

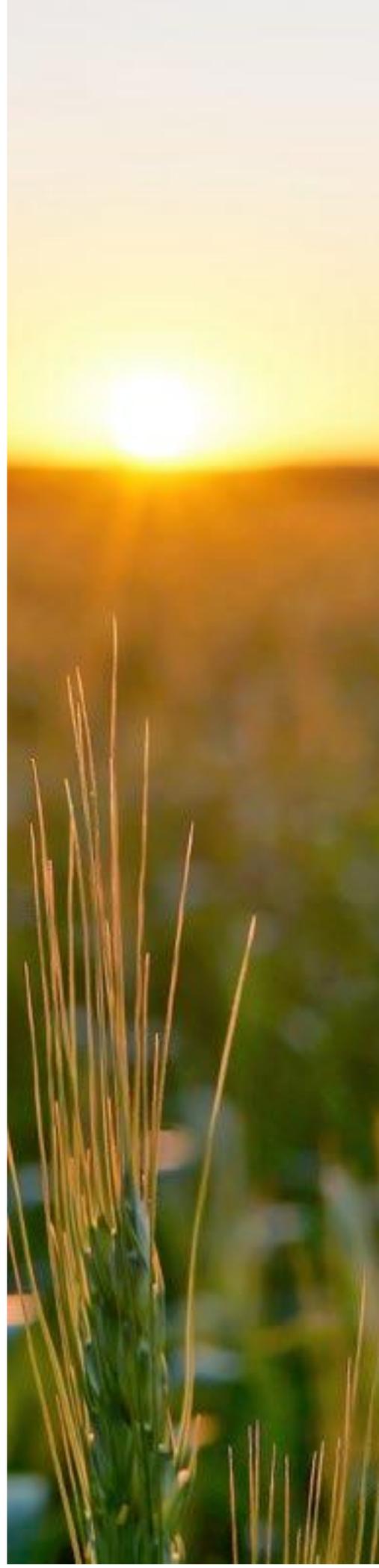


# APPLICATION PACKAGE

## Executive Manager Corporate Services

Contact:

Rebecca McCall  
Chief Executive Officer  
Shire of Narembreen  
9064 7038



# CONTENTS

ADVERTISEMENT.....	3
ABOUT THE SHIRE OF NAREMBEEN .....	4
POSITION DETAILS & HOW TO APPLY.....	5
REMUNERATION INFORMATION .....	6
POSITION DESCRIPTION.....	8

# Advertisement



## Executive Manager Corporate Services

*Live and Lead in a Thriving Community*

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

Located 3 hours east of Perth, Narembeen is 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 skillsets. 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 and Council matching of additional superannuation contributions of up to 5% of gross salary. The cash component will be negotiated with the successful candidate and is expected to be between \$100k-\$130k.

### **How to Apply:**

An application package outlining the duties and responsibilities is available on the Shire's website: [www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au). For enquiries about the position, contact Rebecca McCall, Chief Executive Officer at [rmccall@narembeen.wa.gov.au](mailto:rmccall@narembeen.wa.gov.au) or call (08) 9064 7308 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 [rmccall@narembeen.wa.gov.au](mailto:rmccall@narembeen.wa.gov.au).

Applications must be submitted by **4pm Friday, 13 March 2026**.

Canvassing of elected members will disqualify applicants.

# About the Shire of Narembeen

The Shire of Narembeen is a vibrant and welcoming rural community located in the heart of Western Australia's eastern Wheatbelt, approximately 280 kilometres east of Perth. Combining rich agricultural heritage with a progressive outlook, Narembeen offers an appealing blend of professional opportunity, lifestyle balance, and genuine community connection.

## Community & Demographics

Home to a close-knit population of approximately 800–900 residents across the Shire and surrounding district, Narembeen is characterised by strong civic pride, active community groups, and a collaborative spirit. The town serves as a regional hub for surrounding farming communities, providing essential services, education, recreation, and health facilities. Residents value connection, resilience, and a willingness to contribute—qualities that underpin both community life and local government operations.

## Economic Profile & Industry

Agriculture is the backbone of the local economy, with broadacre cropping, and sheep farming forming the foundation of the district's productivity. The Shire also supports agricultural services, transport, small business enterprises, and local retail that collectively sustain the regional economy. Innovation in farming practices, land stewardship, and supply chain logistics continues to strengthen the area's long-term viability.

## Lifestyle & Amenity

Narembeen offers the benefits of country living without sacrificing essential services. The town features sporting and recreation facilities, a district high school, community resource centre, medical services, and active volunteer organisations. The surrounding Wheatbelt landscape provides opportunities for outdoor recreation and a peaceful rural lifestyle which contribute to an exceptional work–life balance.

## Challenges

The Shire of Narembeen is navigating a number of strategic and operational challenges that present both complexity and opportunity. Key priorities include maintaining essential services within tight budgets, addressing workforce attraction and retention, and planning for long-term infrastructure renewal. The Shire is also advocating for projects that support regional housing and workforce needs while responding to rising costs and changing demographics. These challenges call for adaptive leadership, fresh thinking, and strong community engagement—creating a rewarding opportunity for a senior leader committed to delivering positive outcomes and long-term prosperity.

## Why Work in Narembeen?

A position within the Shire of Narembeen provides the opportunity to make a tangible impact in a community where leadership is visible, valued, and accessible. The scale of the organisation enables meaningful involvement across a diverse portfolio of responsibilities, while still operating within a supportive governance framework. Decision-making is close to the community it serves, allowing professionals to see the direct outcomes of their work.

For applicants seeking a role that combines strategic responsibility with authentic community engagement, the Shire of Narembeen offers both professional challenge and personal reward.

# Position Details & How to Apply

The Shire of Narembeen is an equal opportunity employer and applies merit-based selection techniques. Please read these notes carefully as they are designed to help you understand the Shire of Narembeen's selection process.

## Application Checklist

If you are interested in applying for this position, your application should include:

1. A cover letter of no more than two (2) pages detailing your applicable skills and experience
2. A current resume, further detailing your experience and history
3. The names and contact details of at least two (2) recent employment references
4. Copies of all claimed qualifications/certifications.

## Further Information

For further information please contact:

Rebecca McCall

Chief Executive Officer

E: [rmccall@narembeen.wa.gov.au](mailto:rmccall@narembeen.wa.gov.au)

T: (08) 9064 7308

## Closing Date

Closing date for applications – **4pm Friday 13 March 2026**

Due to the imperative need to fill this position, the Shire of Narembeen reserves the right to contact strong applicants before the closing date – a preferred candidate may be selected prior to the specified closing date. Interested applicants are therefore encouraged to apply sooner rather than later.

Please note that per Council policy the position has been designated as being a 'Senior Employee' in accordance with section 5.37 of the *Local Government Act 1995*. Accordingly, the preferred candidate must be formally endorsed by Council before an offer of employment may be formally made.

## Remuneration Information

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 5%)	5,000	6,500
Motor Vehicle (unrestricted private use)	21,000	21,000
Executive Housing	26,000	26,000
Utility Allowance	4,000	4,000
Communications*	1,040	1,040
Uniform Allowance	500	1,000
Professional Development	3,500	3,500
Professional Memberships	600	1,500
<b>Total</b>	<b>\$173,640</b>	<b>\$210,140</b>

### Annual Leave

Entitled to 5 weeks paid annual leave each year.

### Executive Leave

Entitled to 12 days of leave per year which will not be accumulative.

### Motor Vehicle

A mid-sized SUV will be provided for unrestricted private use and work purposes. If required, the vehicle will be used for Council business by staff and/or Councillors.

### Executive Housing

Spacious 4x2 executive house will be provided rent-free at 8 Cheetham Way, Narembeen.

### Utilities Allowance

This nominal allowance covers electricity, internet and water.

### Communications

An allowance or a Shire-provided mobile phone may be provided, depending on the successful candidate's preference. If an allowance is provided, the amount will be \$1,040 per annum per Council policy.

### Relocation Allowance

A one-off relocation allowance will be paid to the successful candidate of up to \$5,000 upon provision of valid receipts or invoices.

As per Council policy, should employment end within 12 months this allowance must be repaid per the table below:

<b>Period of continuous service</b>	<b>Portion of expenses to be reimbursed</b>
Less than 3 months	100%
Less than 6 months	75%
Less than 9 months	50%
Less than 12 months	25%

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	<b>Executive Manager Corporate Services</b>
<b>DIRECTORATE</b>	Corporate Services
<b>AWARD</b>	Local Government Officers (WA) Award 2021
<b>LEVEL</b>	Negotiated salary package under contract
<b>STATUS</b>	Full Time
<b>LOCATION</b>	Shire of Narembeen Administration Office, 1 Longhurst Street

## POSITION SUMMARY

The Executive Manager Corporate Services is a key member of the Shire of Narembeen's Executive Leadership Team and is responsible for delivering high-level corporate, financial, governance and community service functions that underpin the organisation's strategic and operational performance. The role provides expert leadership across finance, human resources, information technology, records, compliance, and community facilities, ensuring that all services are managed efficiently, transparently and in accordance with legislative and policy requirements.

Working closely with the Chief Executive Officer, this position manages and guides long-term planning, supports strategic decision-making and organisational development, while fostering a positive, collaborative and high-performing workforce culture. The Executive Manager Corporate Services plays a central role in strengthening the Shire's governance framework, ensuring sound financial management, enhancing customer service outcomes and leading the continual improvement of systems, processes and corporate capability across the organisation.

## 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 reporting, audit coordination and financial controls.
- 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 high-quality management of community facilities and customer service functions to meet the needs of residents, visitors and stakeholders.
- Manage organisational human resources functions in partnership with the CEO, including training, development, performance management and workplace culture enhancement.
- Provide leadership in information technology, digital transformation and system

improvements, including the transition to a cloud-based enterprise resource planning solution.

## **Operational Objectives**

- Ensure accurate, timely and compliant delivery of accounting, financial reconciliations, payroll, taxation and rates administration.
- Maintain strong procurement, debtor management and financial controls to support organisational efficiency and sustainability.
- Oversee records management processes and support the ongoing digitization and modernization of administrative systems.
- Lead the development and review of long-term building, asset, and heritage management plans aligned with strategic and financial planning priorities.
- Provide guidance and support to the Community Resource Centre and oversee key community services and facilities.
- 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.

## **DUTIES AND RESPONSIBILITIES**

- Ensure sound corporate management and planning, proper governance and exceptional compliance of the Shire of Narembeen, meeting all regulatory and corporate requirements.
- Manage key community facilities and services to a high standard, ensuring events and activities meet the needs of the community and visitors to the district.
- Implement sound human resource development practices and ensure that 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 the forward planning and manage the organisation's information technology and be responsible for day-to-day management
- Work with the Chief Executive Officer to provide executive level leadership to the organization.
- Lead and support organizational change initiatives while ensuring strategic and operational risks are identified, assessed, and effectively managed.

## **Corporate Management**

### Accounting and Financial Management

- Manage all aspects of the Shire of Narembeen's accounting systems and general financial management, including preparation of all statutory financial reports and direct oversight of all system entries
- Responsible for managing the annual audit and interim audit processes in liaison with staff and the Shire of Narembeen's auditor delivering favorable audit reports with minimal to no findings

- Oversee the accurate and timely monthly accounting reconciliations, particularly with regards to bank accounts, rates receivables, sundry debtors, creditors and assets
- Design, coordinate and enforce finance systems that deliver proper compliant practices, particularly with regards to procurement and rates
- Manage Council's term deposits and ensure that sufficient cash on hand is retained whilst maximizing the amount invested
- Ensure adequate monitoring of debtor levels and undertake appropriate follow up action to recover monies owing to the Shire of Narembeen.

#### Budgeting and planning

- Manage and prepare the annual budget and budget review statutory reports after internal consultation, and formally present to Council for discussion and endorsement
- Prepare and distribute monthly budget variance reports to management
- Responsible for continuously maintaining, reconciling, planning and providing advice to Council regarding the long-term (10-year) financial plan
- Provide ad hoc advice to council regarding its financial position and ensure that Council is sufficiently informed.

#### Rates

- Responsible for rate modelling and the rate billing run as part of Council's annual budget process, including determination of the appropriate 'Rate in the Dollar'
- Oversee the management and collection of outstanding rates and approve proposed custom payment arrangements within delegated authority
- 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

#### Payroll and Human Resources

- Oversee payroll processing and compliance with relevant legislation
- Assist the Chief Executive Officer with human resources by overseeing maintenance of employee records

#### Insurance

- Responsible for administering the Shire of Narembeen's insurance policies, insurance renewals and insurance claims

#### Records management

- Oversee records management and manage the finalization of digitizing the Shire's administrative functions and ensure continual improvements and efficiencies into the future

#### Grants

- Assist the CEO and EMIS with planning and making grant funding claims and prepare acquittal documentation where required
- Manage the audit process for grant funding programs, as required.

#### Legal

- Liaise internally with staff and externally with stakeholders to negotiate, draft and review all contractual agreements for the Shire of Narembeen.

## **Community Facilities, Property and Council Services**

- Manage the provision of community facilities across the Shire of Narembeen, ensuring that facilities are clean and presentable to patrons.
- Work together with the CEO and EMIS to develop a 10-year building plan that is financially viable in the context of the long-term financial plan and appropriately maintains Council's residential housing stock to a minimum standard, as determined by Council
- Work together with the CEO and EMIS to develop a heritage property management plan that is financially viable in the context of the long-term financial plan and sufficiently maintains and/or restores key heritage buildings and facilities to a standard, as determined by Council
- Provide oversight of the day-to-day management, booking and general operations of key services at the Community Resource Centre, library, community gym, aquatic facility, town hall and caravan park
- Work with the EMIS to draft, review and renew the Shire's lease agreements
- Provide oversight and support to the Community Resource Centre to ensure that services, events and activities are supported and appropriately budgeted
- Ensure a high level of customer service is delivered across all Shire of Narembeen facilities in accordance with the Shire's customer service charter through education and policy development.
- Regularly consult internally to review the effectiveness and appropriateness of the Shire's customer service charter.

## **Human Resources Development and Management**

- Assist the CEO in the coordination of staff training and development
- 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 maximizes attraction and retention without compromising effectiveness
- Conduct staff management in a manner that ensures all employees are treated fairly and equitably and that they are committed to a high quality of work.

## **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 decision making ad hoc
- 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 managed services contractor to progressively achieve 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**

- Deputize for the Chief Executive Officer in accordance with Council policy
- Prepare or direct the preparation of 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, as directed by the CEO
- Represent Council or officiate on external Committees as directed by the Chief Executive Officer
- Prepare submissions, acquittals, returns, surveys and information reports to State and Federal Government Departments and any other external agencies within directorate, or otherwise as requested by the CEO
- Any other responsibilities, duties or tasks within directorate as requested by the CEO.

## 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 prioritize.

### 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)

## RELATIONSHIPS

**Reports to:** Chief Executive Officer

**Internal Liaison:** Councillors, Shire Staff

**External Liaison:** Electors, Ratepayers, General Public, Council Auditors, Government Departments, Staff from other Local Governments, Contractors

## EXTENT OF AUTHORITY

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

## CODE OF CONDUCT

Expected to always adhere to the Code of Conduct, ensuring compliance with its standards in all aspects of their role.

## DISABILITY ACCESS AND INCLUSION PLAN

Responsible for supporting the Shire of Narembreen'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, and contributing to the successful implementation of the Disability Access and Inclusion Plan 2024-2029.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Responsible for upholding the Shire of Narembeen'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:

- Undertake duties with compliance to WHS Act 2020, WorkCover Code of Practice and Shire's Policies and Procedures.
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite.
- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Use personal protective equipment as directed by the employer.

## **EMPLOYMENT CONDITIONS**

- A pre-employment medical and current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Narembeen's Induction Manual and Employee Code of Conduct prior to the commencement of work.

<b>CERTIFICATION</b>			
<b>Approved by</b>	Executive Manager Corporate Services	<b>Signature</b>	
<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Date Reviewed</b>	20 February 2026		