



**POSITION DESCRIPTION/JOB DESCRIPTION  
FORM**

**CHIEF EXECUTIVE OFFICER**

**The Shire of Cranbrook (the Shire) has a vision to be:**

The Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be.

POSITION TITLE	Chief Executive Officer
POSITION ACCOUNTABLE TO	The Council through the Shire President
POSITIONS ACCOUNTABLE FOR	Manager of Finance Manager of Works Community Emergency Services Manager Governance Officer Project Officers appointed on short term contracts.
EMPLOYMENT CONTRACT	Up to 5 years, negotiated salary and remuneration package consistent with Band 4 SAT determination
LIAISES WITH	Internal: Elected Members, All Staff External: Industry peers, community representatives, community members, State & Federal Governments.

**1. POSITION PURPOSE:**

The Chief Executive Officer is accountable to the Council for the proper management of all aspects of the Shire's municipal activity in accordance with the Local Government Act 1995 and all other relevant Acts, Local Laws, Regulations and Policies.

**2. POSITION SUMMARY**

- *Leadership and Strategic Management:* Provides inspirational and astute leadership to develop and drive innovative strategies and best practice to assist in achieving the vision and mission of the Council and the Shire.
- *Organisational Culture:* Fosters a culture of innovation, excellence and respect with an enabling can-do attitude. Engages with our diverse community by building and maintaining a highly responsive organisation committed to operational excellence and thoughtful and consultative planning efficiency.
- *Deliver Objectives:* Ensures the sustainable and timely delivery of all projects within budget. Oversees reviews and improvements to all aspects of planning, urban design and growth in the Shire, with an emphasis on genuine community engagement.

- *Collaboration:* Works in close collaboration with Council, the President and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Council are met.
- *Governance:* Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all.
- *Sustainability:* To provide responsible and sustainable management of the Shire's financial resources, built and natural environment, infrastructure assets and staff.

### **3. ACCOUNTABILITIES**

#### **3.1 Leadership and Management**

- Provide leadership to the organisation, encourage responsibility and initiative and foster an innovative and respectful work environment for all employees.
- Accountable for the execution and delivery of all major projects and programs within the Shire.
- Ensure the Shire's front-line services are respectful, inclusive and enshines Council's values as documented in the Council Plan, which includes the Strategic Community Plan and the Corporate Business Plan.
- Ensure collaboration with Council, staff and community in all areas of decision-making.
- Responsible for monitoring and providing timely updates to the new Council and Budget; taking into account all factors impacting upon achievement of the Shire's Vision.
- Develop measurable performance standards relative to the Shire's priorities as contained in the Council Plan as well as monitoring programs to ensure objectives are being implemented.
- Maintain effective and respectful communication and relationships with the President and all Councillors and facilitate the timely provision of documents and information to Council to enable Councillors to engage in considered decision making.
- Manage the relationship between Council and the Administration to ensure the highest level of governance and accountability throughout the organisation and compliance with the Code of Conduct, the Local Government (Official Conduct) Amendment Act 2007 and Local Government (Model Code of Conduct) Regulations 2021 (WA).
- Advise Council on matters of policy and provide the necessary support and advice on Council's statutory powers.
- Drive and establish the status of the Shire as an effective, innovative and responsible leader in Local Government.
- Ensure that all policies, projects and decisions genuinely reflect Council's vision around connected community, social justice, climate action and the importance of the natural environment.

### **3.2 Policies and Procedures**

- Review and develop Council policies, manuals and management guidelines in accordance with the vision and objectives of Council.
- Promote a strong governance and audit framework, facilitating the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decisions.
- Review and maintain the risk management plan framework for all aspects of the organisation business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- Ensure all decisions made and directives given by Council relating to the operation of the Shire are acted upon.

### **3.3 Human Resource Management**

- Promote a transparent, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing, and development programs.
- Lead and develop the Management Team in such a manner that an environment of success, energy, professionalism, respect, empathy and a culture of innovation is evident to all.
- Ensure that the Management Team has the skills necessary to implement best practice human resource management to enable effective oversight with all levels of the organisation accountable for their performance.

### **3.4 Representations**

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Shire remains informed and, where appropriate, participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders and advocates on behalf of the Council.
- Maintain a high level of cooperation and liaison with the officers of neighbouring Councils, always representing the best interests of the Shire.

### **3.5 Financial**

- Oversee the development and timely implementation of the Council's Financial Plan, Asset Management Plan and Annual Budget.
- Regularly monitor and review and provide reports to Council on financial performance in respect of the budget.
- Ensure financial statements are prepared and audited in accordance with the required accounting standards.
- Actively pursue and encourage the sourcing of grant monies wherever possible.
- Monitor events influencing the Council's financial plans.

### **3.6 Safety**

- Ensure that all staff perform their work in a safe and healthy manner and abide by Council and legislated safe work procedures, instructions and safety management practices.

### **3.7 Commercial Activities**

- Manage Council's activities to ensure that any commercial services provided by Council are promoted effectively and operate within the budget set by the Council;
- Direct and monitor the Shire's business units in accordance with relevant legislation, local laws including the administration of Shire planning services;
- Ensure an effective contract management capability exists within the organisation.

### **3.8 Personal Development**

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices and best practice approaches.

#### 4. SELECTION CRITERIA

##### 4.1 ESSENTIAL

1. Strategic thinking, conceptual and analytical skills.
2. Human relations and interpersonal skills; a strong and competent approach to building and maintaining respectful relationships. Able to negotiate and advocate.
3. Highly effective verbal and written communication skills.
4. An approach to leadership and management which is reflective of innovation, process improvement, best practice in organisational change, while promoting well-being and respect.
5. Able to promote a positive, meaningful and ethical organisation culture.
6. Committed to thoughtful, considered and consultative planning, outcomes oriented with the ability to distil complex information, apply sound judgement and make good decisions.
7. A person who is perceptive, can accurately assess community expectations and proactively engage in positive and meaningful ways.
8. Experience and knowledge to drive continuous improvement and achieve outstanding frontline services.
9. Contemporary skills and experience in the management of physical and financial resources, budgets and other assets.
10. Knowledgeable in and committed to corporate governance and compliance and accountability. A person of the highest integrity, honesty, prudence and ethics.
11. Self-management including time management, organised, well planned, flexible and resilient.
12. Previous management level experience in Local Government.
13. Tertiary qualifications in a relevant discipline and/or extensive experience combined with formal management development.

#### 5. POSITION CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE \_\_\_\_\_

Shire President on behalf of Council

Date

SIGNATURE \_\_\_\_\_

Chief Executive Officer

Date

LAST DATE POSITION DESCRIPTION REVIEWED	April 2026
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