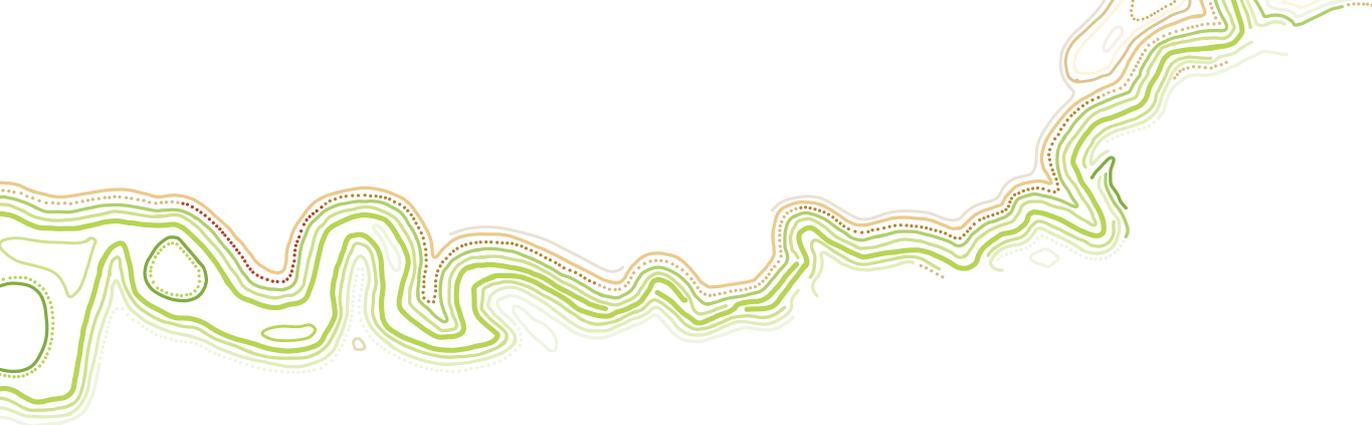


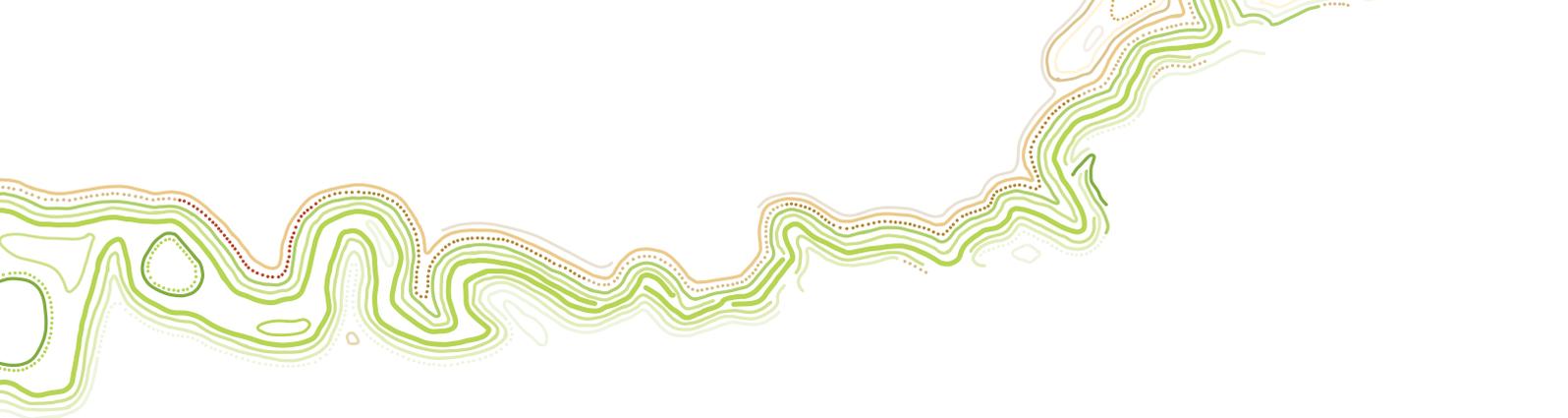


# Chief Executive Officer Application Pack



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## About the Eastern Metropolitan Regional Council

**The Eastern Metropolitan Regional Council (EMRC) provides services in waste management, resource recovery and sustainability initiatives. Working with its member Councils, industry, government agencies and other stakeholders, the EMRC is a model of successful collaboration that delivers tangible benefits to the EMRC Region.**

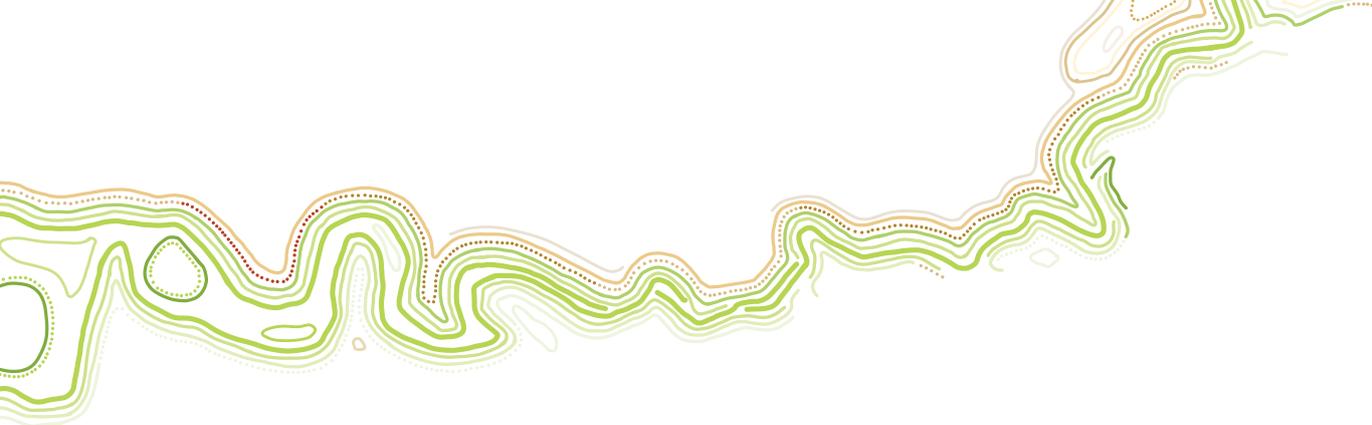
The EMRC is a forward thinking regional local government representing the interests of two member Councils in Perth's Eastern Region.

Incorporated under the Local Government Act 1995, it provides strength in its partnerships with the Town of Bassendean and City of Bayswater to build a sustainable community for current and future generations.

It is committed to being a leader in sustainability by:

- ▶ Defining a Sustainability Strategy, which drives forward thinking throughout Perth's Eastern Region;
- ▶ Incorporating its sustainability vision and goals into its foundations;
- ▶ Establishing realistic targets to meet local, state, national and international sustainability objectives.





## Vision

The EMRC's vision is to focus on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader.

## Mission

The EMRC, by partnering with member Councils and other stakeholders, facilitates strategies and actions for the benefit of the EMRC Region.

## Operations

The team is responsible for the Red Hill Waste Management Facility (including the operation of up to four megawatts of electricity from recovered landfill gas), the Hazelmere Resource Recovery Park including the operation of a large scale waste transfer station, the Baywaste Community Recycling Centre and Transfer Station on behalf of the City of Bayswater, and the Coppin Road and Mathieson Road Community Recycling Centres on behalf of the Shire of Mundaring. Operations undertake activities to aid diversion of waste from landfill including composting and mulch processing of greenwaste, FOGO processing, timber and mattress recycling.

## Sustainability

The team works with EMRC's member Councils and regional stakeholders to achieve sustainability outcomes including emission reduction and energy efficiency and promoting sustainable waste management and a transition to a circular economy. The EMRC provides practical solutions for effective waste management, and resource recovery and the Environmental and Waste Compliance team ensure that the EMRC's processes and activities are undertaken as per the requirements set out in the Red Hill & Hazelmere Licences (DWER) and multiple Ministerial Conditions (EPA)



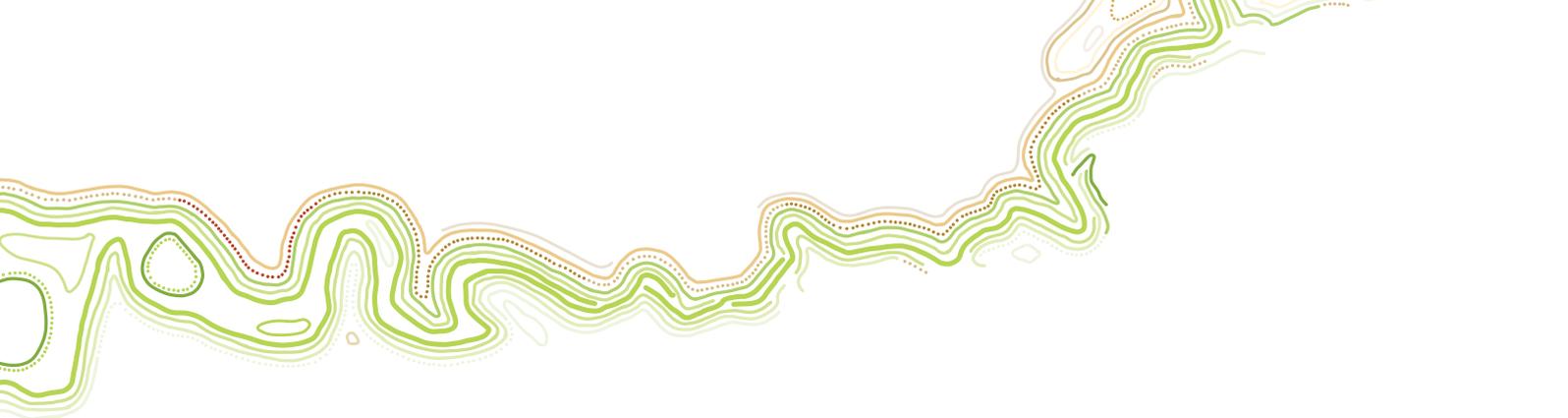


## For further information

EMRC website [www.emrc.org.au](http://www.emrc.org.au)

Annual Report [www.emrc.org.au/corporate-information/publications/annual-reports.aspx](http://www.emrc.org.au/corporate-information/publications/annual-reports.aspx)

Prospectus [www.emrc.org.au/Profiles/emrc/Assets/ClientData/0027EMRC\\_-\\_EMRC\\_prospectus\\_VISUAL.pdf](http://www.emrc.org.au/Profiles/emrc/Assets/ClientData/0027EMRC_-_EMRC_prospectus_VISUAL.pdf)



## Advertisement – Chief Executive Officer

### Lead an inner City, regional Council at the forefront of environmental sustainability services:

- ▶ A regional Council with a business focus
- ▶ A strategic and commercial Executive leadership position
- ▶ SAT Band 2 TRP \$238,132 to \$370,428
- ▶ 2 year term contract, with the possibility of extension(s) to a maximum of 5 years

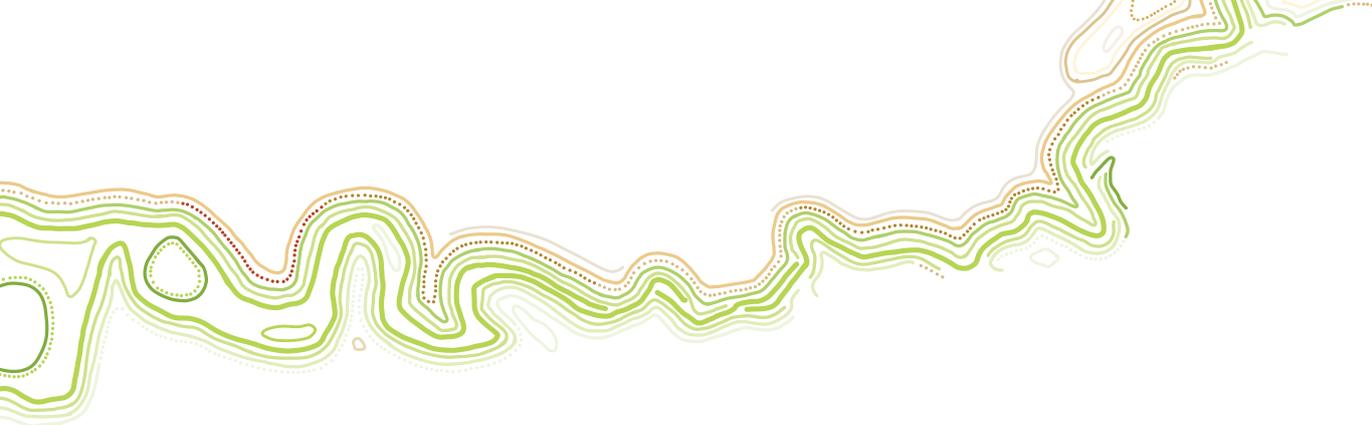
### THE COUNCIL

The Eastern Metropolitan Regional Council (EMRC) is a forward thinking regional local government representing the interests of two member Councils in Perth's Eastern Region to build a sustainable community for current and future generations. The EMRC administration office is based in Ascot and the organisation is a model of successful collaboration that delivers tangible benefits in waste management, resource recovery and sustainability initiatives.

### THE ROLE

Working in collaboration with the Elected Members from the Member Councils, the Chief Executive Officer will provide visionary and innovative leadership to the team of approximately 100 staff. The Chief Executive Officer's primary purpose is to deliver the strategic objectives and vision set by Council, to promote sustainable waste management, resource recovery and a transition to a circular economy. As part of this, your responsibilities will include effective business management, governance, compliance, and stakeholder management. You will provide an environment that encourages employees to reach their potential in achieving the organisational outcomes and ensure excellent service delivery.





## REQUIREMENTS

If you are a commercially minded Executive with experience in a board governance related service delivery environment, we would be interested in hearing from you. A strategic and innovative thinker with excellent financial management and corporate governance skills will be required to continue the success of the organisation. Additionally, someone with a tertiary qualification combined with strong stakeholder relationship management skills will be the ideal candidate for this position.

## THE PACKAGE

The Total Reward Package range for this contract is a 2 year term contract, with the possibility of extension(s) to a maximum of 5 years, is offered in accordance with SAT Band 2, being \$238,132 to \$370,428.

To apply please visit [www.emrc.org.au/employment/](http://www.emrc.org.au/employment/) or [www.seek.com.au/job/90773004](http://www.seek.com.au/job/90773004)

Please provide a comprehensive resume together with a covering letter, outlining your interest in the position and addressing your suitability to the role with regard to the Selection Criteria found within the Application Pack available on the above website.

For initial enquiries, or for any assistance you may need in making your application, please contact:

Anna Gillespie  
0498 553 407

[anna.gillespie@bayswater.wa.gov.au](mailto:anna.gillespie@bayswater.wa.gov.au)

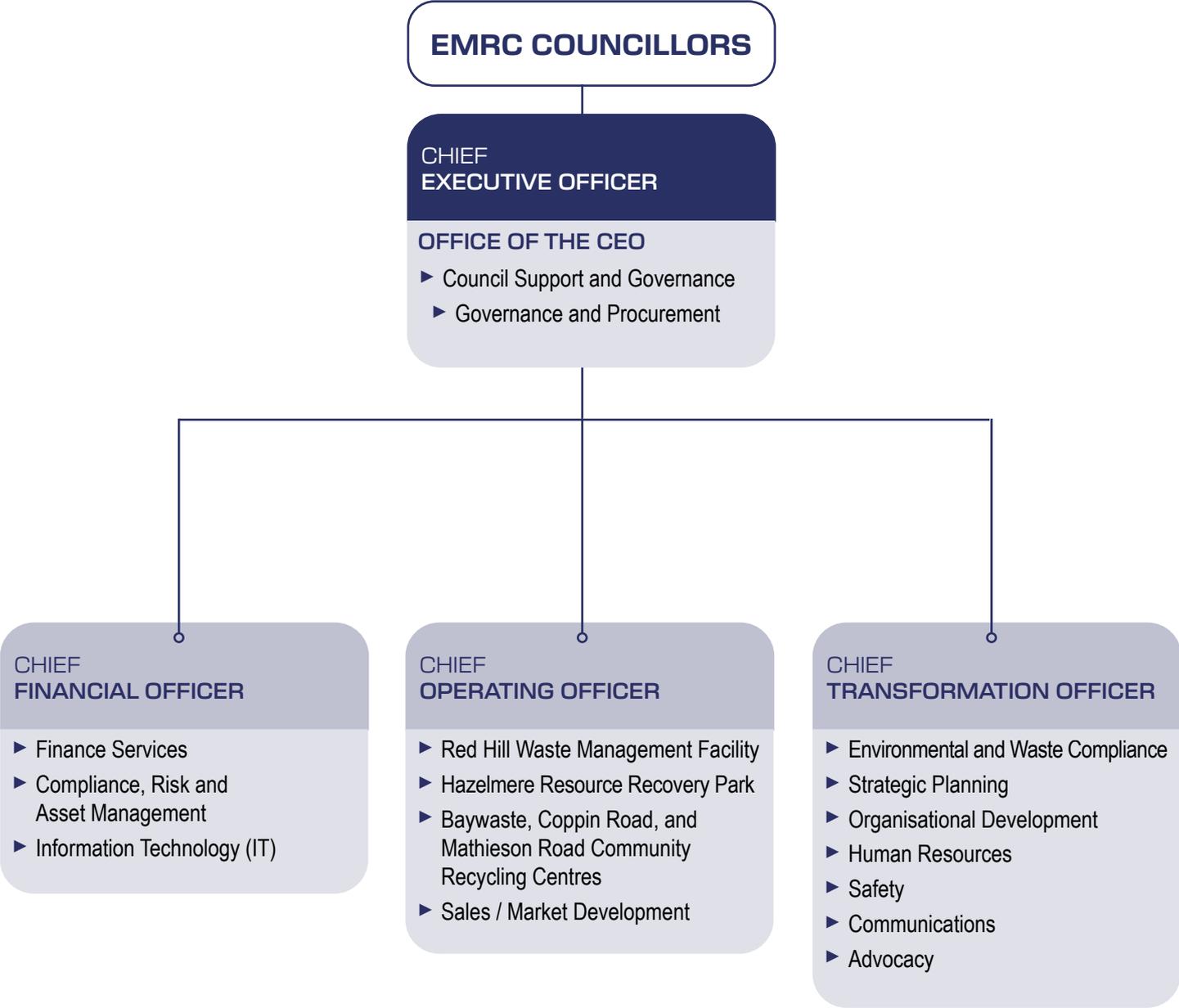
**Applications will close at 4pm AWST on Friday 20 March 2026.**

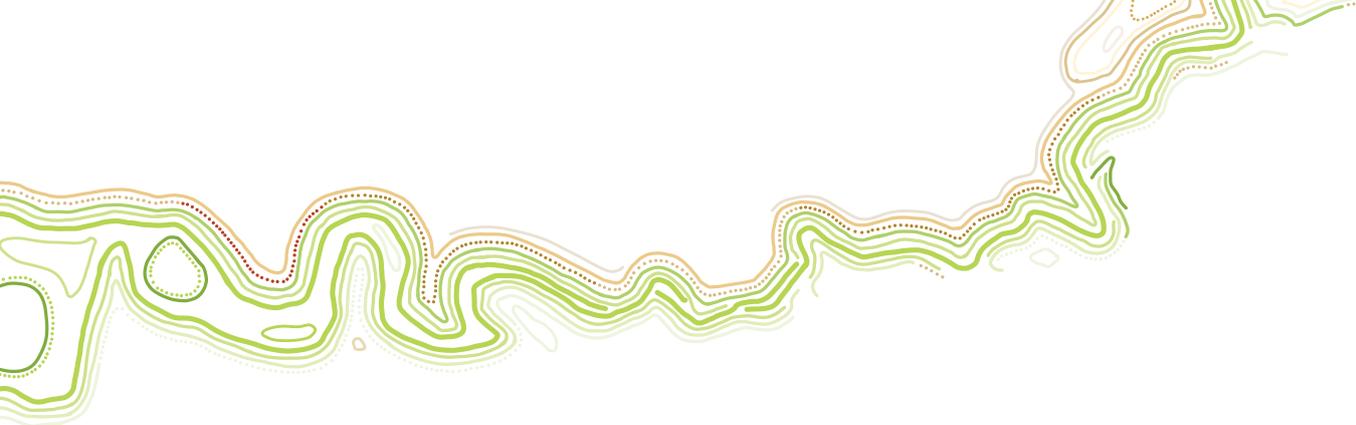
Interviews will be held in person the week of 30 March to 2 April 2026.

Canvassing of Elected Members will disqualify.



# Organisational Chart





## Position Description – Chief Executive Officer

### Position Details

<b>Position Title</b>	Chief Executive Officer
<b>Classification</b>	Negotiated Contract
<b>Position Number</b>	A0001A
<b>Basis of Employment</b>	Full Time
<b>Team Name</b>	Office of the CEO

### Position Objectives

#### *Key Objectives of Position*

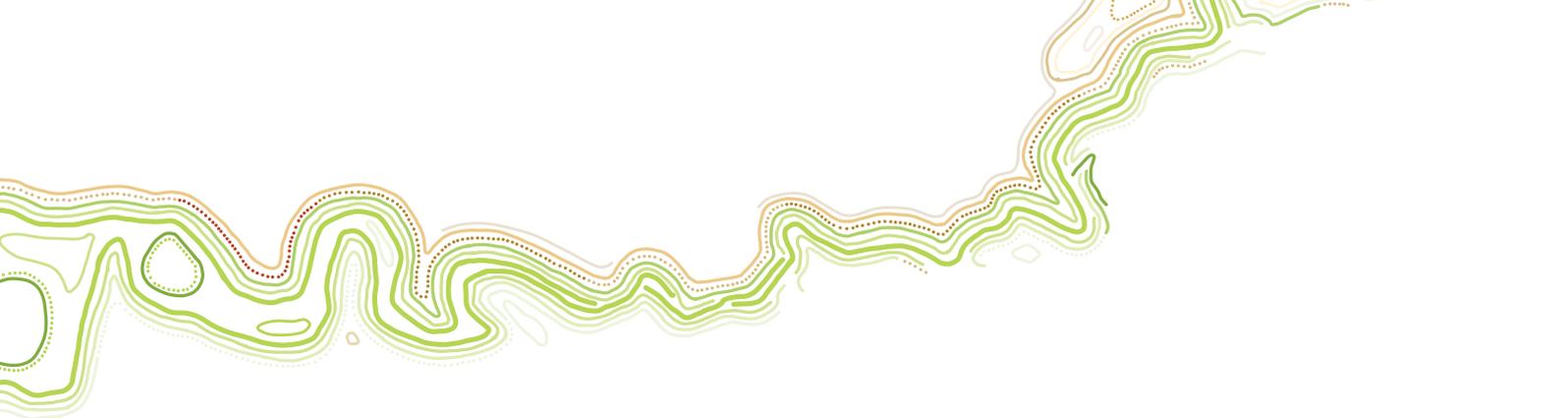
- ▶ To provide visionary and innovative leadership, and management for all EMRC activities.
- ▶ To provide cost-effective waste solutions for Member Councils.
- ▶ To develop and implement strategies to assist in achieving the vision and mission of the EMRC.
- ▶ To work in collaboration with Council and provide them with accurate and timely information that will ensure the key outcomes and objectives of the EMRC are met.
- ▶ To foster and maintain effective networks and relationships with the key stakeholders of the organisation.
- ▶ To ensure the highest level of business excellence, integrity, corporate governance and accountability is demonstrated within an environment of transparency, trust, openness, honesty and fairness for all.

### Organisational Values

The EMRC's values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

<b>Excellence</b>	Striving for excellence through the development of quality and continuous improvement.
<b>Recognition</b>	Valuing employees in a supportive environment that focuses on their wellbeing.
<b>Innovation</b>	Focus on innovative approaches in projects and service delivery.
<b>Responsiveness</b>	Dynamic and flexible service delivery.
<b>Integrity</b>	Accountability and consistency in all that we do.

Leaders ensure that the organisation's values are created and sustained by establishing the Council's strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.



## Key Duties/Responsibilities

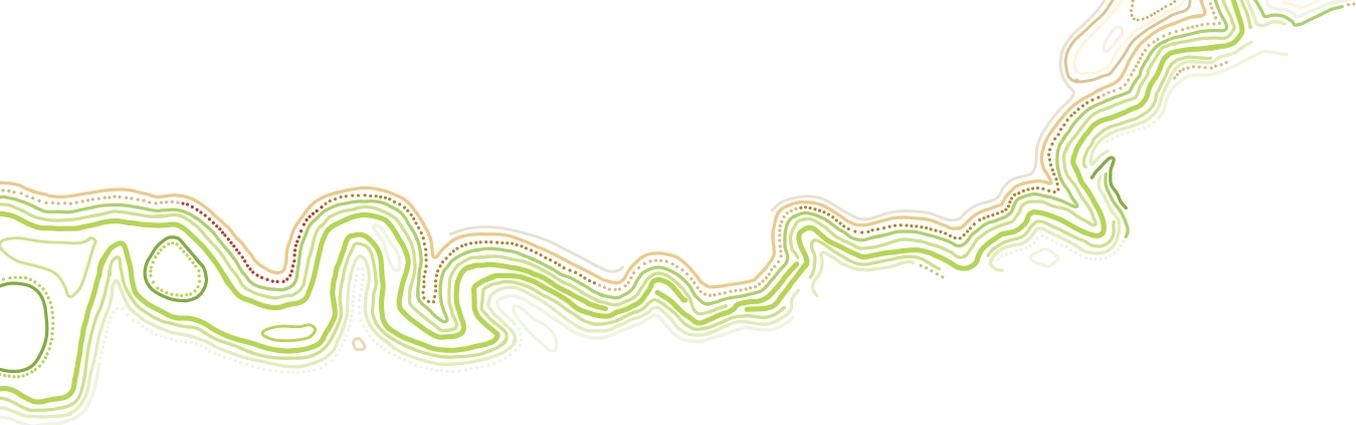
### *Position Responsibilities*

#### LEADERSHIP AND MANAGEMENT

- ▶ Provide leadership in the EMRC, encourage responsibility, initiative, and foster an innovative work environment for all employees.
- ▶ Facilitate regular engagement with Elected Members in reviewing progress against the objectives and aspirations of the Strategic Planning documentation and ensure alignment with the achievement of the Vision and Mission of the EMRC.
- ▶ Develop measurable performance standards relative to the organisation's priorities as contained in the Strategic Plan as well as a monitoring program to ensure objectives are being implemented.
- ▶ Develop and implement activities and programmes to enhance service delivery.
- ▶ Maintain effective communication and relationships with Councillors and relevant member Council officers and other stakeholders of the EMRC.
- ▶ Manage the relationships between Council and the Administration to ensure the highest levels of governance and accountability throughout the organisation and compliance with the Code of Conduct and the Local Government (Official Conduct) Amendment Act 2007.
- ▶ Advise Council on the development of responsible and appropriate corporate objectives and annual revenue, expense and capital budgets.
- ▶ Act as chief adviser to the Council on matters of policy and provide advice to committees on their statutory powers and limitations and provide the necessary support for the committee structure.

#### POLICIES AND PROCEDURES

- ▶ Review and develop Council policies, manuals and management guidelines and effectively manage all Council activities in accordance with the objectives and policies of the Council.
- ▶ Promote a strong governance and audit framework and facilitate the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decision.
- ▶ Develop and implement a risk management plan framework for all aspects of the business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- ▶ Administer Council's vision and mission, policies and directions in the intent in which they were developed.
- ▶ Ensure that all decisions made and directives given by Council relating to the operation of the EMRC are acted upon.
- ▶ Manage Council's activities to ensure that the commercial services are promoted effectively and operate within the cost recovery objectives set by the Council.
- ▶ Maximise commercial activities for EMRC.
- ▶ Ensure an effective contract management capability exists within the organisation.



## REPRESENTATIONS

- ▶ Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the EMRC remains informed and where appropriate participates in the processes which may impact on its activities.
- ▶ Make representation on the issues, views, needs and policies of the EMRC and member Councils to all relevant stakeholders. Maintain a high level of cooperation and liaison with the officers of member Councils.

## STRATEGIC PLANNING

- ▶ Develop and maintain the status of the EMRC as an effective, innovative and responsible leader in Regional Local Government.
- ▶ Undertake research and prepare reports for presentation to Council on issues and trends impacting on the core activities of the EMRC and to implement the decisions of the Council subsequent to their adoption.
- ▶ Oversee forward planning, budget compilation, and costing.
- ▶ Develop, implement and review the Strategic Plan through a process of consultation, research, and needs assessment.

## HUMAN RESOURCE MANAGEMENT

- ▶ Promote a clear, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing and development programmes and outcomes.
- ▶ Lead and develop the Executive Leadership Team in such a manner that an environment of success and professional camaraderie is evident to all. Ensure that the Executive Leadership Team has the skills necessary to implement best practice human resource management.

## FINANCIAL

- ▶ Oversee the development and implementation of the Council's Financial Plan, Asset Management Plan and Annual Budget. Regularly monitor and review the financial performance in respect of the budget.
- ▶ Ensure financial statements are prepared and audited in accordance with the required accounting standards. Maximise the sourcing of grant monies wherever possible.
- ▶ Monitor events influencing the Council's financial plans.

## WORK HEALTH AND SAFETY (WHS) RESPONSIBILITIES

Ensure the EMRC meets all its legal obligations related to Work Health, Safety and Injury Management. Ensure the EMRC is committed to Work Health and Safety through:

- ▶ Executive Leadership commitment, support and visible involvement in Safety Management System activities.
- ▶ The provision of the resources required and the support for the effective deployment and maintenance of the Safety Management System, Annual WHS Plan and associated procedures and processes.
- ▶ The promotion of cooperation and consultation between management, workers and all relevant stakeholders.
- ▶ Ensure the successful implementation of the Safety Management System across all of the EMRC's operations.
- ▶ Ensure workers (including contractors and volunteers), service providers and visitors are not exposed to hazards in the workplace (as far as practicable).



## ORGANISATIONAL RESPONSIBILITIES

- ▶ Ensure all documents are created, stored and maintained in accordance with the State Record Keeping legislation and the organisation’s electronic Document Management system requirements.
- ▶ Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- ▶ Actively seek and report on methods of improving systems of work to ensure continuous improvement. Respond to organisational initiatives and assist in the development of the EMRC as directed.
- ▶ Represent the EMRC in a responsible and professional manner at all times.
- ▶ Comply with the policies and procedures of the organisation at all times.
- ▶ Properly organise and manage working time to ensure efficient productivity.

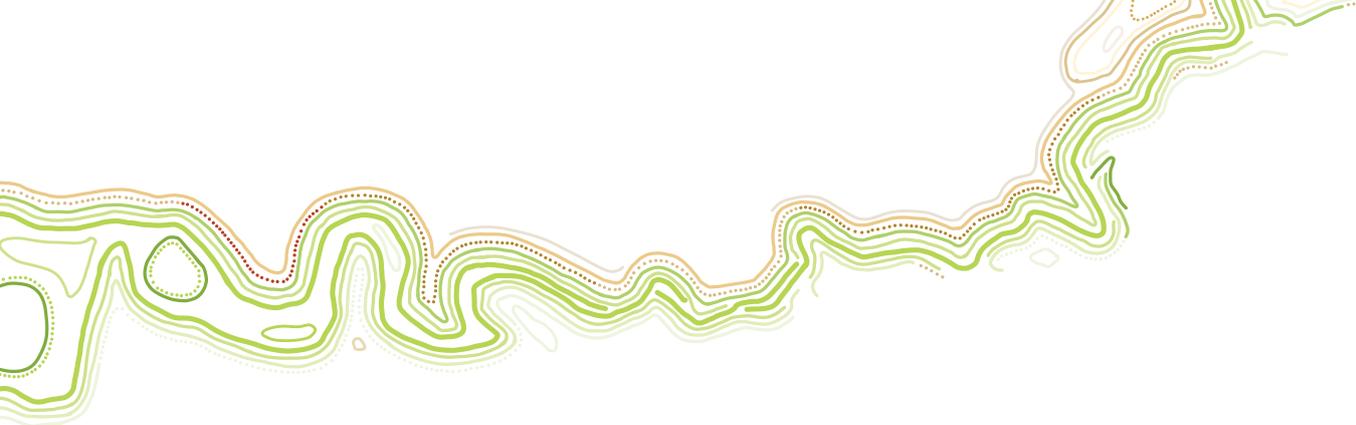
## Organisational Relationships

<b>Responsible to</b>	Council
<b>Supervision of</b>	A0002A – Executive Assistant to CEO
	A0012A – Chief Financial Officer
	A0071A – Chief Transformation Officer
	A0144A – Chief Operating Officer
<b>Internal/External Liaison</b>	EMRC Council; EMRC Executive and Employees
<b>External</b>	Member Council Employees

- ▶ Commercial customers including non-member Councils, Members of the general public.
- ▶ Educational institutions and research organisations, Environmental community, Not for profit and industry groups, Relevant State and Federal Government departments and agencies and Professional associations.
- ▶ Suppliers, contractors and consultants.

## Extent of Authority

This position has the authority to make decisions on cost and expenditure as specified under delegated authority and within the adopted budget of Council and has the ability to act within the confines of the contract of employment.



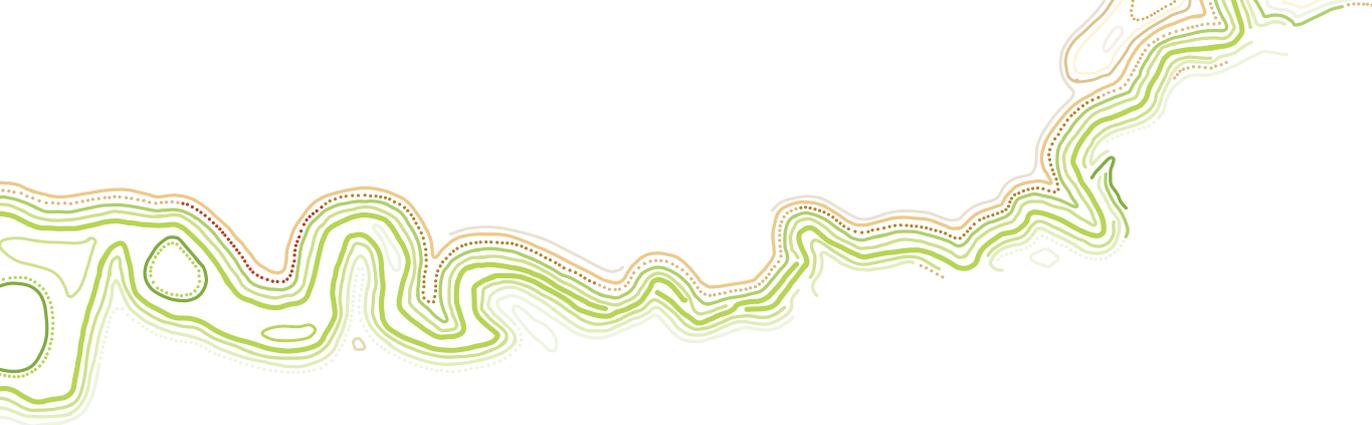
## Selection Criteria

### **Essential**

- ▶ Strategic and business planning skills including the ability to conceptualise and articulate a shared vision. Experience in policy development, planning and analysis.
- ▶ Previous experience in a senior management role with leadership and people management skills including the ability to influence outcomes, lead by example and make well-informed decisions.
- ▶ Experience with legislative and corporate governance/compliance requirements in a complex and multi-function organisation including an understanding of and experience with the roles and distinctions between governance and management.
- ▶ Commitment to business excellence, sustainability and customer service.
- ▶ Contemporary resource management skills including physical and financial resources, budgets and other assets and a strong commercial acumen.
- ▶ Well-developed human resource management and organisational development skills that promote positive and meaningful cultural development to the organisation and community.
- ▶ Highly developed interpersonal skills including community and stakeholder liaison, negotiation and consultation and the ability to work with Council to achieve effective outcomes. Able to deal effectively with the Government sector.
- ▶ Effective verbal and written communication skills including the ability to present information in an open and unambiguous manner. Ability to effectively manage media interactions on behalf of Council.
- ▶ Tertiary qualifications in a relevant discipline.
- ▶ Current and valid WA “C” Class Driver’s Licence (or equivalent).

### **Desirable**

- ▶ Experience in the Local Government sector.
- ▶ Experience in the waste management industry and emerging trends.
- ▶ Experience with complex and significant private or commercial contracts.
- ▶ MBA or other relevant post-graduate qualifications (desirable).



## Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description.

I understand that this position description may be amended from time to time to reflect changes to the position.

Name of Employee \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

# Applicant Notes

**These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.**

## APPLICATION

Your application should include:

- ▶ A comprehensive resume; and
- ▶ A covering letter, outlining your interest in the position and addressing your suitability to the role with regard to the Selection Criteria found on the previous page.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

## LODGMET OF APPLICATION

Applications should be made online at [www.emrc.org.au/employment/](http://www.emrc.org.au/employment/) or via [www.seek.com.au/job/90773004](http://www.seek.com.au/job/90773004)

Applications will close at 4pm AWST on Friday 20 March 2026.

## REFEREES

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

## INTERVIEWS

Interviews will be conducted in person. It is anticipated that interviews will occur the week of Monday 30 March to Thursday 2 April 2026.

## BACKGROUND

Checks Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

## PRE-EMPLOYMENT MEDICAL

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

## EQUAL OPPORTUNITY

The Eastern Metropolitan Regional Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

## WEBSITE

The organisation maintains a website [www.emrc.org.au](http://www.emrc.org.au) which contains substantial information.

## FURTHER ENQUIRIES

For further information about the role please contact Anna Gillespie on [anna.gillespie@bayswater.wa.gov.au](mailto:anna.gillespie@bayswater.wa.gov.au) or 0498 553 407



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Ascot WA 6104

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