Shire of Yilgarn

Visit the Southern Cross Skies

APPLICATION PACKAGE

EXECUTIVE MANAGER CORPORATE SERVICES

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Shire of Yilgarn
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Employment opportunity

EXECUTIVE MANAGER CORPORATE SERVICES

The Shire of Yilgarn is seeking a highly motivated and skilled individual to step into the Executive Manager Corporate Services role.

Located 4 hours east of Perth, Southern Cross is a safe and vibrant Wheatbelt community offering a wonderful country lifestyle, and a supportive working environment.

This position is a critical leadership role, being one of three senior management positions. The position autonomously oversees all aspects of corporate governance and finance and works closely with the CEO to develop the Shire's strategic planning and compliance. This position is an opportunity for applicants looking to take on a challenge and develop their corporate management and managerial skillset or for an industry veteran looking to do meaningful work in a friendly and supportive environment.

No matter what your background is, to be successful in this role you will need sufficient foundational knowledge in accounting and finance, advanced computer literacy, the ability to plan your time, and a demonstrated ability to build professional relationships. Further, you must be adaptable and capable of working with others of vastly different skill sets. You must have the ability and mindset to teach and drive the continual improvement of staff and the organisation wherever possible.

A generous remuneration package is offered, including rent-free executive accommodation, unrestricted private use of a fully maintained vehicle, 5 weeks of annual leave, 12 days of leave per year and Council matching of additional superannuation contributions of up to 7.5% of gross salary.

The cash component will be negotiated with the successful candidate and is expected to be between $100k-$130k.

For enquiries about the position, contact Ben Forbes, Chief Executive Officer at ceo@yilgarn.wa.gov.au or call (08) 9049 1001 during office hours.

Applications must adhere to the requirements detailed in the application package to be considered and be clearly marked "Private & Confidential – Executive Manager Corporate Services" and sent to ceo@yilgarn.wa.gov.au.

Applications must be submitted by **4pm Thursday, 3 December 2026.**



Ben Forbes
Chief Executive Officer
Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

Please note: Canvassing of elected members will disqualify applicants. The successful applicant will be required to obtain relevant police checks and provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a pre-employment medical assessment and National Police Clearance.

The Shire of Yilgarn is 30,720 square km with a population of approximately 1,500. The Shire of Yilgarn is known by many as the *'Gateway to the Wheatbelt and the Goldfields'*. The word "Yilgarn" is aboriginal for 'white stone' or 'quartz'.

Southern Cross is the major town centre of the Shire of Yilgarn, being 370km east of Perth along the Great Eastern Highway. Other townsites in the Shire include Bodallin, Bullfinch, Ghooli, Koolyanobbing, Marvel Loch, Moorine Rock, Mt Hampton and Yellowdine.

The two major industries in the area are mining and agriculture. Gold, gypsum, lithium, salt and iron ere are mined, whilst grain, wool, sheep, cattle and pigs are the local agricultural products. The co-existence of mining and agriculture is unique, and generally balances the Yilgarn economy, with the two activities supplementing and complementing each other through their respective boom and bust cycles.

There are many wonderful places of attraction throughout the Shire including Baladjie Rock, Frog Rock, Karalee Dam, Hunts Soak, Yilgarn History Museum, just to name a few. The wildflower season is an excellent time to visit the Yilgarn to see the many beautiful colours of the area.

The people and places make the Yilgarn a place to remember. The long history surrounding the Shire is famous to many throughout the State and complements the existing beauty and adventure of the Shire of Yilgarn. For more information on any tourist attractions in the area, as well as booking train tickets and tourist brochures visit the Shire Office, the tourism information centre.

The Shire of Yilgarn has the following facilities on offer:

- Yilgarn Bowling Club
- Southern Cross Tennis Club
- Southern Cross Recreation Complex
- Southern Cross Senior Citizen's Centre
- Southern Cross Community Centre
- New Aquatic Centre
- Regular Train Services (Prospector) to and from Perth and Kalgoorlie
- Southern Cross Airfield
- Southern Cross Golf Club
- Moorine Rock Primary School
- St Joseph's Catholic Primary School
- Southern Cross District High School
- Child Care Centre

Further information on these facilities can be found here:
http://www.yilgarn.wa.gov.au/facilities/

Thank you for your interest in the advertised position. The Shire of Yilgarn is an equal opportunity employer and applies merit-based selection criteria. Please read this document carefully to ensure that you have understood our selection process.

Submission Checklist
Please ensure that your application includes the following:

1. a cover letter of no more than two (2) pages detailing your interest in the role
2. your current resume, detailing your work history and qualifications
3. copies of any claimed qualifications
4. the names and contact information of two (2) professional references

Submission and Further Information
Completed applications or queries regarding the position may be directed to:

Ben Forbes
Chief Executive Officer
E: ceo@yilgarn.wa.gov.au
T: 9049 1001 | 0427 775 325

Closing Date
The closing date for applications is **Thursday, 3 December 2026**

Post-Application Process
Below is a brief summary of the anticipated timeline after the closing date:

1. Friday, 4 December 2026 - short-listed applicants will be contacted to request an interview
2. Week ended 11 December 2026 - interviews conducted
3. Week ended 11 December 2026 - references contacted
4. Monday, 14 December 2026 – remuneration negotiated and contract agreed in-principal
5. Thursday, 17 December 2026 – proposed candidate endorsed by Council
6. Friday, 18 December 2026 – employment contract executed.

Canvassing of Shire Councillors will automatically disqualify the applicant, regardless of context.

The position offers a remuneration package based on the successful candidate's experience and skills, within the following salary range based on negotiation with the successful candidate:

Item	Minimum	Maximum
Annual Cash Salary	100,000	130,000
Superannuation Guarantee (12%)	12,000	15,600
Superannuation Matching (up to 7.5%)	7,500	9,750
Motor Vehicle (unrestricted private use)	21,000	21,000
Executive Housing	26,000	26,000
Utility Allowance	4,000	4,000
Uniform Allowance	500	500
Professional Development	3,500	3,500
Professional Memberships	600	1,000
Total	**$175,100**	**$211,350**

Annual Leave

5 weeks annual leave each year.

Executive Leave

Up to 12 days of non-accumulative executive leave per year, by negotiation.

Motor Vehicle

A Mitsubishi Triton Ute (or similar) will be provided for unrestricted private use and work purposes.

Executive Housing

Spacious 4x2 executive house will be provided rent-free in Southern Cross.

Utilities Allowance

The stated nominal remuneration component covers all utilities for the executive housing.

Communications

A Shire-provided mobile phone will be provided, or an allowance provided to subsidise use of personal phone.

Relocation Allowance

Relocation expenses will be reimbursed by negotiation with the CEO, up to a maximum of $10,000.

POSITION DESCRIPTION

POSITION TITLE:	**Executive Manager Corporate Services**
DEPARTMENT:	Executive / Council
AWARD:	Local Government Officers (WA) Award 2021
LEVEL:	Negotiated salary package under contract
LOCATION:	Shire of Yilgarn Administration Office, 23 Antares Street, Southern Cross

1. ORGANISATIONAL RELATIONSHIPS

Responsible to: • CEO	**Supervision of:** • Finance Manager • Rates Officer • Payroll Officer • Creditors Officer • Caravan Park Caretaker
Internal Relationships: • Councillors • Executive Manager Infrastructure • All other staff	**External Liaison:** • General Public / Ratepayers • Auditors • Managed IT Consultants • LGIS • Legal advisors

2. EXTENT OF AUTHORITY

Operates under limited direction of the CEO within established guidelines, procedures and policies, as well as statutory provisions of the *Local Government Act 1995*, subsidiary regulations, applicable Accounting Standards and other legislation.

3. PURPOSE OF ROLE

The Executive Manager Corporate Services (EMCS) is a vital position within the Shire of Yilgarn, being one of three in the Executive Leadership Team. The EMCS is responsible for delivering high-level corporate, financial, governance, legal, IT and community service functions that underpin the organisation's strategic and operational performance. The role provides expert leadership across the managed services and operations, ensuring that services are managed efficiently, effectively, transparently and in accordance with legislative and policy requirements.

Working closely with the CEO, this position manages and develops long-term planning, supports strategic decision-making and drives continual organisational development, while fostering a positive, collaborative and high-performing workforce culture. The EMCS position will have robust and professional input into the Shire's governance framework, ensuring sound financial management and proper management of corporate functions.

4. POSITION OBJECTIVES

Primary Objectives

- Provide strong executive leadership and strategic direction for all Corporate Services functions, ensuring effective governance, compliance and organisational performance.
- Deliver sound financial management, including budgeting, long-term financial planning, statutory financial reporting, audit coordination and continual review and improvement of financial controls.
- Assist the CEO to lead the Shire's corporate planning, governance frameworks, policy development and risk management systems to ensure high standards of accountability, transparency and legislative compliance.
- Oversee effective and efficient management of the Shire of Yilgarn caravan park and administrative customer service functions to meet the needs of residents, visitors and stakeholders.
- Assist the CEO to manage the organisations' human resources functions, including determining, planning and budgeting for training, continually reviewing and improving human resource policies and procedures and actively developing a positive and collaborative workplace culture.
- Manage all aspects of information technology, digital transformation and system improvements, including the transition to a cloud-based enterprise resource planning solution and modernising all digital infrastructure and practices.

Operational Objectives

- Ensure accurate, timely and compliant delivery of accounting entries and reports, financial reconciliations, payroll, reporting of tax obligations and rates administration.
- Manage and continually develop **beyond** best-practice procurement practices and financial controls
- Manage the Shire's records management plans, policies, procedures and practices, with development of digital and modern administrative systems.
- Assist the CEO with the development, review and delivery of integrated strategic planning documents and strategic reporting requirements.
- Stay informed on emerging legislative, industry and technological trends and ensure these are incorporated into organisational improvements.
- Deputise for the CEO and represent the Shire on external committees and at community and stakeholder events, as required.

5. KEY DUTIES / RESPONSIBILITIES

- Ensure sound corporate management and planning, proper governance and exceptional compliance in all aspects by the Shire of Yilgarn, ensuring practices meet and exceed all regulatory and corporate requirements.
- Implement sound human resource development practices and ensure that managed staff are continually developing and building a positive and motivated work environment.
- Develop and continually review the success of the Shire's governance framework and strategic plans.
- Determine strategic direction and manage the organisation's information technology (including day-to-day management)
- Work with the CEO and the Executive Manager Infrastructure to to provide executive-level leadership to the organisation.
- Lead and support organisational change initiatives while ensuring strategic and operational risks are identified, assessed, and effectively managed.

Corporate Management

Accounting and Financial Management

- Manage the Shire of Yilgarn's accounting systems and financial management functions, ensuring compliance with applicable legislation, Australian Accounting Standards and local government regulatory requirements.
- Prepare and oversee all statutory financial reporting requirements, ensuring the accuracy and integrity of financial information.
- Coordinate the annual and interim external audit processes, liaising with auditors and internal stakeholders to facilitate efficient audits and achieve audit reports free from findings.
- Oversee the timely completion of monthly financial reconciliations, including but not limited to: bank accounts, receivables, creditors, asset registers, contract assets and liabilities, leave entitlements, etc.
- Develop, implement and continuously improve financial systems, controls and procedures to ensure sound financial governance and compliance, particularly in relation to procurement and rating.
- Manage Council's cash flows and investment portfolio, including term deposits, to maintain adequate liquidity while maximising investment returns in accordance with Council policy.
- Monitor outstanding debtors and implement appropriate recovery strategies to minimise financial risk and optimise revenue collection.

Budgeting and planning

- Lead the preparation, coordination and presentation of the Annual Budget and statutory Budget Review, ensuring consultation with management and compliance with legislative requirements and Council's informing plans and strategies.
- Prepare and distribute monthly financial statements and budget performance reports, providing meaningful analysis and recommendations to management.
- Develop, maintain and regularly review the Shire's Long Term Financial Plan, providing strategic financial advice to support sustainable decision-making.
- Provide timely, accurate and strategic financial advice to the CEO and Council to support informed governance and sound financial management.

Rates

- Manage the annual rating process, including rate modelling, including undertaking statutory workflows for the differential rating process, and preparation and distribution of annual rate notices.
- Oversee the administration and collection of rates, including approval of payment arrangements within delegated authority and implementation of debt recovery processes where required.
- Oversee the management of ratepayer and property records.

Taxation

- Maintain FBT and GST records and prepare and lodge all necessary returns with the Australian Taxation Office in a timely manner.

Payroll and Human Resources

- Oversee payroll operations, ensuring accurate and timely processing and compliance with applicable legislation, Awards and employment obligations.

- Assist the CEO with the Shire's human resources functions.

Insurance

- Administer the Shire of Yilgarn's insurance policies, insurance renewals and insurance claims
- Continually review the Shire's insurance coverage to ensure that it is adequate and appropriate.
- Lodge the necessary notices with the Shire's insurer for large projects
- Liaise internally to ensure that exposure to uninsured risk is eliminated and minimised wherever possible

Records management

- Oversee the Shire's records management plans and processes and manage the digitisation of the Shire's administrative functions to ensure continual improvements and efficiencies.

Grants

- Assist the CEO and EMI with planning and making grant funding claims, including preparing acquittal documentation where required.
- Manage the audit process for grant funding programs, where applicable.

Legal

- Liaise internally with staff and externally with stakeholders and the Shire's lawyers to negotiate, draft and review and ensure compliance with all contractual agreements for the Shire of Yilgarn.

Caravan Park Management

- Provision of high-level managerial support to the Caravan Park Caretaker in the fulfilment of their functions
- Collaborate with the Caravan Park Caretaker to continually review and improve all aspects of the management of the site, including modern booking systems, operational policies and procedures and staff coordination
- Ensure the continual improvement of the guest experience
- In coordination with Executive Management and the Caravan Park Caretaker, ensure that strategic capital works are sufficiently scoped, planned and successfully implemented at the Southern Cross Caravan Park.

Human Resources Development and Management

- Assist the CEO in the coordination of staff training and development practices
- Assist the CEO to administer the Shire's human resource functions
- Assist the CEO with the management and continual improvement of the Shire's Work Health and Safety Policies and procedures
- Continually educate and train team members to improve their proficiencies in accounting, audit processes and planning, computer literacy and local government technical knowledge
- Conduct annual performance reviews for all team members
- Promote a positive, collaborative and continually improving workforce culture that maximises attraction and retention without compromising effectiveness
- Conduct staff management in a manner that ensures all employees are treated fairly.

Governance, Policy and Compliance

- Assist the CEO with the preparation of Council and Executive Policies and continually review existing policies for appropriateness and effectiveness
- Assist the CEO to develop and continually review a comprehensive procedure manual for all administration functions
- Ensure that all systems and individual staff functions are in compliance with policies, procedures and applicable legislation and regulations
- Assist the CEO to ensure that minutes and agendas are prepared and distributed in a timely manner for all Council and Committee meetings
- Be informed of emerging legislative issues, industry trends and best practice principles and manage the implementation of these changes to the Shire's policies, procedures and systems
- Continually develop key compliance systems for increased efficiency and effectiveness.

Integrated and Strategic Planning

- Assist the CEO with all community consultation, development, review, amendment and delivery to Council of the Shire's Integrated Strategic Planning framework
- Assist the CEO with the development, review, amendment and delivery to Council of all informing strategic planning documents
- Manage and develop tools to assess the financial viability of strategic proposals and ad hoc decision-making
- Assist the CEO in all other aspects of strategic reporting to Council.

Information Technology

- Manage all day-to-day information technology requirements of the organisation, including troubleshooting, staff assistance and lodging of support tickets with Council's managed services contractor
- In consultation with the CEO, budget for and work with Council's contractor
- Manage the progressive achievement and maintenance of Microsoft Essential 8 compliance (or similar)
- Manage all information technology-related procurement
- Manage, review and continually improve all information technology-related forward plans and disaster recovery plans
- Manage the Shire's transition to a cloud-based Enterprise Resource Planning solution in collaboration with staff and partnering local governments
- Manage the investigation, selection, procurement and ongoing use of all solutions for the continual improvement of integrated digital solutions for all of the Shire's processes and systems.

Executive Management

- Deputise for the CEO, as requested in accordance with Council policy
- Manage professional general correspondence on matters relating to the areas of responsibility and ensure all inward correspondence is answered promptly
- Assist the CEO in the administration of the municipal elections
- Attend all meetings of Council and Committees of Council
- Represent Council or officiate on external Committees as directed by the CEO

- Prepare submissions, acquittals, returns, surveys and information reports to State and Federal Government Departments and any other external agencies within the directorate, or otherwise as requested by the CEO
- Any other responsibilities, duties or tasks within the scope of the position, as requested by the CEO.

6. KEY PERFORMANCE REQUIREMENTS

Skills and Knowledge

- Detailed understanding of accounting principles and processes.
- Ability to draft and interpret legal agreements
- Advanced information technology knowledge
- Developed problem solving skills
- Developed communication skills
- Sound time management and the ability to prioritise.

Experience

- Demonstrated experience managing internal accounting and financial reporting requirements
- Demonstrated experience in an equivalent senior leadership position
- Extensive experience working directly with clients, board members or Councillors (desirable)
- Experience working in local government (highly desirable)
- Experience working and living in regional communities (highly desirable)

Qualifications, Certificates and Licenses

- Certificate/qualification in local government administration (desirable)
- Undergraduate degree in commerce (desirable)
- Certification with peak professional body or post-graduate qualifications (highly desirable)

CODE OF CONDUCT

Personal conduct must always abide by the Code of Conduct for Employees to lead by example to other staff.

DISABILITY ACCESS AND INCLUSION PLAN

Responsible for supporting the Shire of Yilgarn's commitment to advancing the principles and objectives of the Disabilities Service Act 1993, including its 2004 amendments, ensuring compliance with the seven standards outlined in the Disabilities Services Regulations 2013.

EQUAL EMPLOYMENT OPPORTUNITY

Responsible for upholding the Shire of Yilgarn's commitment to providing a working environment where every employee is treated equally, fairly, and without prejudice, in alignment with the Equal Employment Opportunity Policy and Management Plan.

RISK MANAGEMENT

Responsible for complying with the Shire's risk management policies and procedures, and for reporting any potential risks related to operational procedures.

WORK HEALTH AND SAFETY

Responsible to ensure that a safe and healthy work environment is maintained by:

- undertaking duties in compliance of WHS Act 2020, WorkCover Code of Practice and Shire of Yilgarn Policies and Procedures.
- at all times protecting your own health and safety and the health and safety of all team members and other persons
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Use of personal protective equipment, as directed by the employer.

EMPLOYMENT CONDITIONS

- a pre-employment medical and current National Police Clearance Certificate is required.
- the Shire of Yilgarn's Employee Handbook and Code of Conduct for Employees must be reviewed and agreed to prior to the commencement.

CERTIFICATION			
Reviewed by	Chief Executive Officer	**Signature**	
Authorised by	Chief Executive Officer	**Signature**	
Date Reviewed	11 November 2026		