



## Employment Opportunity

# MANAGER CORPORATE AND COMMUNITY

### FULL TIME ROLE 3 - 5 YEAR FIXED TERM CONTRACT

**Executive leadership opportunity | Career pathway role | Progressive Wheatbelt community**

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The Shire of Brookton is seeking an enthusiastic and capable local government professional to join our Executive Leadership Team.

Located just 90 minutes from Perth, Brookton offers an excellent country lifestyle combined with the opportunity to build broad executive experience in a progressive and improvement-focused rural local government.

Reporting to the CEO, this senior role provides leadership across:

- financial management and budgeting
- corporate governance and planning
- customer and corporate services
- ICT and organisational improvement
- community development
- staff leadership

This position offers excellent career development opportunities and would suit an emerging leader seeking a pathway toward Director, Deputy CEO or CEO roles.

To be considered for this position you should have a minimum of 3 years' experience in local government or a similar discipline covering the key areas of financial planning, including preparation of the annual financial statements and budget, integrated planning, reporting and demonstrated experience in leading and managing a multidisciplinary team.

The position will be a 3 to 5 year negotiated contract with a total remuneration package of up to \$196,619, including cash salary of up to \$130,000 per annum, with private use of a motor vehicle, superannuation, subsidised housing, mobile phone, professional development, utilities, uniform allowance, 12 executive leave days and 5 weeks annual leave.

The Shire of Brookton offers great benefits such as a health and wellbeing program, additional matching co-contribution superannuation, flexible working arrangements, and free access to the Brookton Gym and the Brookton Aquatic Centre.

Further information is available on the Shire's website at <https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Mr Gary Sherry, Chief Executive Officer 0427 421 032.

Applications should be addressed to the Chief Executive Officer, or emailed to: [Leigh.Anderson@brookton.wa.gov.au](mailto:Leigh.Anderson@brookton.wa.gov.au), marked: "Confidential – Manager Corporate and Community", by **4pm, Friday, 17 April 2026**. *Late applications will not be accepted.*

## **APPLICATION INFORMATION**

Thank you for expressing interest in this position, we welcome your enquiry. The Shire of Brookton is a small regional local government with its administration centre located in Brookton, some 130km from the Perth CBD. Offering a laidback lifestyle, Brookton provides enjoyable country living only a short distance from Perth with a number of sporting facilities, shopping, a district high school and medical practice.

Reporting to the CEO, this role requires an experienced management professional with the required skills to guide the corporate and community service functions of the Shire.

As part of the Management Team, you will be primarily responsible for the corporate, financial and customer service functions of the Shire, as well as the records management, integrated planning and reporting framework, and community development.

To be considered, you will need:

- A minimum of 3 years' experience in Local Government or a similar discipline.
- Demonstrated people management skills with the ability to lead, manage and motivate multidisciplinary teams with a commitment to high standards of performance.
- Proven ability to understand and assess complex financial matters, and write clear, concise reports that provide recommendations based on analytical assessment.
- Sound knowledge of Local Government legislation and Australian Accounting Standards.
- Demonstrated experience in developing and managing annual budget processes within a defined timeline.
- Solid understanding of Local Government Integrated Planning and Reporting processes and practices.
- Demonstrated written and verbal communication skills, negotiation, and conflict resolution skills, and demonstrated experience in dealing with community members.
- Proficiency with Microsoft Office applications and Readytech/SynergySoft accounting software.
- Demonstrated ability to apply OHS, EEO and ethical practice principles and to act with probity at all times
- 'C' class drivers licence.
- The ability to obtain a National Police Clearance Certificate and Employment Medical if offered the position.

Applications should include a covering letter detailing your suitability and experience for this position together with a copy of your resume and qualifications. Please note that incomplete applications may not be accepted.

It is Council's intent to select the best possible applicant for this demanding position, and we wish you well with your application.

Please visit our website at [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) for further information about the Shire of Brookton.

Your application should consist of at least:

**Covering Letter**

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

**Resume/Curriculum Vitae**

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

**Applications**

Applications can be mailed, emailed to [leigh.anderson@brookton.wa.gov.au](mailto:leigh.anderson@brookton.wa.gov.au) or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION  
Chief Executive Officer  
Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

## EMPLOYMENT CONDITIONS

### Salary Package:

The offered Salary Package includes:

<b>COMPONENT</b>	<b>\$</b>
Base Salary up to (cash component)	130,000
Superannuation (12%)	15,600
Superannuation 3.5% - subject to employee matching	4,550
Professional Development	9,000
Uniform Allowance	500
Communications-Internet	1,500
Communications-Mobile Telephone	1,000
Subsidy of Utilities	1,500
Private Use of Vehicle	17,369
Subsidised Housing	15,600
<b>Package Total</b>	<b>196,619.00</b>

<b>Position</b>	MANAGER CORPORATE AND COMMUNITY
<b>Location</b>	Shire of Brookton Administration, 14 White Street, Brookton
<b>Award</b>	Contract Position
<b>Classification</b>	Executive
<b>Base Salary (cash component)</b>	Up to 130,000.00
<b>Tenue</b>	3 - 5 Year Fixed Term Contract - Full Time Position
<b>Probationary Period</b>	Completion of a six-month probationary period applicable.
<b>Hours of Work</b>	76 hours per fortnight It is essential that applicants are flexible in being able to work when required, including attendance at Council Meeting and Agenda Forums, meetings, events and functions that require work outside standard working hours.
	The Remuneration Package takes into account - annual leave loading, penalty rates or payment for additional hours or overtime.
<b>Superannuation</b>	12% Guarantee fee plus up to an additional 3.5% employer matching
<b>Housing</b>	Shire of Brookton shall provide a Shire owned Residential Property if required
<b>Leave Entitlements</b>	Five (5) weeks annual leave per year
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines
	Other personal and executive days as set out in accordance with the Employment Contract
<b>Vehicle</b>	Private Use of Vehicle
<b>Pre-Employment Medical</b>	Candidates will need to complete a satisfactory health-assessment and drug and alcohol screen as part of the selection process
<b>National Police Clearance</b>	Candidates need to provide a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process
<b>Employment in Australia</b>	Must have the right to live and work in Australia.

## **GENERAL EMPLOYMENT INFORMATION**

### **Salary**

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

### **Hours of Work**

76 hours per fortnight - the Remuneration Package takes into account -

- the requirement to attend Shire of Brookton meetings and perform other Functions that require work outside standard working hours;
- that You are not entitled to any annual leave loading, penalty rates or payment for additional hours or overtime.

### **Meal Break**

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

### **Superannuation**

Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 3.5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

### **Personal Leave:**

Entitled to 10 days paid personal/carer's leave each year, to be accrued on a pro rata basis, in accordance with Division 7 of Part 2-2, Chapter 2 of the Fair Work Act 2009

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence.

### **Compassionate Leave**

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family of household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

### **Annual Leave**

You are entitled to a period of 5 weeks of Annual Leave per year of service. Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

### **Executive Leave**

Provision of 12 Executive Days off per financial year to be taken at a time mutually convenient to You and the Shire of Brookton and to which cannot be transferred across financial years & will not be paid out if unused.

**TITLE: MANAGER CORPORATE AND COMMUNITY**



**PURPOSE:** The objectives of this position is to:

- Manage the corporate, financial and customer service functions.
- Manage the community development functions and events.
- Manage the Shire’s Records Management function.
- Manage the Shire’s Integrated Planning and Reporting Framework.
- Contribute to management initiatives at the executive level.

<b>KEY RESPONSIBILITIES</b>	<b>REQUIREMENTS</b>
<p><u>Financial Management Functions</u></p> <ul style="list-style-type: none"><li>• Oversee preparation of all financial, statistical and information reports for presentation to Council and external bodies.</li><li>• Coordinate the preparation of annual reports and other major reports, as directed by the CEO.</li><li>• Ensure timely and accurate delivery of key finance functions including debtors, creditors and rates.</li><li>• Manage the Shire’s financial and accounting functions in accordance with financial management regulations, Australian Accounting Standards, the <i>Local Government Act 1995</i> and other relevant legislation.</li><li>• Coordinate the preparation of the Shire’s annual budget.</li><li>• Maintain and update the Shire’s Strategic Resource Plan.</li><li>• Ensure that the investment of the Shire’s surplus funds and financial reserves is managed appropriately and in accordance with Council policy.</li><li>• Ensure that any Financial Management Review and/or Audit and Risk Committee recommendations are implemented holistically and in a timely manner.</li><li>• Be responsible for the statutory compliance of all of Council’s practices and procedures in the areas of finance.</li></ul> <p><u>Corporate Administrative Functions</u></p> <ul style="list-style-type: none"><li>• Manage the front counter administration functions of the Shire with a clear focus on quality customer service and in accordance with Council policy and Customer Service Charter.</li><li>• Prepare agenda reports for meetings of Council and action all resolutions as required.</li><li>• Attend Council and Committee meetings, and briefing sessions to present reports and entertain discussion, when necessary.</li></ul>	<p>Experience &amp; Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"><li>• Minimum 3 years’ experience in a finance role in Local Government.</li><li>• Demonstrated people management skills with the ability to lead, manage and motivate multidisciplinary teams with a commitment to high standards of performance.</li><li>• Proven ability to understand and assess complex financial matters, and write clear, concise reports that provide recommendations based on analytical assessment.</li><li>• Sound knowledge of Local Government legislation and Australian Accounting Standards.</li><li>• Demonstrated experience in developing and managing annual budget processes within a defined timeline.</li><li>• Solid understanding of Local Government Integrated Planning and Reporting practices.</li></ul>

- Keep abreast of changes in management practices, government legislation/policy and philosophies and techniques that apply to finance and administration.
- Provide leadership to and the development of finance, and administration staff according to both personal development and organisational requirements.
- Oversee the managerial operations and standards of the Shire's cleaning services.
- Act as the Council's Equal Employment Opportunity (EEO) Officer.
- Integally oversee the preparation and review of the Strategic Resource Plan.
- Assist with review and reporting of the Shire's IPR processes, including the:
  - ✓ Strategic Community Plan
  - ✓ Corporate Business Plan
  - ✓ Strategic Resource Plan
  - ✓ Workforce Plan (financial aspect)
- Manage the Shire's Records Management System in accordance with the Shire Record Management Plan.
- Manage the Shires ITC systems and hardware.

#### Community Development Functions:

- Oversee the operations of the Brookton CRC, Brookton Aquatic Centre, Brookton Gym, Brookton Caravan Park.
- Oversee the public use of Councils' buildings including halls and recreation centre.
- Oversee and where necessary assist with the preparation of financial grant applications.
- Oversee the functions of community liaison and engagement pertinent to community development programs across all demographics and interests within the community.
- Participate on assigned advisory and working groups at the request of the CEO.
- Oversee the function of the Brookton Library in accordance with the State Library Agreement and for the betterment of the Brookton community.
- Perform the functions defined under the Brookton Action and Inclusion Plan, including statutory review.
- Co-ordinate the review and oversee the implementation of the Shire's Integrated Planning and Reporting Framework, including Council's Brookton 15 process and associated Advisory Groups as directed.

- Demonstrated written and verbal communication skills, negotiation and conflict resolution skills, and demonstrated experience in dealing with community members.
- Proficiency with Microsoft Office applications and IT Vision accounting software.
- Demonstrated ability to apply OHS, EEO and ethical practice principles and to act with probity at all times.
- 'C' class drivers licence.
- The ability to obtain a National Police Clearance Certificate if offered the position.

#### Desirable:

- Tertiary qualification in finance or management.

#### Behaviours:

- Highly developed interpersonal skills.
- Ability to work as a team member and autonomously with minimum supervision.
- Friendly, discrete, sensitive and punctual and approachable.
- Ability to liaise with a wide range of people from diverse social and cultural backgrounds.

<p><u>Additional:</u></p> <ul style="list-style-type: none"> <li>• Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&amp;S responsibilities are met and promoted by complying with the Shire’s OH&amp;S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.</li> <li>• Responsible for administering and maintaining the Administration Toolbox meetings and documentation.</li> <li>• Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures.</li> <li>• Performs as Acting CEO from time to time.</li> </ul>	
<p><b><u>Conditions of Employment:</u></b></p> <p>CLASSIFICATION: Negotiated depending upon qualifications and skills.</p> <p>PERIOD: 3 – 5 year full time contract position.</p> <p>LOCATION: The position will be located at the Shire of Brookton Administration Office, 14 White Street, Brookton.</p>	<p><b><u>Relationships</u></b></p> <p><u>Line Management of:</u></p> <ul style="list-style-type: none"> <li>• Finance Officer x 4</li> <li>• Administration Officer x 1</li> <li>• Records Officer x 1</li> <li>• Cleaner x 1</li> <li>• Caravan Park Caretaker x 1</li> <li>• Community Development Officer x 1</li> <li>• Aquatic Centre Supervisor (Contract)</li> <li>• Brookton CRC Coordinator x 1 <ul style="list-style-type: none"> <li>➢ Brookton CRC Administration x 1</li> <li>➢ Administration Trainee x 1</li> </ul> </li> </ul> <p><u>Reports to:</u></p> <ul style="list-style-type: none"> <li>• CEO</li> </ul>
<p>This Position Description was reviewed March 2026.</p>	<p><b><u>Incumbent:</u></b></p> <p><u>Name:</u> Date: Signature:</p> <p><b>DIRECT MANAGER: CEO</b></p> <p><u>Name:</u> Date: Signature</p>

# Organisational Structure

March 2026



Chief Executive Officer  
(1.0)

Manager Corporate and Community  
(1.0)

Manager Infrastructure and Works  
(1.0)

Senior Finance Officer  
(1.0)

Administration Officer  
(1.0)

Brookton CRC Coordinator  
(1.0)

Town Infrastructure Coordinator  
(1.0)

Works Coordinator  
(1.0)

Works Administration Officer  
(1.0)

Executive Governance Officer  
(1.0)

Finance Officer - Payroll  
(0.6)

Records Officer  
(1.0)

Brookton CRC Staff Admin Officer  
(1.0)

Parks & Gardens  
General Hand/Plant Operator (3.0)

Roads  
General Hand/Plant Operator (7.0)

Building Maintenance Officer  
(1.0)

Governance Officer  
(1.0)

Finance Officer - Creditors  
(0.6)

Cleaner  
(0.3)

Administration Trainee  
(1.0)

Refuse Site & Collection  
Contract

Environmental Health Officer / Building Surveyor  
(0.2)

Finance Officer - Rates & Debtors  
(1.0)

Caravan Park Caretaker/Cleaner  
(0.6)

Community Emergency Services Manager  
(1.0)

Community Development Officer  
(1.0)

Aquatic Centre Supervisor  
Contract

Contract Cleaner  
Contract

Planning Services  
Contract

Ranger Services  
Contract

- Full time
- Part time
- Shared Resource
- Contract Services
- New

**Full Time Employee (FTE) Count**  
 Executive Directorate – 5.2 FTE  
 Corporate Directorate – 10.1 FTE  
 Infrastructure Directorate – 15 FTE  
 Total – 30.3 FTE