the capacity to build effective relationships with Council, community, industry and regional stakeholders.

While residency cannot be mandated, Council strongly values a CEO who chooses to live locally and participate actively in community life. A modern Shire-owned executive residence is provided to support this expectation.

Three Springs is located 350 km north of Perth and 155 km from Geraldton. The community offers a welcoming rural lifestyle with a primary school, hospital, doctor, new Early Childhood Learning Centre, and a strong sporting culture. The region is known for broadacre farming, livestock production, and the largest talc mine in the southern hemisphere.

The position is offered under a performance-based contract of up to five years. A competitive remuneration package will be negotiated within the **Salaries and Allowances Tribunal Band 4** range, with access to a discretionary **Regional/Isolation Allowance**. The package may include base salary, superannuation, professional development, utilities, private use of a motor vehicle, housing, and relocation assistance.

This is an exceptional opportunity for a motivated and capable leader to guide a Shire entering a major growth phase and to contribute meaningfully to a connected regional community.

An Application Package, along with the Position Description, can be obtained at www.threesprings.wa.gov.au. Further information about the position is available by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 296, Beechboro WA 6063 by **COB Friday 3rd July 2026**.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, pre-employment medicals, provide evidence of all claimed qualifications prior to commencing employment.*

Chief Executive Officer – Position Description



1. Role Purpose

The Chief Executive Officer (CEO) provides strategic leadership, organisational direction, and high-level governance oversight to ensure the effective delivery of the Community's/Council's vision, strategic objectives, and statutory responsibilities. The CEO leads the organisation through a period of significant regional growth, major project activity, and emerging economic opportunities, while fostering a positive organisational culture and strong community relationships.

The CEO is the primary link between the Council and the administration, ensuring informed decision-making, transparent communication, and high professional standards in the advice provided.

2. Key Responsibilities

2.1 Strategic Leadership and Planning

- Lead the development, implementation, and review of the Shire's Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, and associated informing strategies.
- Position the Shire to respond to and benefit from major regional projects, including renewable energy, mining expansion, workforce accommodation, and industrial land development, while continuing to support the Shire's agriculture and tourism sectors.
- Provide strategic advice to Council on emerging issues, risks, opportunities, and long-term planning priorities.
- Drive innovation, continuous improvement, and modern service delivery across the organisation.

2.2 Governance and Compliance

- Ensure full compliance with the Local Government Act 1995 and all relevant legislation, regulations, and statutory obligations.
- Oversee the preparation, review, and enforcement of local laws, policies, delegations, and governance frameworks.
- Ensure Council receives timely, accurate, and professional advice to support informed decision-making.
- Maintain robust risk management, audit, and internal control systems.

2.3 Financial Sustainability

- Provide strategic financial leadership to ensure long-term sustainability and responsible resource management.
- Oversee annual budget development, financial reporting, and performance monitoring.
- Ensure effective asset management planning and prioritisation aligned with community needs and major project impacts.

- Strengthen financial controls and ensure transparent, accountable financial practices.

2.4 Organisational Leadership and Culture

- Lead, mentor, and develop the Senior Management Team to deliver high-quality services and organisational performance.
- Foster a positive, collaborative, and accountable organisational culture.
- Ensure effective workforce planning, human resource management, and professional development.
- Promote a safe, inclusive, and respectful workplace.

2.5 Community and Stakeholder Engagement

- Build strong, positive relationships with the community, local businesses, volunteers, and regional partners.
- Represent the Shire's interests to government agencies, industry proponents, and regional bodies.
- Ensure transparent, accessible communication and engagement with the community.
- Support initiatives that enhance community wellbeing, economic development, and local identity.

2.6 Council Relations

- Maintain a constructive and professional relationship with the Shire President and Councillors.
- Ensure Council is supported with high-quality reports, strategic insights, and well-considered recommendations.
- Facilitate effective decision-making processes and ensure resolutions are implemented efficiently.

3. Key Competencies Required

Applicants are required to demonstrate proficiency in all competencies

3.1 Leadership and Strategic Capability

- Demonstrated executive-level leadership experience, ideally within local government.
- Ability to lead complex organisations through growth, change, and major project environments.
- Strong strategic thinking, planning, and problem-solving capability.

3.2 Governance and Legislative Knowledge

- Comprehensive understanding of the Local Government Act 1995 and associated legislation.
- Proven ability to uphold high standards of governance, integrity, and compliance.

3.3 Financial and Asset Management

- Strong financial acumen and experience in long-term financial planning.
- Understanding of contemporary asset management principles and infrastructure planning.

3.4 Communication and Relationship Management

- Excellent interpersonal, negotiation, and communication skills.
- Ability to build trusted relationships with Council, staff, community, industry, and government stakeholders.

3.5 Community and Economic Development

- Experience in fostering economic development, investment attraction, and regional collaboration.
- Understanding of community development principles and the needs of small regional communities.

3.6 Personal Attributes

- ☐ High integrity, sound judgement, and political acumen.
- ☐ Resilient, adaptable, and committed to public service.
- ☐ Strong preference for candidates willing to live and participate actively in the Three Springs community.

4. Qualifications and Requirements

- Tertiary qualifications in management, business, public administration, or a related field (or equivalent experience).
- Minimum three years' senior executive experience, preferably in local government.
- Current National Police Clearance.
- Current "C" class driver's licence.
- Residency in the Shire is strongly preferred and supported through the provision of executive housing.

5. Key Result Areas (KRAs)

(To be finalised with the Council upon appointment)

- Strategic and corporate planning outcomes
- Financial sustainability and asset management performance
- Organisational culture and workforce capability
- Governance, compliance, and risk management
- Community satisfaction and stakeholder relationships
- Progress and influence on major regional projects

6. Organisational Relationships

1. Responsible to:

The President and Council of the Shire of Three Springs.

2. Supervision of:

All staff through delegation to the relevant senior Managers.

3. Internal and External Liaison

Internal

- President and Councillors individually
- All Committees and working groups

- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community-based volunteer groups

7. Extent of Authority

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations, Local Laws and all other relevant Acts, State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

Total Reward Package and Benefits

The position is offered under a performance-based contract for up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4.

Salary and benefits are subject to negotiation and may include, but are not limited to: base salary and superannuation (12%), utilities, and professional development.

The regional/isolation allowance is a discretionary allowance and will be negotiated with the preferred applicant.

In addition, private use of a motor vehicle and rent-free housing in a Shire-owned executive residence comprising a modern 4 (four) bedroom x 2 residence.

The Council will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects. Reasonable travel costs to Three Springs and transport of one personal vehicle will also be paid to a total amount of up to \$10,000; any excess is negotiable with reimbursement as follows:

- 0-6 months 50%
- 7-12 months 50%

Key Result Areas and Performance Objectives

In accordance with the relevant provisions of the *Local Government Act (1995)*, the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first three months of employment with the Shire of Three Springs, to review strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of 12 months' employment, and thereafter annually, again in accordance with the Act.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:

Your application should include a covering letter explaining your interest in the position, the address of the selection criteria and a current resume detailing your qualifications, experience and attributes for the position. 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. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Council may request sight of the originals at a later time.

Interviews:

Interviews will be conducted by the Council either face-to-face or by video link if required. The final decision on this position will be taken by the Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or if there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council 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.threesprings.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Three Springs' Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Three Springs, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Three Springs reserves the right to verify all information in my application, and that any materially false or misleading information will be sufficient grounds for my rejection as an applicant, in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand that any information obtained by the Shire of Three Springs during background checks will be used solely to verify the information contained in the application and to determine my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time and for the purpose of selecting the successful applicant.

I authorise the Shire of Three Springs, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full
Name _____

Signature _____

Dated _____