



Chief Executive Officer Application Pack

About the Shire of Coolgardie: Mother of the Goldfields

The Shire of Coolgardie, known as the “Mother of the Goldfields,” is the most populous Shire in the southern Goldfields of Western Australia. It is located approximately 550 kilometres East of Perth. It encompasses an area of 30,400 km² and includes the towns of Coolgardie, Kambalda, Widgiemooltha and the Aboriginal community of Kurrawang.

Over 3,600 people live in the Shire and enjoy a relaxed lifestyle complemented by a stunning natural environment.

Celebrated for the gold and nickel discoveries in Coolgardie and Kambalda, the Shire continues to thrive with a multitude of mining and processing companies operating in the area. The Shire is the largest producer of minerals in the region with gold and nickel mining operations supporting globally significant regional exports.

Rich in gold-rush era history, the towns feature some of the grandest historical buildings. Unique natural assets and museum collections offer extraordinary tourism experiences.

The Shire of Coolgardie provides excellent amenities, community activities and events throughout the year providing a comfortable lifestyle with plenty to see and do.

Boasting over 35 sporting and community groups, there are a range of opportunities for people to connect. Quality recreational facilities bring the community together with activities available for everyone.

Link to YouTube video about the Shire: [Shire of Coolgardie](#)



The Shire is located 550kms east of Perth, with its northern boundary beginning just 11 km from the centre of the City of Kalgoorlie-Boulder. Residents of the Shire interact closely with the City for sporting activities, social interactions and service provision

Economic Profile

The Shire of Coolgardie has a strong mining history, with significant mining production and exploration activities continuing today.

The top industry employers within the Shire are:

- Mining (over 80% of residents are employed by the mining industry)
- Education & Training
- Construction
- Retail Trade
- Accommodation/Food

Facilities

The Shire operates two aquatic facilities:

- Coolgardie Pool
- Kambalda Aquatic Facility



The Shire's Vision:

A connected, progressive and welcoming community

This vision is underpinned by four key pillars of community:



Accountable and Effective Leaders

- Engaged with the community
- Transparent, accountable and effective governance
- Advocate for the community



An Inclusive, Safe and Vibrant Community

- A sense of place and belonging
- A safe and healthy community
- Celebrate our culturally diverse community



A Thriving Economy

- Build economic opportunity and capacity
- Facilitate local business development and retention
- Pathways for young people into training and employment



Effective Management of Infrastructure, Heritage and Environment

- Value local culture and heritage
- Sustainable management of resources
- Enhance the built environment



Links to strategic documents

[Workforce Plan 2025 - 2030](#)

[Community Strategic Plan 2018 - 2028](#)

[Community Strategic Plan - Disability and access inclusion plan](#)

[Creative and Cultural Plan 2024 - 2028](#)

[Long Term Financial Plan 2025 - 2035](#)

Future Directions for Creative and Cultural



Advertisement – Chief Executive Officer

Career-defining opportunity for a Local Government professional to steer the Shire of Coolgardie towards a bright future

- Transparent, ethical and stringent leadership
- Three year initial contract with potential for extension
- Total Reward Package up to \$300,370 plus flexible benefits

THE SHIRE

Located in the Goldfields-Esperance region of Western Australia, the Shire of Coolgardie encompasses an area of 30,400 km² and a strong mining history, with significant mining production and exploration activities continuing today. The Shire is at a pivotal moment, entering a period of rebuilding, and is looking for an exceptional leader to restore trust in the community, reset culture and performance, and provide visible and accountable leadership that puts people first, while reestablishing financial sustainability.

THE ROLE

Working closely with Council, the CEO will lead the Shire through a demanding period of consolidation and renewal. This will require ethical and knowledgeable leadership, strong financial discipline, a clear focus on building long-term sustainability and confidence in the organisation. The role is hands-on and practical, with responsibility for strengthening governance, meeting legislative obligations, and ensuring community needs remain front of mind. The CEO will also play a key role in building regional partnerships, pursuing funding and grant opportunities, and working constructively with stakeholders.

REQUIREMENTS

This role calls for a committed leader who is driven by the opportunity to leave the Shire stronger, more connected, and better placed for the future. The ideal candidate to steer the Shire will be a Local Government professional with the highest levels of integrity and a hands-on, community-minded and practical approach. Transparent and accountable leadership will be essential as well as an adept understanding of the legislative requirements of the Local Government sector.

THE PACKAGE

An initial performance-based contract of three years is on offer with the potential for extension. The Total Reward Package will be up to \$300,370 in accordance with the Salaries and Allowances Tribunal Band 3.

The Shire welcomes applications from accomplished leaders who are interested in becoming an integral part of its regional community and is particularly keen to hear from candidates who would like to reside in the region and embrace the lifestyle and opportunities it offers. To support this, suitable housing will be provided as part of the employment contract, enabling the successful applicant to live locally and engage fully with the community they serve.

Flexible benefits, including a vehicle or vehicle allowance, regional allowance, and professional development, are negotiable.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1007798**. Please provide a comprehensive resume together with a covering letter of no more than three 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>

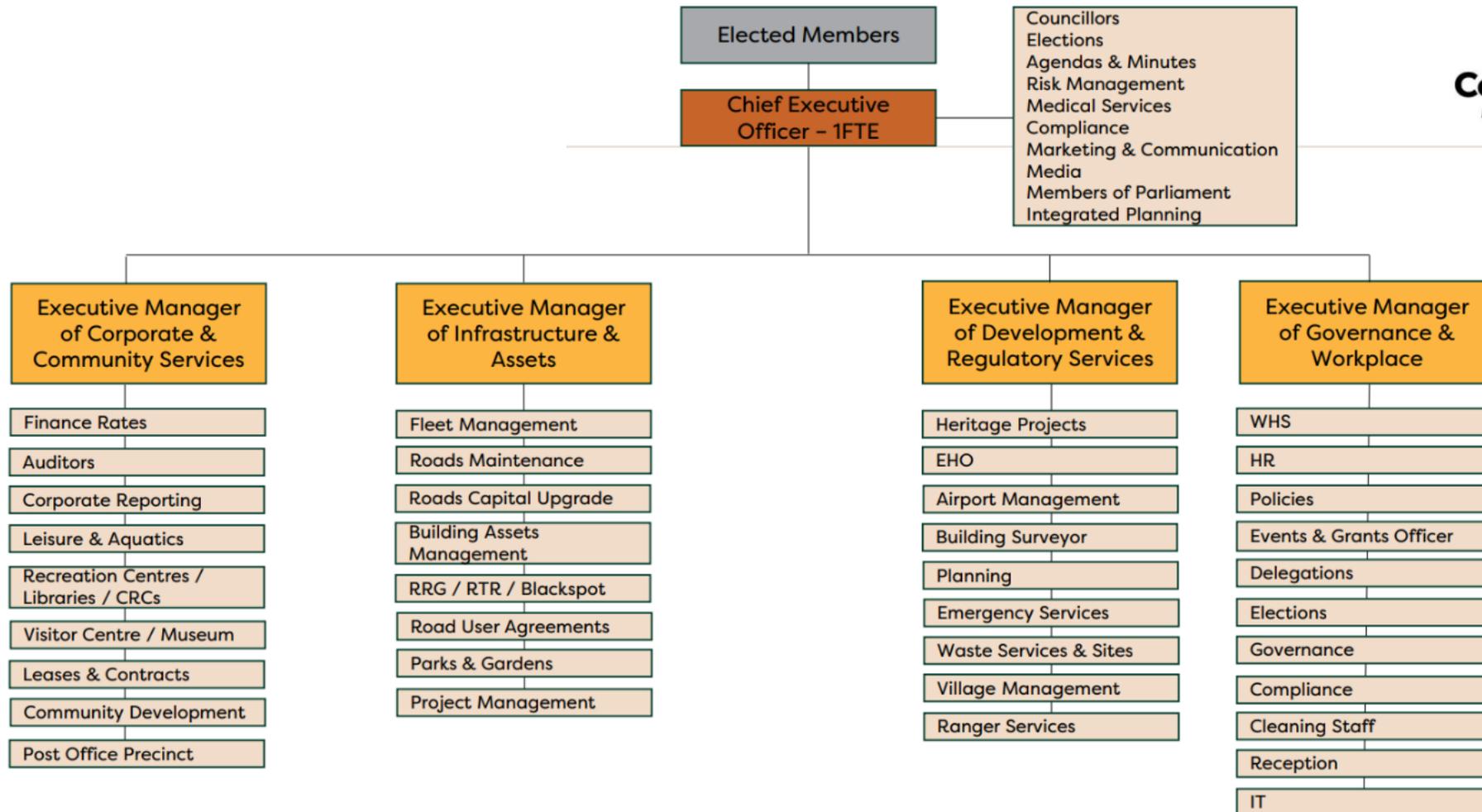
For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion on 0427 582 402 or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Friday 27 March 2026**.

Canvassing of Elected Members will disqualify.



Organisation Structure November 2025



Note: This is a working document which is subject to change. The implementation and final structure will be one of the key responsibilities of the new CEO in their initial term.

POSITION DESCRIPTION

Shire of Coolgardie CEO

1. POSITION IDENTIFICATION

Title:	Chief Executive Officer
Division:	Office of the CEO
Reports To:	Council
Reporting Positions:	As per supplied organisation chart
Employment Type:	Full-time, term contract
Contract Term:	3 Years
Location:	Coolgardie & Kambalda

2. POSITION OBJECTIVES

- Provide knowledgeable, ethical 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.
- Strengthen and maintain a capable workforce committed to achieving the objectives of the Strategic Community Plan, Integrated Planning, Levels of Service 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.

3. 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 regional Local Governments.

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 level of services and programs to measure, maintain and improve value for money and monitor 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 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.

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 timely advice and information is available to all Councillors so that informed decisions can be made.
- Ensure compliance with all statutory and regulatory obligations.
- Review, amend and Maintain:
 - the council policy framework to ensure it is relevant, current and accessible. the delegation and disclosure registers to ensure they are current, accurate and accessible, and
 - A robust and 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 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.
- 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

- Develop functional and transparent reporting systems and processes that effectively monitor, review and administer 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 experienced ability to lead and guide 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 identify, analyse and dissect 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, meeting the standards required of the Local Government (Model Code of Conduct) Regulations 2021
- **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	Essential	Desirable
Extensive senior leadership or management experience in a Local Government environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transparent and accountable leadership with proven ability to create and foster a positive, collaborative workplace culture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to interpret, facilitate and collaborate to navigate the diverse challenges across regional Western Australia.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven financial management and recovery skills in line with Integrated Planning and Reporting practices and service level review and delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in managing and reporting compliance and corporate governance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An ability to interpret, understand and execute a statutory and regulatory environment relevant to Local Governments and the role and functions of Local Government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in achieving successful outcomes through relationship building and collaboration with stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in achieving successful outcomes through relationship building and collaboration with stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Qualifications	Essential	Desirable
Tertiary Qualifications in a discipline relevant to Western Australian Local Government.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post Graduate Qualifications in leadership, management or public or business administration.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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, outlining your interest in the position and addressing your suitability to the role.

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.

By submitting your application you agree to 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 Coolgardie, 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 Coolgardie reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the Local Government (Administration) Regulations 1996.

I understand any information obtained by the Shire of Coolgardie during any background checks will only be used for the purpose of verifying information contained in the application and determining 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 Coolgardie, 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.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **1007798**.

Applications will close at **4pm AWST on Friday 27 March 2026**.

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 in Coolgardie 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 Coolgardie 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 <https://www.coolgardie.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.

