Shire of Serpentine Jarrahdale

CANDIDATE PROSPECTUS
CHIEF EXECUTIVE OFFICER

NOVEMBER 2026

Prepared by
Geoff Blades | Partner

Lester Blades Executive Search & Board Advisory
+61 8 9221 0744 | geoff@lesterblades.com.au

INTRODUCTION

On behalf of the Council of the Shire of Serpentine Jarrahdale (SJ Shire), Lester Blades Executive Search & Board Advisory is delighted to invite applications for the position of Chief Executive Officer (CEO).

Our brief from Council is quite simple – "This is a Local Government that is blessed with some simply spectacular natural assets, it's peri-urban location, a stunning natural environment, a history to cherish and be proud of, and a future that is exciting and full of opportunity. We have multiple and diverse communities, and we are determined to do our very best for all of them. As a Council we want to see prosperity and economic growth in our region, to this end – we need an extraordinary CEO who will embrace our vision and who will work collaboratively and effectively with our Council and Administration to deliver on our ambitious agenda!"

Council added; "we need a CEO who understands the realities of leading a very high growth Council (SJ Shire is the 2nd fastest growing in WA and in the top 5 in the Country). We need to build on the great work already done, keep driving innovation and performance improvement of our organisation, and achieve the outcomes expected by our community".

Council has stressed that it is open to considering candidates for the CEO position from all tiers of Government and from the commercial sector.

If this all resonates with you, if you are up for the challenge, then please keep reading and we will be delighted to hear from you.

ABOUT THE SHIRE OF SERPENTINE JARRAHDALE

Nestled on Perth's south-eastern fringe, the SJ Shire is a place where rural heritage meets rapid growth, natural beauty and strong community spirit. The towns and localities span forested hills, productive farmland, family-friendly neighbourhoods and village centres — each contributing to the Shire's unique identity and lifestyle.

People choose Serpentine Jarrahdale for its space, character and connection to nature. Here, community members can enjoy the tranquillity of a country setting with the convenience of metropolitan living.

At the heart of everything the SJ Shire does is our Vision:

"A welcoming community where everyone feels at home."

This vision reflects who we are — friendly, inclusive and connected — and guides the way we plan for the future of Serpentine Jarrahdale.

Key facts at a glance

A snapshot of SJ Shire's growing and evolving community:

- Population: ~ circa 40,000 residents and rapidly increasing
- Area: 905 km² of urban, rural and bushland environments
- Localities: Byford, Cardup, Darling Downs, Hopeland, Jarrahdale, Karrakup, Keysbrook, Mardella, Mundijong, Oakford, Oldbury, Serpentine and Whitby
- Growth: WA's 2nd fastest-growing local government
- Economy: A mix of agriculture, trades, construction, small business and emerging service industries
- Lifestyle: Nature-rich, family-oriented and community-driven

SJ Community

The community is the heartbeat of Serpentine Jarrahdale. Residents value the sense of belonging, the openness of the landscapes and the shared desire to protect what makes the region special.

From busy townsites to peaceful rural pockets, each area offers something different — but all are connected by a strong community identity. Families, long-term locals, new arrivals and small businesses all play a vital role in shaping a welcoming and connected Shire.

People are drawn to SJ by:

- A relaxed, semi-rural lifestyle
- Beautiful natural surroundings
- Space to grow and connect
- Active clubs, community groups and volunteer networks
- A diverse mix of housing, land and lifestyle options

Environment & places

Serpentine Jarrahdale is rich in natural assets, offering some of the region's most iconic landscapes and attractions, including:

- Serpentine Falls
- Kitty's Gorge Trail
- Serpentine National Park
- Jarrahdale State Forest
- Extensive walk, cycle, bridle and nature trails

These natural places shape our identity, support biodiversity and offer residents and visitors unforgettable outdoor experiences.

Economy & local business

Our economy is diverse and evolving, underpinned by a mix of:

- Agriculture and rural industries
- Construction and trades
- Retail and local services
- Tourism and hospitality
- Home-based and small businesses

As our population grows, so do the opportunities for new services, entrepreneurship and investment. Local businesses play a vital role in building a vibrant, resilient and prosperous community.

Growth & planning

Serpentine Jarrahdale is growing quickly — and thoughtfully. New neighbourhoods and revitalised town centres are emerging across the Shire, supported by long-term planning that balances growth with the protection of our environment, heritage and character.

Our planning focuses on:

- High-quality public spaces
- Attractive and functional town centres
- Improved transport connections
- Sustainable development
- Community facilities that support wellbeing and participation

Council is building for the future while safeguarding what makes this place special.

In particular, the Council expects further business opportunities to materialise with the development of the West Mundijong Industrial Area, and strategic and economic opportunities with AUKUS and the defence industry generally.

SJ Shire's "pillars"

The Shire's three strategic pillars guide how we plan, grow and support our community:

1. Thriving

We foster a strong, innovative local economy, encourage participation and create opportunities for people and businesses to flourish.

2. Liveable

We deliver safe, well-designed and sustainable places that enhance lifestyle, wellbeing and community enjoyment.

3. Connected

We build a community where people feel supported, included and linked — socially, culturally and environmentally.

These pillars bring our vision to life and shape everything we do as a local government.

FURTHER INFORMATION LINKS

In considering an application to be the next CEO of the SJ Shire, we encourage you to review the following:

1. The SJ Shire website
2. Profiles of the SJ Shire's President and Elected Members
3. The Shire's Plans and Strategies
4. The Shire's 2026/2027 Budget
5. The Shire's latest and previous Annual Reports

POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

Shire Profile & Introduction

Located approximately 45 kilometres south-east of the Perth CBD, the Shire of Serpentine Jarrahdale (SJ Shire) spans 905 square kilometres across urban, rural and bushland environments. With circa 40,000 residents and continued rapid population growth, the Shire combines metropolitan accessibility with a distinctive rural and peri-urban lifestyle. Its communities include Byford, Cardup, Darling Downs, Hopeland, Jarrahdale, Karrakup, Keysbrook, Mardella, Mundijong, Oakford, Oldbury, Serpentine and Whitby, as well as surrounding localities.

The Shire is characterised by the Darling Scarp, productive rural land, established and emerging neighbourhoods, extensive reserves and public open space, and significant natural attractions including Serpentine National Park, Serpentine Falls, Jarrahdale State Forest and a network of walking, cycling, bridle and nature trails. The challenge and opportunity is to manage sustained growth while protecting the environment, heritage, character and community connections that make Serpentine Jarrahdale distinctive.

Council of SJ Shire acknowledges that the land of the district is the traditional country of the Noongar people. We recognise their cultural heritage, beliefs and continuing relationship with the land, and pay our respects to Elders past and present.

SJ Shire Vision and Strategic Pillars

“A welcoming community where everyone feels at home.”

THRIVING	We foster a strong, innovative local economy, encourage participation and create opportunities for people and businesses to flourish.
LIVEABLE	We deliver safe, well-designed and sustainable places that enhance lifestyle, wellbeing and community enjoyment.
CONNECTED	We build a community where people feel supported, included and linked socially, culturally and environmentally.

Position Details

Title	**Chief Executive Officer**
Position Number	1
Directorate	Office of the CEO
Reports to	Shire of Serpentine Jarrahdale Council
Status	Fixed term
Industrial Instrument	Negotiated contract
Level	SAT Band 2
Date Issued	October 2026

Position Overview

The Chief Executive Officer (CEO) is accountable to the Council for leading the SJ Shire, implementing Council decisions and strategic direction, and managing the day-to-day administration and operations of the local government. The CEO works in close collaboration with the Shire President, Elected Members and the Executive Leadership Team. The CEO will provide clear organisational direction, sound advice and disciplined execution across all Shire functions and services.

The CEO will lead an organisation serving one of Western Australia's fastest-growing communities. The role requires the integration of long-term planning, financial sustainability, infrastructure and asset delivery, community engagement, workforce capability, governance, risk and service excellence. The CEO will ensure the Shire meets its statutory obligations and builds a constructive, accountable and community-focused culture.

Key Duties and Responsibilities

Strategic Direction and Organisational Leadership

- Articulate a clear sense of purpose aligned with the Council Plan and inspire employees to deliver Council's priorities and community outcomes.
- Lead development, implementation and regular review of the Corporate Business Plan, annual budget, Long Term Financial Plan, asset management plans and other integrated planning documents
- Provide Council with clear reporting on progress, performance, emerging issues, material risks, budgets and timeframes.
- Build an accountable, collaborative and high-performing culture in which employees are empowered, supported and clear about expectations.
- Demonstrate visible leadership in work health, safety and wellbeing for employees, contractors, volunteers and visitors.
- Ensure organisational resources, systems and capabilities are aligned with the Shire's growth, service responsibilities and strategic priorities.

Advice to the Shire President and Elected Members

- Develop and maintain a professional and constructive working relationship with the Shire President and Elected Members.
- Provide timely, relevant, accurate and evidence-based advice, reports and briefings to support informed Council decision-making.
- Ensure Elected Members receive appropriate governance support, induction and professional development.
- Maintain open, respectful and transparent communication while recognising the distinct roles of Council and administration.
- Attend Council and committee meetings and other forums as required.

Community Service and Engagement

- Foster a culture of service excellence and ensure Shire services are accessible, responsive, efficient and focused on value for money.
- Lead meaningful engagement with residents, community groups, volunteers, businesses and other stakeholders across the Shire's diverse urban and rural communities.
- Ensure community feedback informs planning, policy development and service improvement.
- Promote inclusion, belonging and strong community connections consistent with the Shire's vision.

Governance, Risk and Compliance

- Ensure the Shire's functions and responsibilities are carried out in accordance with the Local Government Act 1995, Council policies and other applicable legislation.
- Ensure Council decisions are implemented effectively, and progress is reported as required.
- Maintain effective delegations, records management, internal controls, audit, integrity, risk management and compliance systems.
- Promote ethical conduct, accountability, transparency and sound decision-making throughout the organisation.
- Ensure appropriate corporate performance indicators and evaluation frameworks are established and reported.

Financial and Resource Management

- Lead prudent financial planning, control and management and provide Council with relevant financial reports and budget reviews.
- Integrate strategic, service, workforce, asset and financial planning to support long-term sustainability.
- Identify funding opportunities and develop constructive partnerships with the State and Commonwealth Governments and other funding bodies.
- Ensure procurement, contract management and resource allocation achieve accountability, probity and value for money.

Growth, Planning and Development

- Lead the organisation's response to rapid population growth and changing community needs through coordinated land-use, infrastructure, service and financial planning.
- Oversee implementation and review of the Shire's local planning framework and other strategic planning instruments.
- Ensure planning and development processes are timely, transparent and consistent with statutory requirements and Council policy.
- Balance growth and investment with protection of the Shire's natural environment, rural character, heritage and community identity.
- Advocate for the transport, utilities, community facilities and services required to support sustainable growth.

Assets, Infrastructure and Environment

- Ensure effective long-term planning, delivery, maintenance and renewal of roads, facilities, parks, reserves and other Shire assets.
- Lead delivery of major projects through disciplined governance, project management, budget control and transparent reporting.
- Promote sustainable management of waste, natural areas, biodiversity and the Shire's urban, rural and bushland environments.
- Ensure emergency management and bushfire preparedness responsibilities are effectively planned, resourced and coordinated.
- Plan for recreation, community and civic infrastructure that supports the needs of a growing population.

Stakeholder Relations, Advocacy and Economic Development

- Build productive relationships with State and Commonwealth agencies, neighbouring local governments, elected representatives, businesses, community organisations and regional partners.
- Represent and advocate for the Shire at public forums, sector bodies and government processes, in consultation with the Shire President.
- Support a diverse and resilient local economy, including agriculture, trades, construction, retail, services, tourism, hospitality and small business.
- Encourage investment and employment opportunities compatible with the Shire's strategic direction and community aspirations.

People and Culture

- Exercise responsibility for the employment, management, supervision, direction and, where necessary, dismissal of employees in accordance with legislation and Council policy.
- Build leadership capability, workforce planning, succession, employee engagement and professional development.
- Promote respectful behaviours, collaboration, trust, accountability and high standards of performance.
- Ensure the organisation has the capability and capacity to meet present and future service demands.

Authority

Subject to the Local Government Act 1995, other applicable legislation and the delegations provided by Council, the CEO has principal authority to implement Council decisions, policies, goals and objectives and is responsible for the day-to-day management of the Shire. Within statutory obligations, Council policies, procedures, delegations and the adopted budget, the CEO's authority extends to decisions that do not require a direct decision of Council.

Selection Criteria

Essential

- Extensive senior executive leadership experience in a complex, growth-oriented and community-facing organisation of comparable scale. This could include experience in any tier of Government or the commercial sector.
- Demonstrated experience implementing strategic and corporate planning, performance measurement and reporting frameworks.
- Able to advise and work constructively with a Council, board or other governing body while maintaining appropriate governance boundaries.
- Demonstrated leadership of organisational culture, workforce capability, change and service improvement.
- Strong understanding of contemporary governance, integrity, compliance, internal audit and enterprise risk management.
- Sound financial acumen, including experience overseeing budgets, long-term financial planning, resource allocation and major capital programs.
- Understands the importance of growth management, infrastructure and asset planning/delivery in a rapidly changing environment.
- Experienced in stakeholder management, advocacy, negotiation, and community engagement.
- Analytical skills, judgement, able to manage competing priorities, resolve complex issues and provide clear, practical advice.
- Demonstrated commitment to work health and safety, ethical conduct, inclusion and accountability.

Desirable

- Tertiary qualifications in business, management, public administration, finance, planning, engineering or a related discipline.
- The ability to understand Western Australian local government legislative and operating environment.
- Experience leading infrastructure, land-use planning, economic development, environmental management or community development programs.

Other

The Council may negotiate expectations regarding the CEO's place of residence, availability and presence within the Shire as part of the employment contract.

CEO REMUNERATION PACKAGE

Under the Western Australian Salaries and Allowance Act 1975, the Western Australian Salaries and Allowances Tribunal determines the remuneration for Local Government Chief Executive Officers. The CEO position at the Shire of Serpentine Jarrahdale is classified as a Band 2. The total remuneration package for a Band 2 CEO is in the range of **$246,467 - $383,393** inclusive of salary, superannuation, motor vehicle or motor vehicle allowance, and any other allowances paid to the CEO. The Council of the Shire of Serpentine Jarrahdale expects to negotiate within the range of **$300,000 - $383,393.**

The position will be offered on the basis of a fixed term contract of employment of up to 5 years duration.

APPLYING FOR THIS POSITION

Lester Blades Executive Search & Board Advisory has been retained to assist the Council of the Shire of Serpentine Jarrahdale with this executive recruitment and selection process.

Your application should include a comprehensive CV together with a cover letter outlining your interest in and claims for the position. We prefer to receive your application in MS Word format. Please submit to applications@lesterblades.com.au quoting Reference **LB303464**.

The closing date and time for this position is **Thursday, 19 November 2026, at 4.00pm WST**.
Please note The Local Government Act precludes the Shire from accepting an application after the closing date and time.

Intending applicants are also advised that the Local Government Act precludes you from lobbying or canvassing any of the Shire of Serpentine Jarrahdale Elected Members. This includes making an enquiry of them about the position or the Shire.

The Council will require the Consultant to complete comprehensive reference checking on the preferred applicant. You should also be aware that the Council may request of the preferred applicant:

- Psychometric assessment
- Entitlement to Work check
- ASIC Banned & Disqualified Register check
- Bankruptcy check
- Public Records (Basic Credit) check
- National Police check
- Academic Qualification check
- Professional Memberships check
- Comprehensive social media check
- Pre employment medical check.

Any further confidential enquiries can be made to Geoff Blades via geoff@lesterblades.com.au or on +61 8 9221 0744.

LESTER BLADES PROJECT CONSULTANTS



Geoff Blades, Partner

Geoff brings a depth of executive search and selection experience that few in Western Australia can match.

For more than two decades, Geoff has worked at the forefront of executive search in WA.

Since co-founding Lester Blades in 2002, he has led over 750 senior executive appointments, including over 150 CEO placements, across virtually every industry sector in the State—from ASX-listed corporates and large for purpose organisations to high-performing SMEs and public sector agencies.

Geoff encourages your consideration of this important position. He welcomes your further enquiry and application.

Areas of Expertise:

Chief Executive Officers and Managing Directors | All “C Level” Appointments | Executive Directors



Jemma Buckner, Partner & Managing Director

Jemma is an experienced executive recruiter across the UK and Australian markets, with 15+ years servicing the WA market. As a Partner at Lester Blades, she specialises in C-suite appointments, bringing commercial insight and a people-first approach. Passionate about leadership, culture, diversity, and the candidate experience, she delivers strategic, inclusive recruitment solutions that drive lasting impact for clients and candidates.

Areas of Expertise:

CEO | COO | CFO | Healthcare | For Purpose | Education | Diversity & Inclusion | C-Suite

ABOUT LESTER BLADES

Lester Blades is a Western Australian owned executive search and board advisory firm with local specialisation and international reach. We focus on uncompromising excellence in service to clients in the identification of Non-Executive Directors, CEOs and a range of other senior executive and functional leadership roles.