



Shire of Menzies Chief Executive Officer Application Package

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Advertisement



Chief Executive Officer Shire of Menzies

Menzies is a mining and pastoral town in the Northern Goldfields, 730kms east of Perth. Originally a gold mining town and immersed in rich history, Menzies and its surrounding communities are full of different opportunities to explore and discover sites that are rich in culture and history such as Niagara Dam, Lake Ballard and the Anthony Gormley sculptures.

The Council is in search of an experienced senior executive, who has comprehensive understanding of local government operations and legislation, energy and drive to support the Council in achieving the highest levels of governance and accountability and to lead the organisation to successfully deliver on the strategic direction of the Shire.

Attributes that the Council considers to be essential for the successful applicant include individuals who demonstrate an understanding and experience of regional and rural issues, providing leadership in implementing the Shire's vision for the future in driving current and ongoing projects.

Applicants with leadership and relationship building skills, a proven track record in financial, civil construction project management and seeking to integrate and be part of the community is essential. Applicants should have an excellent working knowledge of regional economic development issues and be able to demonstrate a sensitivity and understanding of living and working in a remote regional area and proven experience in working with multicultural communities.

The position is offered under a performance based contract 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 could include, but not limited to; base salary, superannuation, association membership and utilities. In addition, professional development, private use of a motor vehicle, housing in a Shire owned executive residence and access to a Regional/Isolation Allowance (refer to the Application Package). Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained at www.menzies.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 17th July 2026**.

Please Note: Canvassing of Councillors, or the Independent Member of the CEO Recruitment Committee 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.

Position Description



POSITION DESCRIPTION

Position Title	: Chief Executive Officer
Business Unit	: Office of the Chief Executive Officer
Location	: Menzies Shire Offices – 124 Shenton Street, Menzies WA 6436
Reports to	: The Council through the Shire President
Supervises	: Deputy Chief Executive Officer Works Manager Community Development Manager Executive Officer
Classification	: Negotiated contract position within Band 4 of SAT Determination
Basis of employment	: Performance-based contract to a maximum of 5 years

POSITION OBJECTIVES

Objectives of this position:

- Implement the Council's direction in a timely manner
- Implement the strategic goals and objectives of the organisation
- Lead and manage the people, infrastructure and assets of the Shire

Within Section

- Meet corporate objectives
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives. Lead the organisation in providing a high level of service to the Community and Elected Members

Within Organisation

- Develop a Corporate approach within the Executive Management Team towards the development of a budget and have financial controls within each operating Department
- Ensure staff have the appropriate skills, knowledge, experience and qualifications to perform their role
- Ensure continuous improvement both in the natural and built environment and customer service
- Administer the legal and statutory process of the Local Government's operations and be the chief adviser to the Council on these matters
- Provide strategic direction and strong leadership to the entire organisation
- Manage the preparation, review and enforcement of the Council's , policies, local laws and delegations.

1. COMPETENCY REQUIREMENTS

Leadership

- Proven leadership at the Chief Executive Officer/Director level
- High level Strategic Planning skills and knowledge of corporate management
- Delegation skills to ensure the achievement of outcomes, accountability of management, staff and the development of staff abilities
- Understanding of the application of contemporary human resource management principles

Policy Implementation

- Good knowledge of public policy issues as they impact on Local Government

Governance and Compliance

- Demonstrated strong working relationship with Councils and/or Boards of Management
- Demonstrated capacity to administer the Local Government Act (1995) and associated legislation involved in the field of Local Government
- Proven provision of professional, comprehensive and timely advice to support the Council in making informed decisions
- Knowledge of statutory, legal and contractual obligations

Financial results

- Extensive experience in the area of financial management

Community Development

- Considerable experience encouraging, promoting and facilitating sustainable business development and fostering investment opportunities
- A proven history of building and maintaining positive strategic relationships within the community
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy
- Experience in, and understanding of Indigenous issues, including effective engagement, service delivery, access, infrastructure etc.

General Management

- Excellent interpersonal and communication skills focusing on maintaining good relationships with all stakeholders
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable is desirable

Project Management

- Experience with civil construction projects
- An understanding of project management and the implementation of civil works

Note: Employment is subject to relevant Police Clearances and other checks

2. KEY DUTIES/RESPONSIBILITIES

- In consultation with the Council, initiate and implement strategic service delivery plans for the Shire
- Co-ordinate, in conjunction with the Executive Management Team, the fiscal management of the Shire to reflect the Council's aims and objectives
- Manage Human Resources to ensure the supervision and management of Departments are all in accordance with corporate aims laid down by the Council
- 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, statutory and election process of the Council's operations and be the chief adviser to the Council on these matters to ensure that the Council is operating within the statutes and all legal requirements are met
- Be responsible for effective day to day operations of the Council
- Ensure all legal and statutory compliances are met particularly related to substantial asset infrastructure
- On behalf of the Council, make effective representation of the issues, views, policies and needs of the Council, as necessary

3. ORGANISATIONAL RELATIONSHIPS

- Responsible to:
The President and the Council of the Shire of Menzies
- Supervision of:
All staff, including by delegation to relevant Managers
- Internal and External Liaison:
Internal
 - a) President and Councillors individually
 - b) All Committees
 - c) Executive Managers
 - d) All Staff
External
 - a) Community, Ratepayers, Public
 - b) Business community
 - c) Sporting Groups
 - d) Federal and State Government Departments and Agencies
 - e) Local Governments
 - f) Media
 - g) Primary contractors and suppliers

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, State and Federal Parliament.
- Authority to sign all legal documents and cheques as delegated and properly directed by the Council

SELECTION CRITERIA

Qualifications

- Tertiary qualifications in management, business, local government, engineering, planning or other disciplines, not necessarily within the local government industry but relevant to the Shire's operations
- Project Management experience or qualifications would be an advantage
- Executive or management experience will be highly regarded

Leadership

- Proven senior leadership and management experience over a reasonable period in medium to complex organisations, local government, or industry providing services to the Council and the Community
- Having a sound knowledge of financial, staff management, active project management, customer service, continuous improvement and governance disciplines
- Maintaining a positive work culture and building a shared understanding of the organisation's strategic direction

Management

- Demonstrated leadership, organisation and people management skills with the ability to prioritise key objectives and manage change involving regulatory, compliance requirements and organisational needs, in an effective and efficient manner
- History of successfully managing simultaneous responsibilities, specifically the delivery of projects, day to day operations and meeting deadlines

Governance

- Knowledge of corporate governance and the ability to provide high level advice to the Council and Committees on financial, customer service, government, risk, people management, service disaster management and organisational transformation and continuity of high-level service delivery
- Previous experience in successfully managing, maintaining and reporting on financial resources within budgetary expectations. Knowledge of Local Government financial regulations would be highly desirable
- Political acumen along with an understanding of the structure of Government and the function of Local Government, including intergovernmental relations

Engagement/Consultation

- Experience in dealing with stakeholders at senior levels in government, industries, corporate and community levels, with the capacity to work productively with Councillors, Communities, State and Federal Government agencies and local stakeholders
- The ability to identify and implement relevant economic and community development projects to benefit the Shire and community
- Communication and presentation skills and the ability to act as the public spokesperson for the Shire as required subject to prior consultation with the Shire President
- A high standard of professional integrity and the expertise to appropriately represent the views of the Council to a range of audiences

Total Reward package and Benefits

The position is offered under a performance based contract 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 could include, but not limited to; base salary, superannuation, association membership, utilities. In addition, professional development, private use of a motor vehicle, housing in a Shire owned executive residence and access to a Regional/Isolation Allowance . Reasonable relocation expenses will be negotiated.

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

In addition, private use of a motor vehicle and rent free housing in a Shire owned executive residence comprising:

- Modern 3x2 residence
- Kitchen/dining/lounge/family
- Carport and shed
- Air-conditioning

Relocation Expenses

The Shire of Menzies will pay reasonable relocation expenses for the relocation of furniture, personal effects, personal vehicle and travel costs to Menzies. However, in accordance with Council policy, repayment of 100% will be required if the officer leaves before 12 months' service, or 50%, if the officer leaves after 12 months and before 24 months.

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 one month of commencement with the Shire of Menzies, to review strategic directions and finalise the CEO's performance criteria.

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



About Our Region

Rich in history and full of hidden gems, the Shire of Menzies offers a distinctive outback lifestyle. For those with an adventurous spirit, living and working here provides unique lifestyle, career and professional development opportunities in the heart of the Goldfields.

Building a career in regional Western Australia can accelerate professional growth in ways that are difficult to achieve in metropolitan local government. Small regional shires offer broad exposure, hands-on experience and valuable insight into the workings of local government.

Located in the Northern Goldfields, the Shire of Menzies has a population of just over 500 across the townsites of Menzies and Kookynie, as well as the Aboriginal community of Tjuntjuntjara.

Kalgoorlie-Boulder is 130 kilometres south of Menzies, while Leonora is 100 kilometres to the north. Kalgoorlie-Boulder offers major supermarkets, national retailers, pubs, restaurants and cafés, and Perth is only a one-hour flight from Kalgoorlie.

Although our communities are small, the Shire covers 125,000 square kilometres, stretching to the South Australian border. Menzies has a primary school, Post Office, Visitor Centre, Community Resource Centre, caravan park, art centre, beer garden and café. The Community Resource Centre operates from the refurbished Lady Shenton building, once a hotel and boarding house and now a valued local government and community asset.

A career move to the Northern Goldfields brings both opportunities and challenges. With a small population, some amenities and services are limited; however, nearby Kalgoorlie-Boulder and Leonora help ease these limitations.

A community nurse is based in Menzies three days a week, and the Royal Flying Doctor Service visits monthly. The nearest pharmacy is in Leonora, with medications available by order through the Community Resource Centre or from Kalgoorlie.

In your leisure time, you can enjoy the water park, tennis and basketball courts, Youth Centre, emerging Community Centre, or walking trails around Menzies and Niagara Dam

Weekends are ideal for exploring the region's spectacular scenery, which is why the Golden Outback is known as road trip country. Many of our residents have taken up prospecting for that elusive gold nugget.

A day trip to Lake Ballard to see Antony Gormley's Inside Australia sculptures is unforgettable. Spread across 10 square kilometres of mostly dry lakebed, the 51 sculptures represent the people of Menzies. The installation is part of the Golden Quest Discovery Trail, which explores ghost towns and historic sites north of Kalgoorlie. At sunset, Lake Ballard is especially striking, with clear dark skies for stargazing and dramatic shadows cast across the sculptures.



North of Menzies, Niagara Dam and Kookynie are popular weekend destinations, offering an iconic pub and historic township ruins to explore. With a population of just 13, Kookynie invites visitors to stop at the Grand Hotel for a cold drink, and a glimpse of local history.



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, address the selection criteria and include 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 so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the CEO Recruitment Committee 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 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.menzies.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Menzies 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 Menzies, 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 Menzies 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 Menzies 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's 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 _____