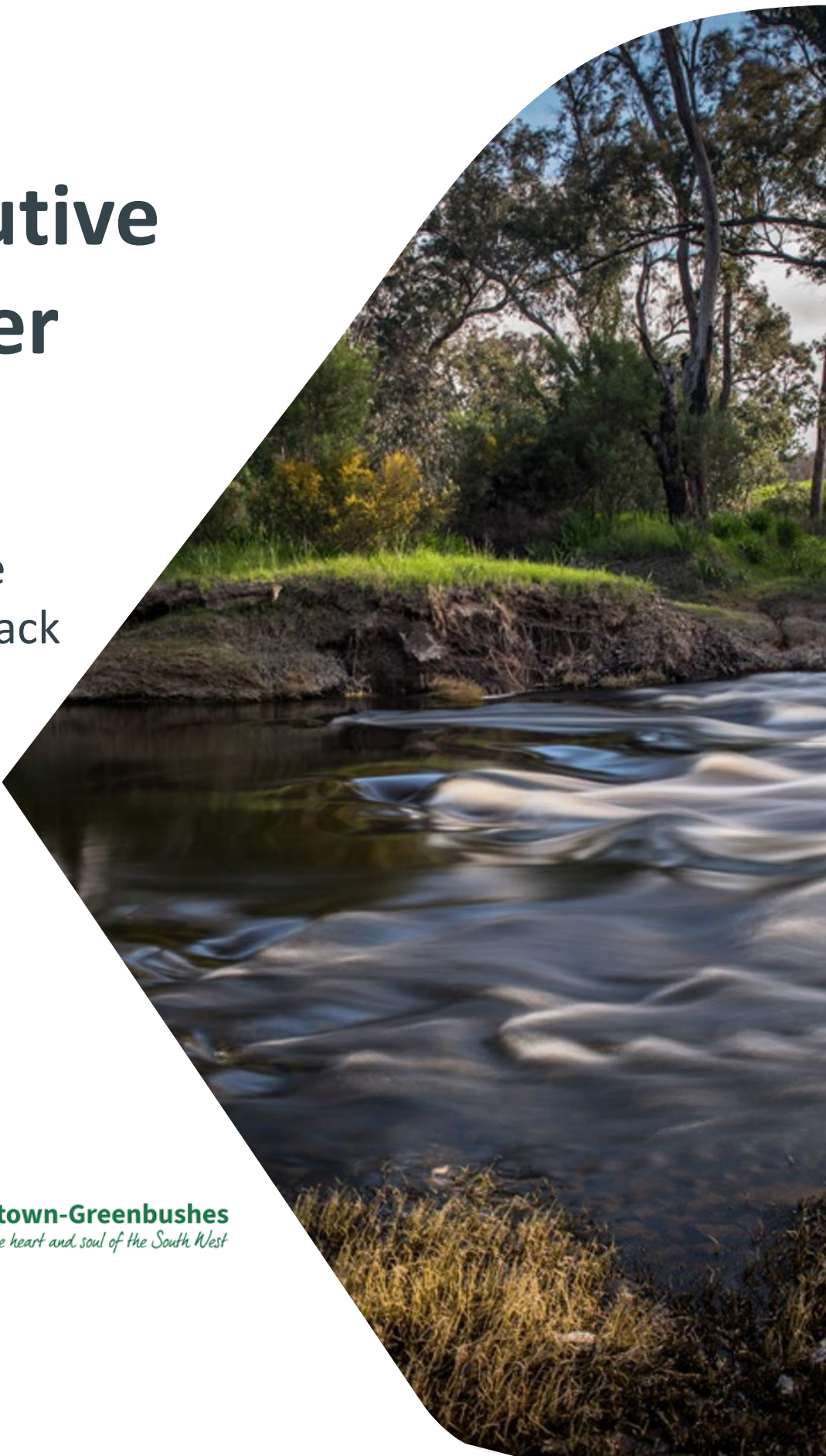


# Chief Executive Officer

Candidate  
Briefing Pack  
March 2025



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## ABOUT US

**The Shire of Bridgetown-Greenbushes consists of the town-sites of Bridgetown and Greenbushes as well as several other localities including Yornup and Catterick.**



### Bridgetown

Bridgetown is 258 km south of Perth and 95 km south of Bunbury, along the South Western Highway, roughly a 3-hour drive from Perth. Nestled on the banks of the Blackwood River, the town blends old-world charm with modern facilities. Restored historic buildings include the post office, old gaol, police quarters, and 'Bridgedale,' a home built in 1862 by early settler John Blechynden.

### Greenbushes

243 km south of Perth and 85 km south of Bunbury, about a 2 hour 45 minute drive from Perth. Visitors can enjoy scenic drives, picturesque walks, wildflowers, and jarrah forests, with a standout view over an open-cut mine. Key attractions include the Greenbushes Heritage Trail and the Eco-Cultural Discovery Centre. The Discovery Centre is open on weekends from 10 am to 2 pm or by appointment, while the public mine lookout is open daily from 8 am to 5 pm.



# ABOUT US



**The Shire of Bridgetown-Greenbushes** is a vibrant local government area located in the South West region of Western Australia. Known for its rich history, stunning natural landscapes, and strong community spirit, the Shire encompasses the charming town of Bridgetown and the historic mining town of Greenbushes. Our region is renowned for its scenic beauty, rolling hills, and forests, making it a popular destination for visitors seeking relaxation, adventure, and cultural experiences. The Shire is also home to thriving industries, including agriculture, mining, and tourism. At the heart of our community is a commitment to sustainable growth, preserving our heritage, and enhancing the quality of life for residents. We actively support local businesses, provide essential services, and develop initiatives that promote economic and social well-being. The Shire of Bridgetown-Greenbushes is dedicated to fostering a connected, inclusive, and progressive community where residents and visitors can thrive.



### People

A friendly, welcoming and inclusive community.



### Planet

Our natural environment is valued, conserved and enjoyed.



### Place

Our built environment is maintained, protected and enhanced.



### Prosperity

Our economy is strong, diverse and resilient.



### Performance

Our leadership is visionary, collaborative and accountable.

Home to iconic events such as the Blackwood Marathon, Blues at Bridgetown Music Festival and the ever growing Bridgetown Art Trail, the community is dynamic and always evolving. The appeal and diversity of the area sees many visitors choosing to settle here.

The Shire is home to a major lithium mine and primary processing facility which will continue to undergo significant expansion in the next two to four years. Increased employment opportunities are anticipated to grow the population by 22.5 percent.

The Shire's elected members and staff are committed to continuing to develop best practice and a 'can do' approach in all service areas to add value to community and local business initiatives that aligns with our shared values. We strive to work collaboratively within our community, and with neighboring Shires to ensure we are achieving the best outcomes for our people.



# OUR VALUES



**Welcoming, Friendly, and Inclusive:** We foster a community that is open, warm, and embraces diversity.



**Community-Minded:** We show respect, understanding, and compassion for others, working collaboratively with local residents for better outcomes.



**Creative and Innovative:** We are open to new ways of doing things, encouraging creativity and innovation.



**Sustainable and Resilient:** We carefully consider our options and make balanced choices to care for our community, planet, and economy.



**Cost-Effective and Accountable:** We strive to provide good value for money, ensuring accountability in all our actions.

These values guide our conduct and decision-making processes, reflecting what our local community deeply cares about.

# PURPOSE

The Shire of Bridgetown-Greenbushes is dedicated to providing, facilitating, and advocating for services and facilities that enhance the quality of life for residents, visitors, and workers in the region. To achieve this purpose, we fulfill the following roles:

## ADVOCATE

We are a voice for the local community, promoting local interests in environmental management, climate action, health, education, safety, public transport, and more.

## FACILITATE

We help make it possible or easier to meet community needs.

## FUND

We provide financial support to organizations delivering essential services such as tourism, festivals and events, and youth programs..

## PARTNER

We collaborate with strategic partners to achieve positive outcomes for the community.

## PROVIDE

We deliver services including town planning, parks and gardens, playgrounds, sports and recreation facilities, library services, CCTV, street lighting, ranger services, roads, paths and trails, environmental management, and more.

## REGULATE

We ensure compliance with legislation, regulations, and local laws related to town planning, animal management, public health, litter, noise, pollution, signage, parking, and more.

# OUR SHIRE AT A GLANCE



**LAND**  
1,034km<sup>2</sup>



**OCCUPIED DWELLINGS**  
2682



**BUILDING APPROVALS**  
200



**POPULATION**  
5,238



**MEDIUM AGE**  
51



**FAMILIES**  
1,448



**EMPLOYED**  
96.2%



**UNEMPLOYED**  
3.8%



**AGE UNDER 30**  
27.7%



**CAT + DOG REGISTRATIONS**  
1,428



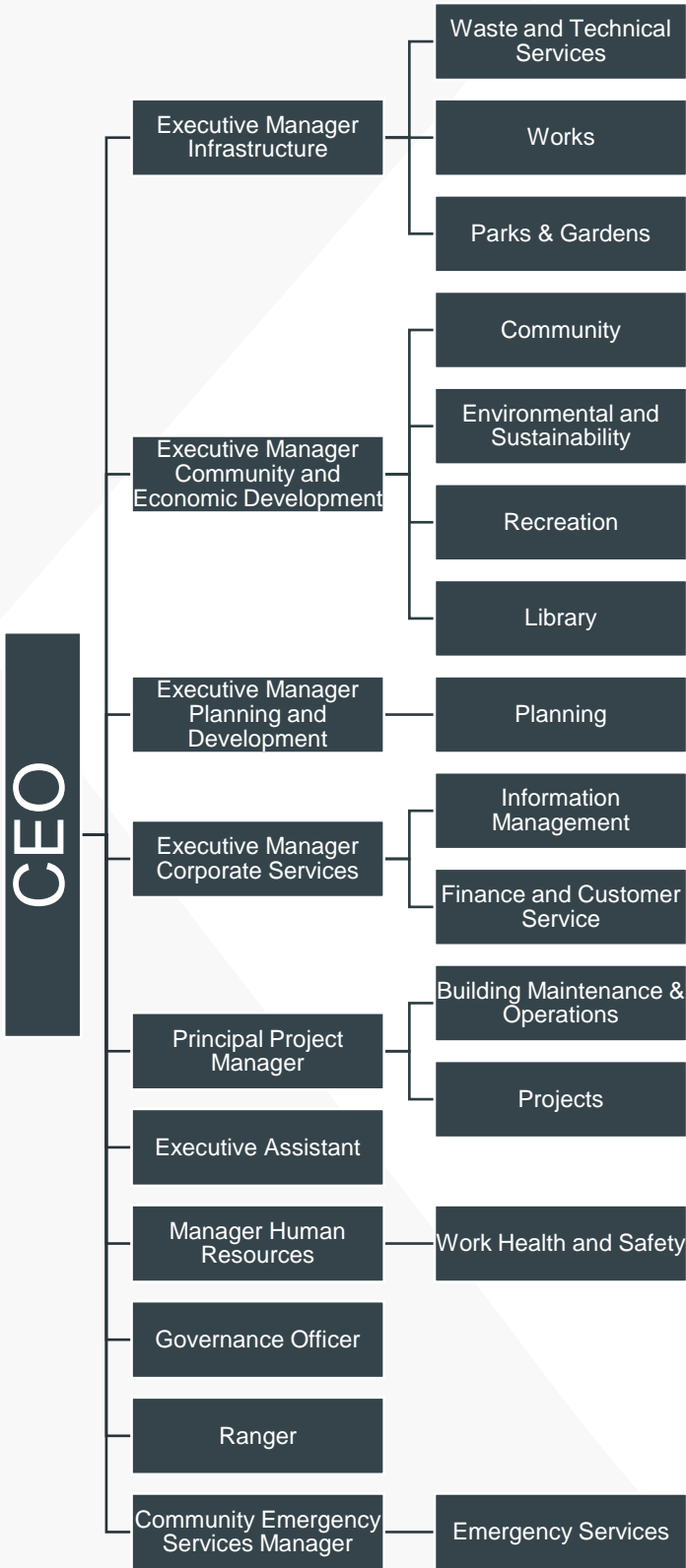
**BINS EMPTIED**  
Recycling 1992  
General Waste 2316



**FACEBOOK FOLLOWERS**  
2.8K



ORGANISATIONAL STRUCTURE



# COUNCILLORS & EXECUTIVE

## Shire of Bridgetown-Greenbushes Councillors



**Shire President**  
**Councillor Tracy**  
**Lansdell**



**Deputy President**  
**Councillor Sean**  
**Mahoney**



**Councillor**  
**Julia Boyle**



**Councillor**  
**Mike Christensen**



**Councillor**  
**Michael Fletcher**



**Councillor**  
**Lyndon Pearce**



**Councillor**  
**Tony Pratico**



**Councillor**  
**Rebecca Redman**

## Executive Team

**Interim Chief Executive**  
**Officer**

Arthur Kyron

**Executive Manager of**  
**Corporate Services**

Peter Dittrich

**Executive Manager of**  
**Infrastructure**

Steele Alexander

**Executive Manager of**  
**Planning &**  
**Development**

Leigh Guthridge

**Executive Manager of**  
**Community & Economic**  
**Development**

Megan Richards



# COUNCIL COMMITTEES

Our Committees are made up of members of public and representatives from Council and provide an opportunity for community to participate in the broad decision-making process of local government. Every two years the Council will determine if it will appoint any Advisory Committees.

## ACCESS & INCLUSION ADVISORY COMMITTEE

The Access and Inclusion Advisory Committee provides advice to Council on the prioritisation of strategies and actions contained in the Disability Access and Inclusion Plan and the Age Friendly Communities Plan, reports to Council annually on the implementation of the Disability Access and Inclusion Plan and the Age Friendly Communities Plan and provides advice and input into the review of Council's Disability Access and Inclusion Plan and the Age Friendly Communities Plan as part of the review process.

## AUDIT COMMITTEE

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and meet with the local government's auditor (at least once in every year) so that Council can be satisfied with the performance of the local government in managing its financial affairs.

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

The functions of a Local Emergency Management Committee, as prescribed in the Emergency Management regulations preparation and assist the local government in ensuring that local emergency management arrangements are established for its district

1. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
2. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations

The Shire's Local Emergency Management Committee also advises Council on incident prevention and preparation and assists in the management of recovery processes following an emergency event affecting the Shire.

## SUSTAINABILITY ADVISORY COMMITTEE

The primary role of SAC is developing a leadership role in the community and introducing incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :

1. Reduce the impacts on the natural environment
2. Reduce the impacts on the climate
3. Initiate sustainable management of resources

## BUSH FIRE ADVISORY COMMITTEE

The establishment of the Bush Fires Advisory Committee is specifically for the ongoing task of providing advice to Council on all matters relating to bush fire control, prevention and management. This includes recommendations on annual firebreak requirements, review of firefighting/prevention practices, firefighting training, etc.

## CULTURAL INCLUSION ADVISORY COMMITTEE

The purpose of the Cultural Inclusion Advisory Committee is to provide advice to Council on ways to:

- grow recognition and respect for all cultures
- develop and implement reconciliation actions and strategies
- facilitate the collection and sharing of information and stories about local culture and history including NAIDOC week events and Harmony Week activities and events
- identify, preserve and showcase significant local history and heritage including promotion of indigenous history.

## TRAILS DEVELOPMENT ADVISORY COMMITTEE

The Trails Development Advisory Committee has been active in identifying and developing trails within the Shire, advocating on local trails development in regional and state forums as well as working with the Warren Blackwood Alliance member Councils in the development regional trails.

The Trails Development Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Trails Plan, reports to Council annually on the implementation of the Trails Plan and provides advice and input into the review of Council's Trails Plan as part of the review process.

## YOUTH SERVICES ADVISORY COMMITTEE

The Youth Services Advisory Committee was established in 2016 after adoption by Council of its Youth Plan.

The Youth Services Advisory Committee provides advice and input into the prioritisation of strategies and actions contained in the Youth Plan, reports to Council annually on the implementation of the Youth Plan and provides advice and input into the review of Council's Youth Plan as part of the review process.

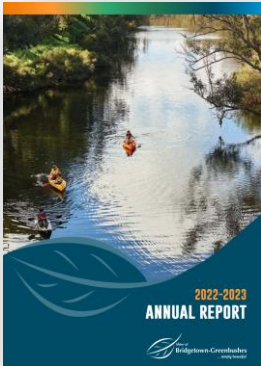
## CEO PERFORMANCE REVIEW COMMITTEE

The CEO Performance Review Committee assists the Council in the annual review process of the CEO and the setting (and review) of Key Performance Indicators (KPI's) for the ensuing 12 month period that reflect the CEO's personal performance and also that for the organisation as a whole.

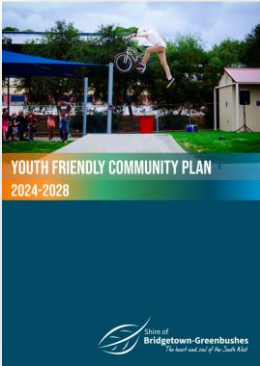
# PUBLIC DOCUMENTS



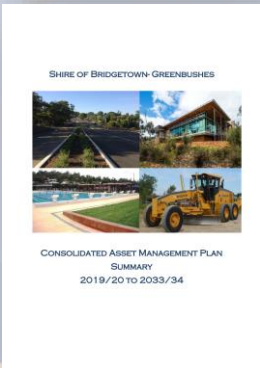
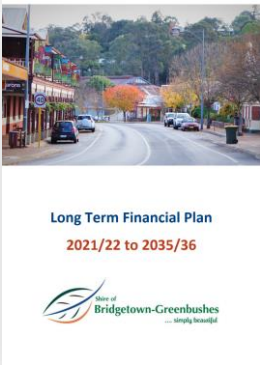
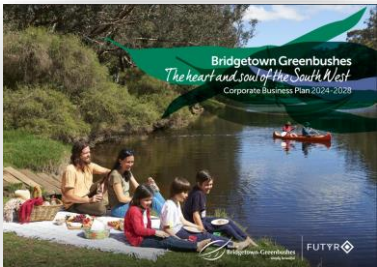
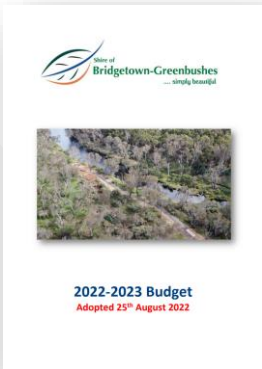
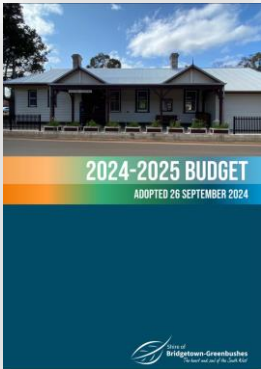
## Annual Reports



## Plans & Strategies



## Annual Budgets



Click on each report to explore more about the Annual Report, Annual Budget, and Plans & Strategies for the Shire.

# JOB DESCRIPTION

ROLE:	CEO
DEPARTMENT:	Office of the CEO

## Position Purpose:

The Chief Executive Officer is accountable to the Council for the leadership of the staff and 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.

## Position Summary:

**Leadership and Strategic Management:** Lead the organization to achieve its vision and objectives set out in the Strategic Community Plan and all other supporting documents. Build an executive and management team that engages with and builds capacity in the community;

**Organisational Culture:** Build a values and vision focused high performing culture focused on a philosophy of a can-do attitude;

**Community:** Build a strong engagement culture that builds an effective relationship with stakeholders, local and government agencies, and the various Shire communities in general;

**Key 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 to navigate the challenges in the face of a changing climate, social and economic uncertainty;

**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 organizational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and

**Sustainability:** To provide responsible and sustainable management of the Shire's financial resources, built and natural environment, infrastructure assets and staff.

## Key Responsibilities

### 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 enshrine Council's values as documented in the Strategic Community Plan.
- Ensure collaboration with Council, staff, and community in all areas of decision-making.
- Be bold and proactive in the Shire's leadership in tackling climate change, social justice, and economic uncertainty.



# KEY RESPONSIBILITIES

- Support identified disadvantaged groups to actively participate in Shire activities, leadership, and employment.
- Implements and report on the Strategic Community Plan, Corporate Business Plan, and Budget; taking into account all factors impacting upon achievement of the Shire's Vision.
- 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 evidence-based 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 and the Local Government (Official Conduct) Amendment Act 2007.
- Advise Council on the development of responsible and appropriate corporate objectives and annual revenue, expense, and capital budgets.
- 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 the Shire's Values and Vision drive the behaviour and attitude of all staff.

## Policies and Procedures

- Council policies, manuals, and management guidelines are reviewed and developed in accordance with the objectives of Council and consistent with Council's Vision.
- Accountable for the execution and delivery of all major projects and programs within the Shire.
- Implement, monitor, and report on the Governance and Audit Plan, and report to Council 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's business.
- Ensure all decisions made and directives given by Council relating to the operation of the Shire are acted upon.

## Human Resource Management

- Promote a transparent, equitable, and strategic approach to people management, including proactive workforce planning, strong employee well-being, and development programs.
- Lead and develop the Executive Leadership Team (ELT) 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 Executive Leadership 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.

# KEY RESPONSIBILITIES

## Representation

- 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 that may impact on its activities.
- Make representation on the issues, views, needs, and policies of the Shire to all relevant stakeholders and advocate on behalf of the Council and community based on the Strategic Community Plan.
- Maintain a high level of cooperation and liaison with the officers of neighbouring Councils, always representing the best interests of the Shire.

## Financial

- Oversee the development and timely implementation of the Council's Financial Plan, Asset Management Plan, and Annual Budget.
- Regularly monitor, 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.

## 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.

## Personal Development

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices and best practice approaches to community engagement, addressing climate change, social injustice, economic uncertainty, and environmental protection.

# KEY RESPONSIBILITIES

## Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary.
- Report all accidents, incidents, and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner that protects the safety of yourself, your colleagues, and the general public.

## ORGANISATIONAL RELATIONSHIPS

Reporting to	The Council through the Shire's President
Supervision of	Executive Manager Corporate Service Executive Manager Infrastructure Executive Manager Community & Economic Development Executive Manager Planning & Development Principal Project Manager Executive Assistant Manager Human Resources Governance Officer Ranger
Internal	Elected Members and all Staff
External	Industry Peers Community representatives State and Federal Governments Members of the public Guests and Visitors

## APPLICATION PROCESS

Applications must include a Resume and Cover Letter addressing the Selection Criteria detailed in the Position Description. To access further information on the role and position description please visit <https://www.bridgetown.wa.gov.au/>

Direct queries and applications to Jodie Choyce at Page Executive by clicking 'Apply' on the advert (ensure cover letter and resume are saved into one document) or by email to [jodiechoyce@pageexecutive.com](mailto:jodiechoyce@pageexecutive.com) Jodie Choyce can be contacted on 0410 426 517.

Email applications must have the subject line 'CEO Bridgetown Application'.

The closing date for applications is 5pm on the 4th April 2025.

Canvassing of elected Bridgetown-Greenbushes Shire members will result in disqualification of application.



# SELECTION CRITERIA

Criterion	Essential	Desirable
Highly developed strategic thinking, conceptual and analytical skills with a strong focus on values-based organisation performance.	✓	
Human relations and interpersonal skills; a strong and competent approach to building and maintaining respectful relationships, with the desire to listen. Highly effective and respectful verbal and written communication advocacy and negotiation skills	✓	
A proven record of positive organisational change management and cultural transformation.	✓	
Extensive experience in organisational decision making and problem-solving.	✓	
Experience in constructively and proactively engaging with diverse communities.	✓	
Experience and knowledge to drive continuous improvement and achieve outstanding frontline services.	✓	
Contemporary skills and experience in the management of physical and financial resources, budgets and other assets.	✓	
Experience in working in medium to large organisations within corporate governance, compliance and accountability frameworks. A person of the highest integrity, honesty, prudence and ethics.	✓	
Knowledgeable in and commitment to sustainability (balancing environmental, social, cultural and economic values), protecting the natural environment and an understanding the realities of climate change and the need for urgent climate action at a local level.	✓	
Previous executive level experience in Local, State or Federal Government or a not- for-profit organisation.	✓	
Graduate qualifications in a relevant discipline and/or extensive experience combined with formal executive learning and development.	✓	



# PageExecutive

## PAGE EXECUTIVE REPRESENTATIVE:

### Jodie Choyce

Associate Partner

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