

SHIRE *of*
CAPEL

**Chief Executive Officer
Application Pack**

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About the Shire of Capel

The Shire of Capel – where connected, compassionate communities can be found nestled in an enviably diverse natural landscape that spans along the Capel and Preston rivers from the foothills of the Whicher Range to Geographe Bay, embracing a built and cultural heritage born of a complex Indigenous and Colonial history.

In the heart of Wadandi Country lies the Shire of Capel. Nestled between hills and coastline, divided by the course of rivers and arterial highways, the Shire of Capel seamlessly weaves together a rich tapestry of history, nature, and community.

Its land whispers stories of a complex and protected past, where the ebb and flow of Indigenous and migrant communities have shaped the very fabric of its existence. Heritage intertwines with the present and looks to the future, inviting visitors to immerse themselves in the legacy of its industrious history rooted in Boyanup railway, agriculture, mining and horseracing, and together act as custodians of its breathtakingly diverse natural environment for future generations.



From the coastal wetlands and ancient forests to the gentle inland pastures and expansive beaches, our landscapes offer protected havens for a myriad of wildlife and rare giant tuarts, paperbarks and Moreton Bay fig trees. Heritage buildings and artefacts excite those with a passion for the past, whilst the love of nature nurtures the soul. Trails carve paths of exploration through the forests and beaches, allowing intrepid walkers, cyclists and horse-riders to uncover hidden gems, and immerse themselves in the raw beauty of our landscape.

Amidst open farmland and rural tranquillity, life takes on a slow pace, embodying the essence of small-town living, offering respite from the bustling world while remaining within reach of the supporting amenities and infrastructure of adjacent major centres, Busselton and Bunbury. From rural retreats in Gwindinup to coastal-suburban havens in Dalyellup, an array of diverse living environments meet the needs of diverse family compositions within its nature-loving community.

Built on a foundation of volunteers' dedication and commitment, its people support and connect with one another with a camaraderie that transcends generations. Active, inclusive community groups and clubs cater to diverse interests, all ages, and all abilities. Community facilities, events and services abound from Gelorup to Boyanup, nurturing the wellbeing and enrichment of all who call this place home.

The Shire's community respectfully bears the responsibility of being custodians of its remarkable landscape we have inherited and will pass on to future generations. They look to a future of controlled, sustainable growth around their civic and town-centres, to meet the evolving housing and service demands of an aging population, alongside a growing population of rural residents looking for a tranquil lifestyle away from the stresses of city living.

Links to strategic documents

[Workforce Plan 2025-2029.pdf](#)

[Advocacy Prospectus 2024 25.pdf](#)

[Capel Place Plan 2023-2027- FINAL.pdf](#)

[Plan for the Future 2023 - 2027](#)

[Corporate Business Plan 2024 - 2028](#)

Future Directions



Capel at a Glance

The Shire of Capel is comprised of a range of communities, each having a distinctive character and spirit, ranging from rural villages to more urbanised neighbourhoods.

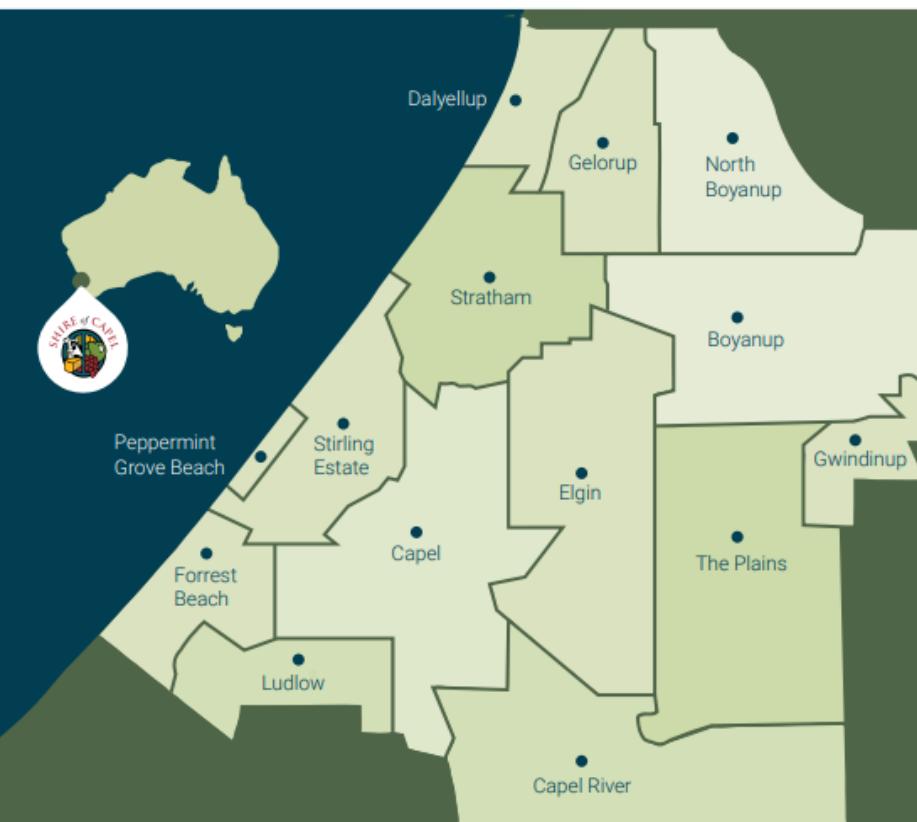
The region spans 558km², is home to nearly 18,500 people and includes vast stretches of pristine coastland, high quality urban and leafy rural areas, historic country towns and natural forests.

The Capel region is one of the most bio-diverse areas globally - home to the world's last remaining Tuart forest. One thing that connects us all is the appreciation of the lifestyle that our environment and cohesive community provides.

Just over 2% (around 400) of the Shire's population identify as Indigenous, and our strong Aboriginal culture and heritage is reflected in the Wadandi place names throughout our Shire such as Boyanup, Gelorup, Dalyellup and Gwindinup.

The Shire has a strong settler heritage, which is demonstrated by its historic agricultural and settlement links. Its communities continue to change, diversify and become more complex as many seek a unique coastal or rural lifestyle, close to the amenities and employment opportunities of a growing shire and nearby cities.

This change brings challenges in maintaining quality service delivery for residents; preserving what makes the Shire special, embracing the opportunities the future holds and growing the local economy and regional connectedness that will enable a sustainable and prosperous community that lives there.



The Capel region is one of the most bio-diverse areas globally. It is home to the world's last remaining tuart forest. Our Shire contains a mix of new urban development and rural heritage areas. Each community and area are unique, from quiet seaside settlements to charming country towns.

We have a diverse population made up of young families, professionals, and older couples of various cultures and ethnicities.

As a predominantly rural municipality- our key industries include agriculture, horticulture, and viticulture. Other local industries include mineral sands mining basalt, timber, arts and crafts.

We supply local and export markets with quality products, produce and premium wines from small vineyards. Extractive industry and mining contribute to the global mineral sands sector by providing titanium mineral products and zircon.

Shire of Capel Quick Facts

- Main Industries- Farming, Mining,
- Distance from Perth- 197 km approx. 2.5 hrs.
- Population- 18,175
- Families- 5,093
- Libraries- 3
- Population Growth- 36.8% since 2009



Advertisement – Chief Executive Officer

Values-based leadership of a beautiful regional Shire with a thriving and inspiring future

- A supportive, people-first culture within Council and administration
- Contract of up to five years
- Total Reward Package up to \$300,370 plus flexible benefits

THE SHIRE

The Shire of Capel is a vibrant and connected community with a family-friendly lifestyle in the beautiful South-West region of Western Australia, situated between Bunbury and Busselton, in close proximity to the Margaret River region. The team embodies the Shire's HEART values - honesty, empathy, accountability, respect and teamwork. This is a critical and exciting time for the Shire, with significant projects underway including a leadership and cultural development program, an ERP implementation, and the creation of a third directorate, driven by the growth in the organisation. Additionally, the Dalyellup Library and Youth Hub is set to open by May 2026 which will be one of the largest infrastructure projects ever undertaken at the Shire.

THE ROLE

The CEO provides strategic leadership to deliver Council's objectives, ensuring effective governance, sound financial stewardship and high-quality services and projects for the community. The role translates Council's strategic direction into operational outcomes, major project delivery, organisational improvement and long-term planning. Central to the role is building and sustaining a constructive organisational culture, where staff are supported to perform confidently as a unified team and community trust is strengthened through open engagement, regional collaboration and responsible service delivery.

REQUIREMENTS

If you are a humanistic leader with significant experience at a senior or executive level in a complex and multi-disciplinary organisation, we would be interested to hear from you. A consistent and engaging professional with a capacity for innovation will be the ideal candidate for this Shire. Demonstrated experience in community and stakeholder engagement, project delivery, financial management and strategic planning will be essential to deliver the priorities of the Council and the community.

THE PACKAGE

A performance-based contract of up to five years is on offer and a Total Reward Package of up to \$300,370 in accordance with the Salaries and Allowances Tribunal Band 3. Flexible benefits, including a housing allowance, a vehicle or vehicle allowance, and professional development, are negotiable.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1004207**. Please provide a comprehensive resume together with a covering letter of no more than three pages, addressing the essential selection criteria which can be found in the Application Pack.

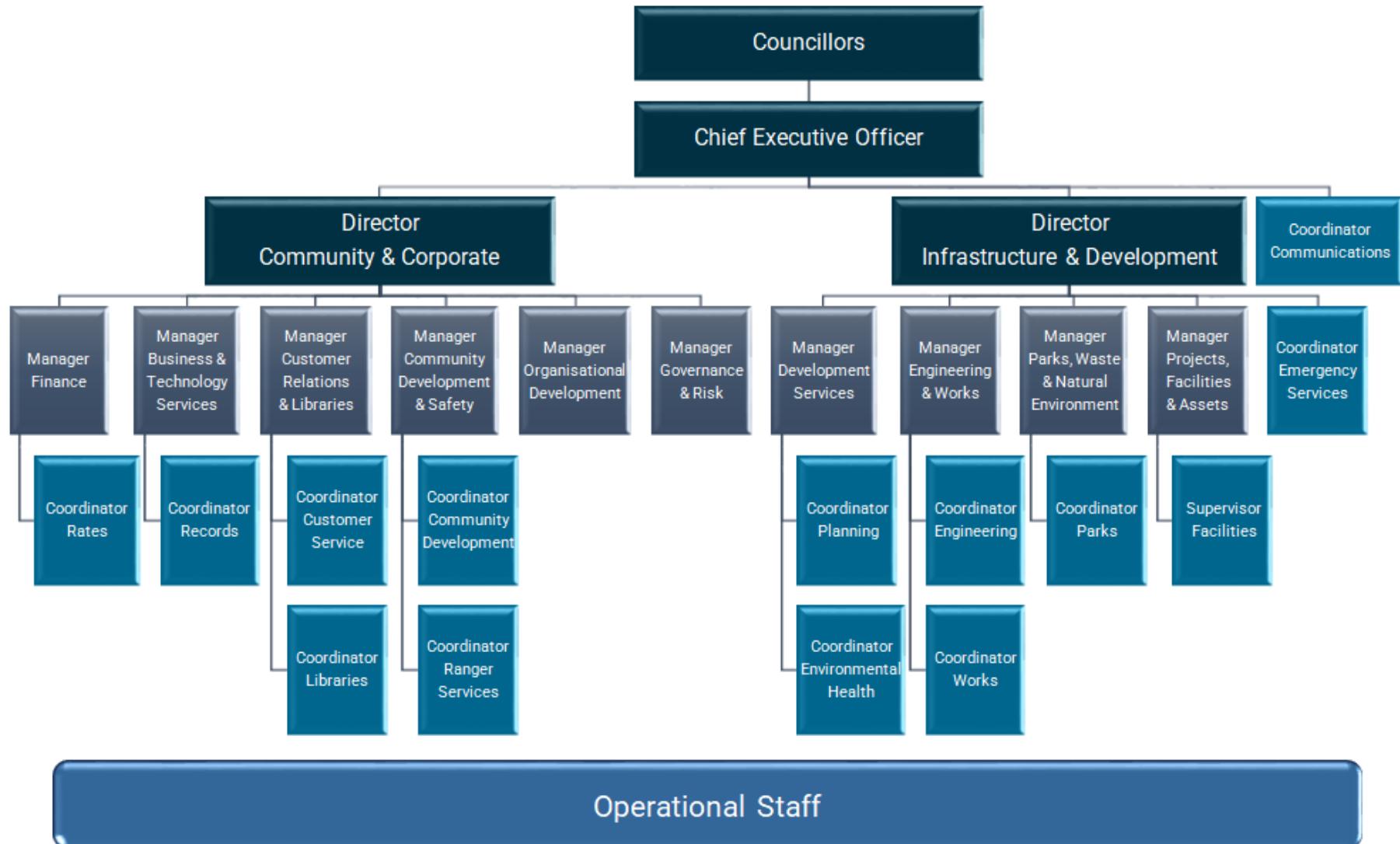
Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

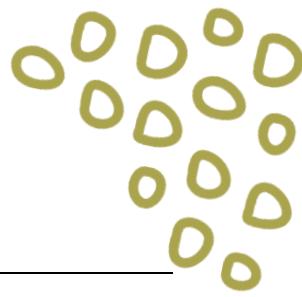
For initial enquiries, or for any assistance you may need in making your application, please contact **Emily Bulloch** for a confidential discussion 0427 582 402 or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Friday 30 January 2026**.

Canvassing of Elected Members will disqualify.

Organisational Chart





Chief Executive Officer

Directorate	Office of the CEO
Reports to	Shire of Capel Council
Direct Reports	Director Community & Corporate Director Infrastructure & Development Communications Coordinator Economic Development Officer Executive Assistant to the CEO
Industrial Instrument	Negotiated contract position within Band 3 of SAT Determination
Classification	Performance Based Contract of Employment
Primary Location	Shire of Capel Administration Building
Last Review Date	December 2025

Vision and Values

A Lifestyle of Choice; Connecting Community, Culture and Country

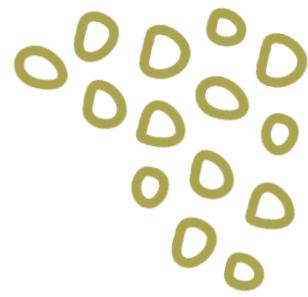


Honesty	Empathy	Accountability	Respect	Teamwork
We are truthful, trustworthy, and genuine in all that we say and do.	We are kind and show understanding of people's circumstances, perspectives, and differences.	We are transparent in all that we do and stay true to our word by taking responsibility for our actions.	We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.	We are cooperative, collaborative, and united while working towards common goals of our Shire.

Position Benefits

- Unrestricted Private Use of a Shire Vehicle
- Mobile Phone
- Laptop

- Employee Assistance Program
- Wellbeing Program



Purpose

The Chief Executive Officer provides strategic leadership to deliver Council's objectives, ensuring effective governance, sound financial stewardship and high-quality services and projects for the community. The role translates Council's strategic direction into operational outcomes, major project delivery, organisational improvement and long-term planning, supported by clear communication, professional accountability and transparent reporting. Central to the role is building and sustaining a constructive organisational culture, where staff are supported to perform confidently as a unified team and community trust is strengthened through open engagement, regional collaboration and responsible service delivery.

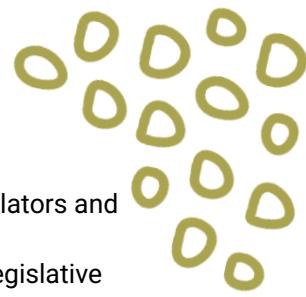
Duties and Responsibilities

Strategic Leadership and Delivery

- Lead the development, implementation and review of the Shire's strategic direction, ensuring alignment with the Council's adopted strategic plans and priorities.
- Translate strategic objectives into organisational plans, service delivery commitments and measurable performance outcomes.
- Prioritise and deliver major capital and community projects in accordance with approved scope, time, budget and quality requirements.
- Ensure strategic planning and delivery incorporates both current and long-term financial sustainability, including forward planning for infrastructure and community services.
- Lead organisational improvement initiatives, including the strategic uplift and modernisation of systems, digital capability and processes to support effective service delivery and community outcomes.
- Oversee performance planning and reporting processes, including the establishment of KPIs and aligned organisational reporting frameworks.
- Ensure organisational structure, capability and corporate systems are fit-for-purpose to support the effective delivery of strategic outcomes.
- Advance strategic collaborations with regional partners and external stakeholders where these support planning, funding or shared service outcomes.
- Provide progress reporting to Council on strategic priorities, major projects and organisational performance.

Governance, Risk and Compliance

- Ensure compliance with the Local Government Act 1995 and all relevant legislation, regulations and statutory obligations.
- Provide evidence-based advice to Council to support lawful, transparent and informed decision-making.
- Oversee the development, implementation and review of governance frameworks, policies, statutory registers and reporting mechanisms.
- Ensure the appropriate preparation, review and presentation of reports, business cases and recommendations to Council.
- Maintain systems of corporate accountability, including internal controls, audit programs, monitoring and assurance processes.
- Ensure that risk management frameworks address strategic, financial, operational and psychosocial risks, and that identified risks are monitored and managed.
- Ensure appropriate compliance and reporting in relation to electoral processes, including the conduct of Shire elections and associated statutory requirements.



- Ensure timely and accurate fulfilment of statutory reporting obligations to Council, regulators and external agencies.
- Support Council in the development and review of policies, ensuring consistency with legislative requirements and strategic objectives.

Council Engagement

- Provide accurate, balanced, timely and clearly reasoned advice to Council to support lawful and informed decision-making.
- Engage with Council openly and professionally, reinforcing mutual respect, accountability and transparency in all deliberations and communications.
- Prepare and present reports, briefing papers, business cases and recommendations that address options, risks and resource implications.
- Establish structured mechanisms for ongoing communication with Councillors, including briefing sessions, agenda discussions and progress updates.
- Ensure Councillors have sufficient information to make informed decisions on strategic matters, major projects, resourcing and policy direction.
- Support Council in the development, review and prioritisation of policies and strategic documents in alignment with legislative requirements and the Shire's objectives.
- Support the appropriate distinction between Council's strategic role and the administration's operational responsibilities, while working collaboratively to achieve shared outcomes.
- Ensure the administration provides information requested by Council in a transparent, timely and appropriate manner, consistent with statutory requirements and governance principles.

Community and Stakeholder Engagement

- Represent the Shire professionally and constructively with community groups, residents, local businesses, partner organisations and government agencies.
- Ensure proactive communication with the community on Council's decisions, major initiatives, service changes and strategic priorities.
- Maintain appropriate visibility and engagement within the community to support transparency, build trust and strengthen the Shire's reputation.
- Establish and maintain productive external relationships that support strategic collaboration, funding opportunities, and regional initiatives.
- Provide consistent and well-reasoned public communication on behalf of the Shire, including media responses and public information releases, ensuring messages are accurate, timely and aligned with Council direction.
- Engage with neighbouring local governments and regional partners to identify opportunities for shared service outcomes, advocacy and strategic alignment.
- Encourage community understanding of strategic priorities through timely communication and accessible information.
- Support the Shire's representation in regional forums, networks, and partnerships to advance strategic, economic, infrastructure and community development outcomes.

Organisational Culture and People Leadership

- Ensure the organisation's culture supports safety, professionalism, accountability, inclusion and service delivery aligned to Council's strategic objectives and the Shire's HEART values.
- Maintain a workplace that supports psychosocial and physical safety in accordance with legislation, organisational policies and contemporary practice.
- Establish and maintain frameworks for workforce planning, executive team leadership, succession planning and organisational capability development.
- Enable and support the workforce to confidently and capably deliver services and projects as a coordinated and unified team.



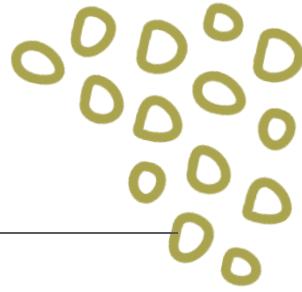
- Ensure that performance and development systems are applied consistently, including coaching, feedback and addressing underperformance in accordance with organisational frameworks and good governance practices.
- Promote operational consistency, coordination and collaboration across the organisation to achieve strategic objectives and service standards.
- Ensure effective internal communication processes that provide staff with the information, context and direction required to deliver services and projects.
- Ensure executive leadership roles and responsibilities are clearly defined, aligned to organisational priorities and supported by appropriate delegation.
- Ensure that systems and policies supporting employee relations, workforce wellbeing, diversity and inclusion are monitored, maintained and reviewed.

Financial and Asset Stewardship

- Oversee sound financial management, ensuring budgets, financial forecasts and reporting are consistent with legislative requirements and Council's strategic priorities.
- Ensure the development of long-term financial plans, asset plans and capital programs that support sustainable service delivery and infrastructure needs.
- Ensure that financial strategies and resourcing decisions appropriately balance community needs, risk considerations, whole-of-life asset cost and long-term sustainability.
- Ensure appropriate financial reporting and performance monitoring systems are in place, providing timely and accurate information to Council and regulators.
- Ensure financial and asset planning incorporates systematic risk assessment and mitigation.
- Oversee asset management frameworks, ensuring assets are planned, delivered, maintained and renewed in line with lifecycle, service level and risk considerations.
- Ensure that major projects and capital investments are supported by clear business cases, options analysis, cost/risk assessments and alignment to strategic objectives.
- Provide financial advice to Council that supports informed rating strategy decisions aligned to long-term financial sustainability.
- Ensure appropriate internal financial controls, audit processes and delegations are in place to support probity, accountability and governance.

Corporate and General Responsibilities

- Demonstrate integrity, professionalism and accountability in all actions and decisions, consistent with the Shire's values, governance principles and statutory responsibilities.
- Ensure that corporate systems, policies, delegations and governance frameworks are maintained, reviewed and applied effectively to support organisational accountability and service delivery.
- Ensure compliance with statutory and organisational requirements for recordkeeping, confidentiality, privacy and information management.
- Ensure appropriate probity and transparency in procurement, contracting and financial decision-making processes.
- Act as the principal representative of the organisation, executing documents and instruments in accordance with the Local Government Act 1995, delegated authority and relevant governance frameworks.
- Support effective organisational risk and business continuity planning, including preparedness for emergency and incident management requirements.
- Ensure that Council decisions are communicated and implemented appropriately within the organisation in accordance with governance and accountability requirements.
- Ensure the Shire's corporate reporting, planning and governance obligations are met in a timely, accurate and compliant manner.



All staff responsibilities

Customer Service

- Support and promote the Shire's Customer Service Charter, ensuring interactions are timely, respectful and constructive.
- Contribute to a culture of customer service excellence through professional conduct and clear communication.
- Respond to customer enquiries promptly and in accordance with the Customer Service Charter.

Work Health and Safety

- Work safely in accordance with the Work Health and Safety Act 2020 and the Shire's WHS systems to protect your own health, safety and wellbeing and that of other workers.
- Follow reasonable WHS instructions, procedures and safe work practices issued by the organisation or relevant supervisors, and seek clarification where requirements are not understood.
- Use and maintain personal protective equipment as required and promptly report defects or concerns.
- Report hazards, incidents, near misses, injuries or concerns affecting psychosocial or physical health to your supervisor or manager as soon as practicable.
- Participate in WHS consultation, training and communication processes designed to prevent harm in the workplace.
- Cooperate with the organisation's WHS management system, including implementation of corrective actions, controls and continuous improvements.

Risk Management

- Contribute to the identification, assessment and management of risks in accordance with Council policy and Risk Management Frameworks to reduce liability in all areas of risk.
- Work within relevant controls and mitigation strategies to reduce organisational and community risk.
- Report emerging risks where they may impact operational, strategic, financial or safety outcomes.

Accountable and Ethical Decision Making

- Apply impartiality, fairness and due process in all decisions and actions.
- Demonstrate accountability and transparency, ensuring that decisions can be substantiated and communicated.
- Declare and manage conflicts of interest (actual, potential, perceived) in accordance with organisational and legislative requirements.
- Perform duties efficiently and effectively while acting in the public interest at all times.

Integrity, Professional Conduct and Standards

1. Perform duties in a professional and constructive manner consistent with the Shire's Code of Conduct, organisational policies and the Shire's HEART values.
2. Maintain positive and cooperative working relationships to support a safe and constructive workplace culture.
3. Comply with statutory obligations including the Local Government Act 1995, Equal Opportunity Act 1984 and other applicable legislation.
4. Maintain confidentiality of information obtained in the course of employment, in accordance with legislative requirements and organisational procedures.
5. Manage records responsibly in accordance with the State Records Act 2000, the Shire's Record Keeping Plan and organisational procedures, ensuring appropriate creation, protection, privacy and classification of information within recordkeeping systems and controls.



6. Refrain from misconduct as defined in the Corruption, Crime and Misconduct Act 2003, and comply with public sector integrity expectations.
7. Report suspected fraud, corruption, misconduct or breaches of the Code of Conduct through appropriate channels.

Extent of authority

- Exercise purchasing authority and financial commitments within delegated limits and in accordance with procurement and governance requirements.
- Exercise delegations and authorisations in accordance with the Delegations Register and relevant governance instruments.

Selection Criteria (Essential unless otherwise stated)

Strategic Leadership & Governance

1. Senior leadership experience with proven ability to lead strategic planning, corporate performance and organisational delivery.
2. Proven capability in providing clear, evidence-based advice to support good governance, financial oversight, risk management and accountable decision-making in a statutory or regulated environment.

People & Organisational Culture

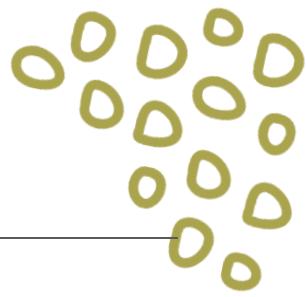
3. Demonstrated experience in fostering a positive, safe and psychologically healthy organisational culture, and in leading high-performing teams, workforce capability and performance systems.

Community & Stakeholder Engagement

4. Proven ability to advocate and negotiate effectively and establish constructive relationships with State and Federal Government to progress major initiatives and secure support.
5. Proven ability to represent the organisation professionally and build trusted relationships with Council, community and external stakeholders.
6. Demonstrated ability to communicate complex issues clearly to diverse audiences, using evidence-based reasoning to support informed decision-making.

Desirable

1. Relevant tertiary qualification or equivalent experience at an executive level within local government or a comparable public-sector environment.
2. Experience in major project planning, delivery, budgeting, procurement or asset lifecycle decision-making.



Competencies

Interpersonal

- Building partnerships
- Communication
- Formal presentation
- Gaining commitment

Business/Management

- Customer focus
- Strategic decision making
- Risk taking

Personal attributes

- Adaptability
- Initiating action
- Innovation
- Stress tolerance

Leadership

- Aligning performance for success
- Delegating responsibility
- Facilitating change
- Leading through vision and values

Signatures

CEO name:

Shire President Name:

Signature:

Signature:

Date:

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 of no more than three pages, addressing the essential selection criteria found on page 13 of this Application Pack.

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.

By submitting your application you agree to the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Capel, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Capel reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the Local Government (Administration) Regulations 1996.

I understand any information obtained by the Shire of Capel during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire Capel, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **1004207**.

Applications will close at **4pm AWST on Friday 30 January 2026**.

Late applications will not be accepted.

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 either in person in Capel or via video conference.

Shortlisted applicants may be required to complete psychometric testing and/or Digital Interview in addition to reference checking and may be required to attend a second interview.

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 Shire of Capel maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

WEBSITE:

The Shire maintains a website <https://www.capel.wa.gov.au/> which contains substantial information.

FURTHER ENQUIRIES:

For further information about the role please contact Emily Bulloch, Principal Consultant – Beilby Downing Teal on 0427 582 402 or ebulloch@beilbydt.com.au.

