

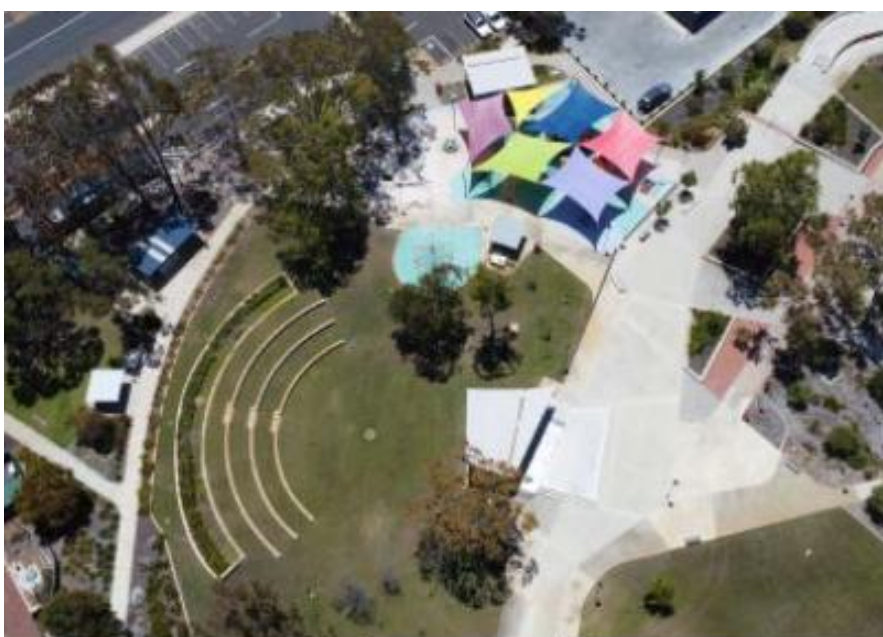
Director Infrastructure  
Management  
Application Pack

## 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](#)

[Our plan for the future 2025-2035.pdf](#)

## 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.

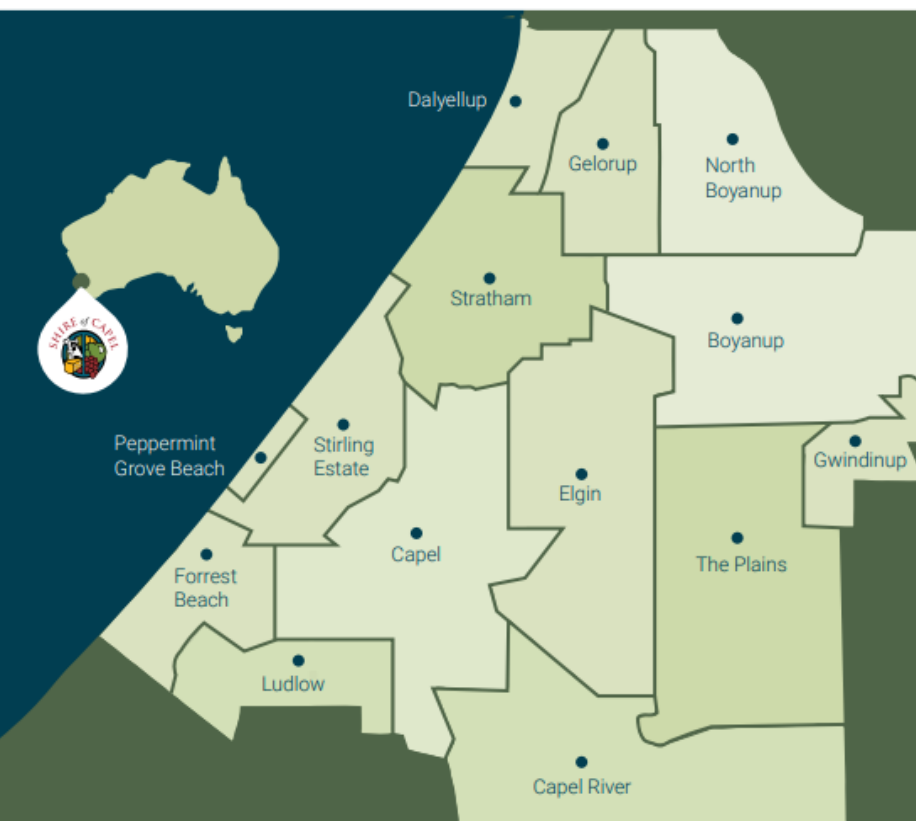
The region spans 558km<sup>2</sup>, is home to nearly 18,500 people and includes vast stretches of pristine coastland, high quality urban and leafy rural areas, historic country towns and natural forests.

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 – Director Infrastructure Management

### Values-based leadership of a newly formed three-Directorate structure

- Contribute to the Shire's thriving and inspiring future
- Five year contract: Executive Leadership position
- \$185,400 plus superannuation and vehicle or vehicle allowance

### 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 and an ERP implementation, and the reshaping of the organisational structure including the creation of a third directorate, driven by the growth in the organisation.

### THE ROLE

The Director Infrastructure Management provides executive leadership for the following portfolios: engineering and works; projects, facilities assets; parks, waste and natural environment; and emergency services. Reporting to the newly appointed CEO, you will be a key member of the Executive Leadership Team and contribute to the overall leadership, governance and performance of the organisation. Key priorities for the role will be the strategic leadership of infrastructure planning and asset management practices.

### REQUIREMENTS

If you are an accomplished senior leader with experience contributing to organisational strategy, governance and executive decision-making within a Local Government environment, we would be interested to hear from you. Significant experience in leading infrastructure services such as asset management, capital works delivery, engineering operations or environmental services is essential. The successful candidate will also be an effective executive team member who can lead senior managers, build organisational capability and foster a strong culture of physical and psychosocial safety and customer service.

### THE PACKAGE

An attractive remuneration package is on offer, including a base salary of \$185,400 plus superannuation, a vehicle or vehicle allowance, and a professional development allowance, on a five-year contract.

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference **1113039**. 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](mailto:ebulloch@beilbydt.com.au).

Applications will close at **4pm AWST on Monday 13 July 2026**.

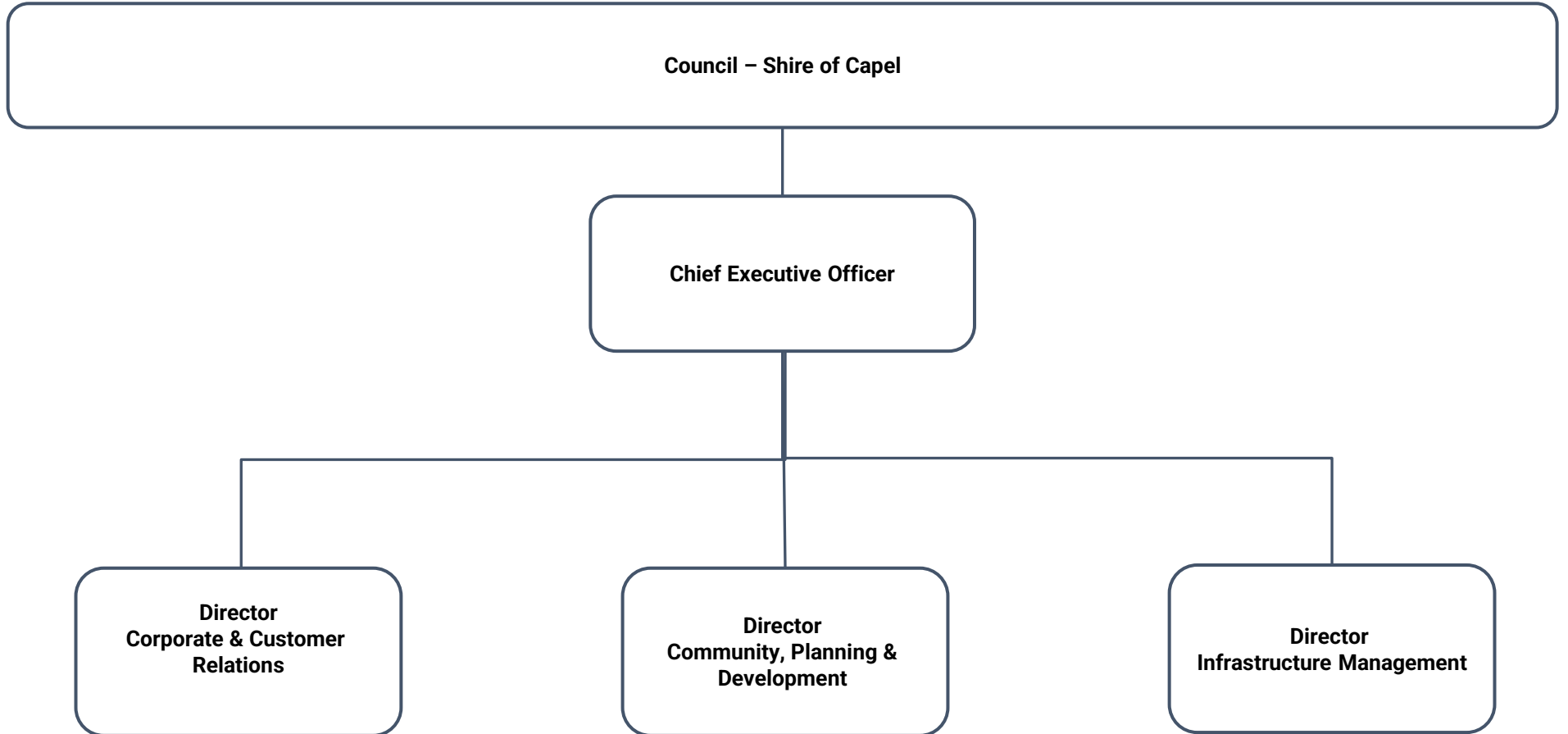
The Shire is also currently recruiting for a **Director Community Planning & Development Services** (job number **113037**) and a **Director Corporate & Customer Relations** (job number **113038**).

Canvassing of Elected Members will disqualify.

# Staff Establishment

May 2025

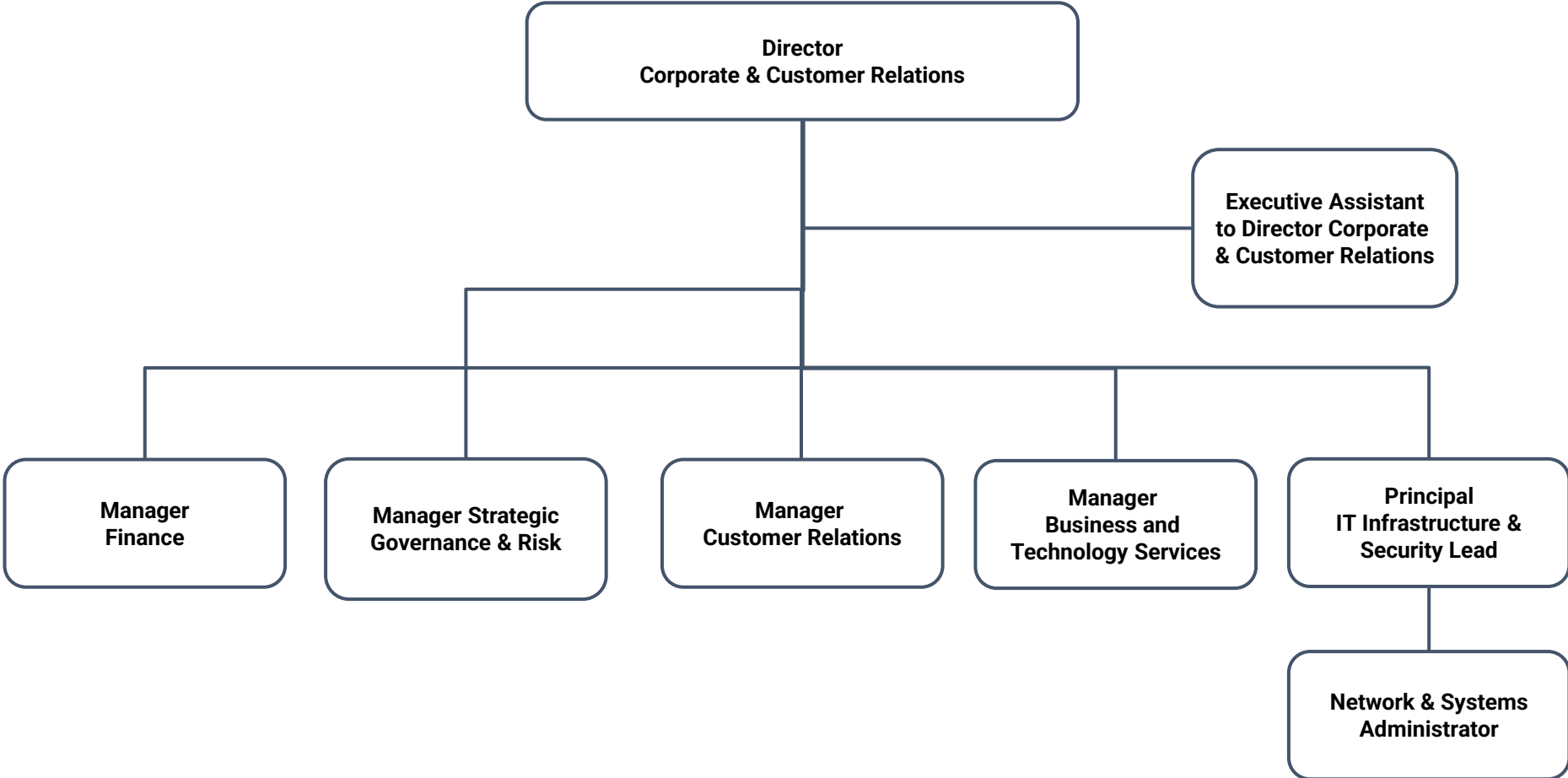
Executive



# Staff Establishment

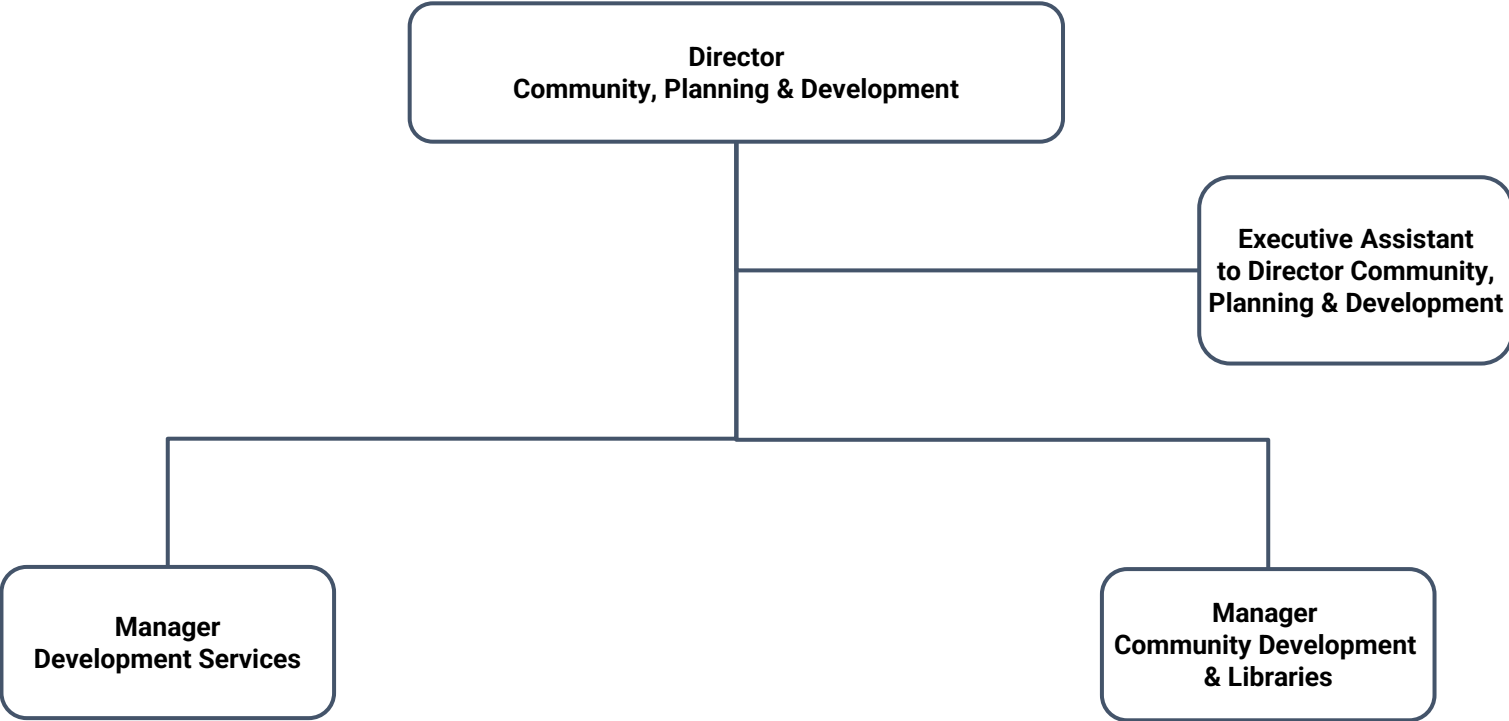
May 2025

## Corporate & Customer Relations Directorate



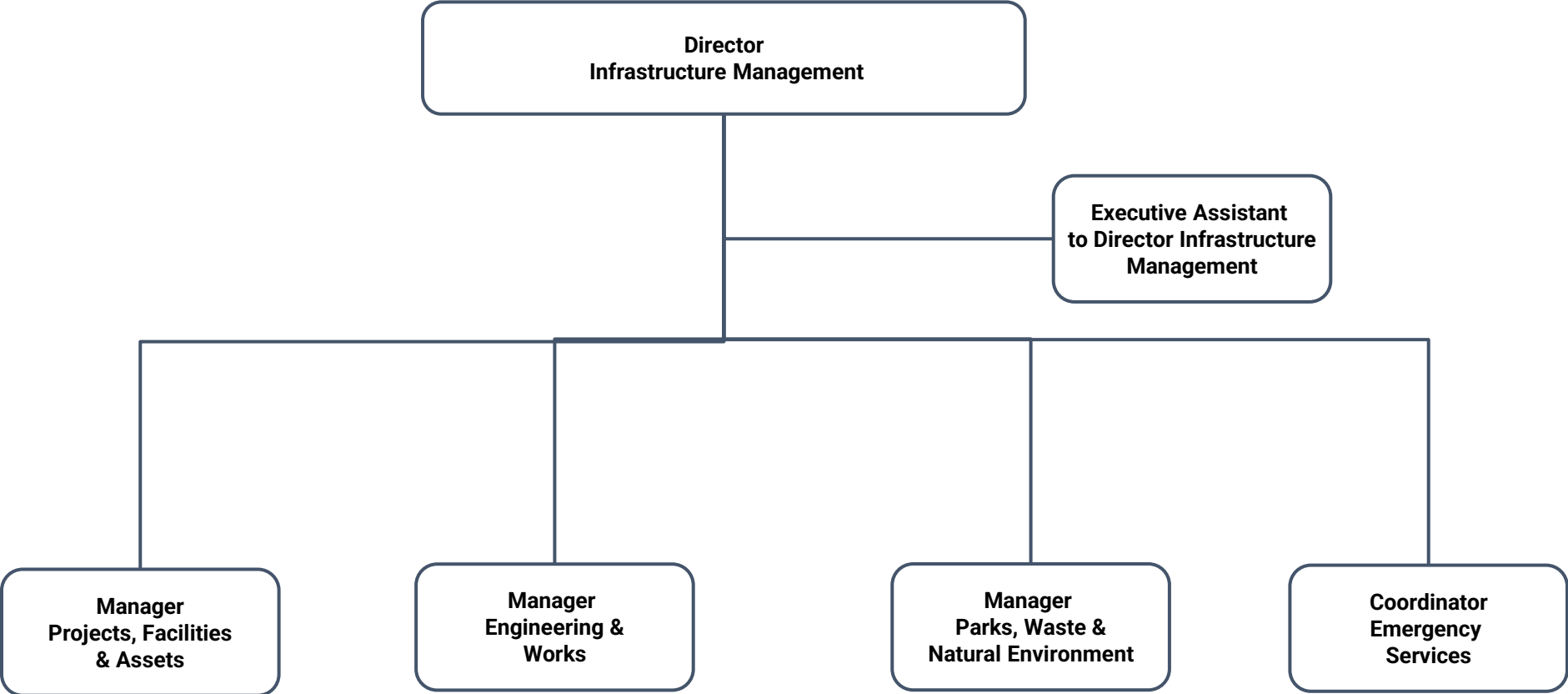
# Staff Establishment

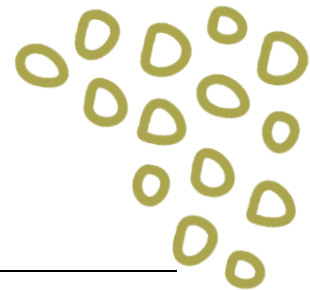
May 2025



# Staff Establishment

May 2025





# Director Infrastructure Management

|                              |   |
|------------------------------|---|
| <b>Directorate</b>           | Infrastructure Management   |
| <b>Reports to</b>            | Chief Executive Officer   |
| <b>Direct Reports</b>        | Manager Projects, Facilities & Assets<br>Manager Engineering & Works<br>Manager Parks, Waste & Natural Environment<br>Coordinator Emergency Services<br>Executive Assistant to the Director Infrastructure Management |
| <b>Industrial Instrument</b> | Senior Employee – Negotiated Contract of Employment   |
| <b>Classification</b>        | Performance Based Contract  |
| <b>Primary Location</b>      | Shire of Capel Administration Building  |
| <b>Last Review Date</b>      | May 2026  |

## Vision and Values

*A Lifestyle of Choice; Connecting Community, Culture and Country*



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

## Purpose

The Director Infrastructure Management provides executive leadership for the Shire's infrastructure planning, asset management and operational services portfolio and contributes to the overall leadership, governance and performance of the organisation as a member of the Executive Leadership Team.





The role provides organisational stewardship of the Shire's infrastructure assets, capital works programs and operational services, ensuring infrastructure investment and service delivery support Council's strategic priorities, community outcomes and long-term asset sustainability.

The key functions and teams in the Directorate include:

- Engineering & Works
- Projects, Facilities & Assets
- Parks, Waste & Natural Environment, and
- Emergency Services

Working in partnership with the Chief Executive Officer (CEO) and fellow Directors, the role supports integrated organisational leadership and champions whole-of-organisation values and priorities including community-focused service delivery, organisational capability, safety leadership, environmental stewardship and responsible management of public infrastructure and resources.

This position is designated as a Senior Employee in accordance with the *Local Government Act 1995*.

## Executive Leadership Accountabilities

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As a member of the Executive Leadership Team, the Director Infrastructure Management contributes to the leadership, governance and performance of the organisation.

Working collaboratively with the CEO and fellow Directors, the role supports coordinated organisational planning, effective service delivery and responsible stewardship of public resources.

The Director contributes to executive leadership through:

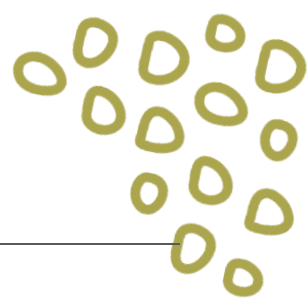
- contributing to organisational strategy, performance and service delivery across Directorates
- participating in executive decision-making on organisational priorities, risk management and resource allocation
- championing the Shire's values and leadership expectations across the organisation
- supporting collaboration across Directorates to achieve coordinated organisational outcomes
- providing strategic advice that supports transparent governance and organisational accountability.
- leading and embedding a positive organisational culture that reflects the Shire's values and supports collaboration, accountability and high performance across the organisation
- championing a strong safety culture by promoting visible leadership, reinforcing safe behaviours and ensuring accountability for physical and psychosocial safety across all activities
- driving a customer-focused culture by embedding a consistent and proactive customer experience approach across services, systems and interactions with the community

## Directorate Overview

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The Infrastructure Management Directorate leads the planning, delivery and management of the Shire's infrastructure assets, operational services and environmental services that support the safety, functionality and sustainability of the community.

The Directorate includes Projects, Facilities & Assets, Engineering & Works, Parks, Waste & Natural Environment and Emergency Services providing integrated stewardship of infrastructure assets, environmental services and operational systems.



## Directorate Leadership Responsibilities

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### Organisational Culture, Safety and People Leadership

- Contribute to a positive organisational culture that reflects the Shire's HEART values and supports professionalism, collaboration, accountability and service to the community.
- As a member of the Executive Leadership Team, support the CEO and People & Culture function in implementing workforce strategies, leadership development initiatives and capability frameworks.
- Provide visible leadership that promotes a safe, respectful and inclusive workplace, supporting both psychosocial and physical safety across the organisation.
- Provide leadership and direction to Directorate managers to build capable teams, deliver organisational priorities and maintain high standards of performance, conduct and accountability.
- Mentor and support managers in workforce planning, capability development, performance management and organisational change.
- Promote consistent leadership practices by reinforcing organisational policies, workforce frameworks and leadership expectations.
- Work collaboratively with the People & Culture team to support initiatives relating to workforce capability, leadership development and employee wellbeing.
- Support implementation of the Shire's Work Health and Safety systems by promoting safe work practices, proactive risk management and leadership accountability for safety.
- Contribute to executive discussions on organisational capability, workforce planning and leadership development to maintain a capable and resilient workforce.

### Strategic Leadership and Delivery

- Provide executive leadership for the Infrastructure Management Directorate, ensuring the integration and effective performance of infrastructure planning and prioritisation, capital works delivery and operational services.
- Lead the development and implementation of strategies, frameworks and programs that support sustainable infrastructure investment, asset stewardship and service delivery.
- Ensure the Directorate's activities align with and support the Strategic Community Plan, Corporate Business Plan and the Shire's Integrated Planning and Reporting Framework.
- Champion coordinated planning across Directorates to ensure infrastructure planning aligns with community development, land use planning and long-term financial sustainability.
- Monitor emerging trends, regulatory requirements and environmental considerations that may influence the Shire's infrastructure and service needs.

### Infrastructure Planning and Asset Stewardship

- Provide executive leadership for the Shire's infrastructure planning and asset management frameworks.
- Oversee the development and implementation of asset management strategies and long-term infrastructure planning including the implementation of the Infrastructure Asset Management Plan (2026-2030) and associated Asset Management Plans.
- Ensure infrastructure planning supports sustainable asset investment, lifecycle management and long-term financial sustainability.
- Guide infrastructure prioritisation and renewal planning to support safe, reliable and cost-effective asset performance.
- Ensure infrastructure planning aligns with asset management principles, growth planning, community needs and environmental sustainability.



## Infrastructure Delivery and Operations

- Provide executive oversight of the Shire's infrastructure operations including engineering works, parks and operational services.
- Ensure infrastructure services are delivered efficiently, safely and in accordance with organisational standards and regulatory requirements.
- Oversee the delivery of capital works and infrastructure programs that support community infrastructure, facilities and service outcomes.
- Promote and lead the implementation of operational practices that support safety, reliability and service quality.
- Support continuous improvement in infrastructure service delivery and operational systems.

## Environmental and Emergency Services

- Provide executive oversight of environmental services including waste management, parks management and natural environment programs.
- Ensure environmental services support sustainable practices, environmental protection and responsible resource management.
- Oversee the Shire's emergency management responsibilities in coordination with relevant agencies and stakeholders.
- Support preparedness and response arrangements that protect community safety and organisational resilience.

## Community and Stakeholder Engagement

- Represent the Shire professionally in external forums, partnerships and stakeholder engagements relevant to Directorate functions and organisational priorities.
- Build and maintain constructive relationships with government agencies, regulators, industry bodies and regional partners that support effective governance and service delivery.
- Support transparent engagement between the Shire, Council and the community by ensuring accurate and accessible information regarding services, policies and organisational initiatives.
- Contribute to Councillor engagement by ensuring reports, briefings and advice relating to the Directorate's functions are clear, balanced and evidence-based.
- Support community understanding of Council decisions and organisational initiatives through clear communication and accessible information channels.
- Represent the Shire in sector networks, professional forums and intergovernmental discussions that support organisational capability and service improvement.
- Work collaboratively with other Directors to ensure community engagement activities across the organisation are coordinated and aligned with Council priorities.

## Organisational Responsibilities

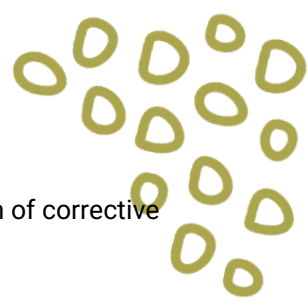
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### Customer Service

- Support and promote the Shire's Customer Service Charter.
- Demonstrate leadership in professional, respectful and responsive interactions with the community.

### Work Health and Safety

- Comply with the Work Health and Safety Act 2020 and the Shire's WHS systems to protect the health, safety and wellbeing of employees, contractors and other workers.
- Follow reasonable WHS instructions, procedures and safe work practices issued by the organisation.
- Report hazards, incidents, near misses, injuries or psychosocial risks as soon as practicable.
- Participate in WHS consultation, training and communication processes.



- Cooperate with the organisation's WHS management system, including implementation of corrective actions and risk controls.

## Risk Management

- Contribute to the identification, assessment and management of organisational risks in accordance with Council policy and Risk Management Frameworks.
- Work within relevant controls and mitigation strategies to reduce organisational and community risk exposure.
- 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 and maintaining impartiality.

## Integrity, Professional Conduct and Standards

- Perform duties in a professional manner consistent with the Shire's Code of Conduct, organisational policies and HEART values, maintaining positive and cooperative working relationships.
- Comply with statutory obligations including the Local Government Act 1995, Equal Opportunity Act 1984 and other relevant legislation.
- Maintain confidentiality of information obtained in the course of employment.
- Manage records in accordance with the State Records Act 2000, the Shire's Record Keeping Plan and organisational procedures.
- Refrain from misconduct as defined in the Corruption, Crime and Misconduct Act 2003 and comply with public sector integrity expectations.
- Report suspected fraud, corruption, misconduct or breaches of the Code of Conduct through appropriate channels.

## Delegated Authority and Decision Making

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- Exercise delegated authority on behalf of the CEO in accordance with the Shire's Delegations Register, organisational policies and legislative requirements.
- Provide executive oversight and strategic direction for the Directorate, ensuring effective and responsible management of financial, human and organisational resources within approved budgets and organisational priorities.
- Approve financial commitments within delegated purchasing limits and procurement requirements.
- Approve employment contracts, staff appointments and employment variations within the Directorate in accordance with recruitment procedures, legislative requirements and conflict-of-interest controls.
- Ensure recruitment and employment decisions are consistent with merit-based selection principles and organisational governance frameworks and approved workforce establishment.
- Make executive decisions relating to Directorate priorities, resource allocation, service delivery and risk management.
- Provide advice and recommendations to the CEO on matters requiring executive or Council approval.
- Ensure decisions and actions are consistent with the Shire's strategic plans, governance frameworks, legislative obligations and organisational values.



- Delegations may be amended by the CEO from time to time in accordance with legislative and organisational requirements.

## Selection Criteria (Essential unless otherwise stated)

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### Strategic Leadership and Governance

1. Demonstrated senior leadership experience contributing to organisational strategy, governance and executive decision-making within a Local Government environment.
2. Proven capability in providing strategic advice to senior executives or governing bodies on governance, organisational systems, policy frameworks or service delivery.

### Portfolio Leadership and Stewardship

3. Demonstrated experience leading infrastructure services such as asset management, capital works delivery, engineering operations, environmental services or similar functions within a complex organisational or public-sector environment.
4. Experience overseeing services that balance infrastructure investment, operational service delivery and long-term asset stewardship while ensuring compliance with relevant legislation, standards and organisational frameworks.

### Executive Collaboration and Organisational Leadership

5. Demonstrated ability to work effectively as part of an executive leadership team, contributing to whole-of-organisation priorities, organisational improvement and integrated service delivery.
6. Proven experience leading senior managers and building organisational capability through mentoring, leadership development and workforce planning, including fostering a positive organisational culture aligned with values and performance expectations.

### Stakeholder and Community Engagement

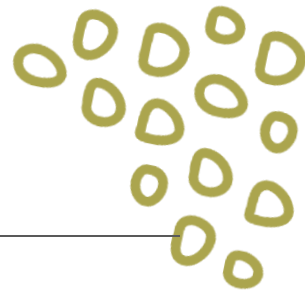
7. Demonstrated ability to build constructive relationships with elected members, government agencies, community organisations and other stakeholders.
8. Proven ability to communicate complex infrastructure, environmental or service delivery issues clearly and provide balanced, evidence-based advice to support informed decision-making and positive community outcomes.

### Culture, Safety and Customer Experience Leadership

9. Demonstrated experience leading organisational culture, promoting safety (physical and psychosocial), and embedding a strong customer experience focus across services, teams or organisational systems.

### Desirable Criteria

- Relevant tertiary qualification in engineering, infrastructure management, asset management, environmental management, public administration, management or a related discipline.



## Competencies

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### Interpersonal

- Building Strategic Partnerships
- Communication and Influence
- Building Trust

### Business/Management

- Strategic Decision Making
- Business Acumen
- Planning & Organisational Leadership

### Personal attributes

- Strategic Perspective
- Adaptability and Resilience
- Professional Integrity

### Leadership

- Leading Through Vision and Values
- Aligning Performance for Success
- Facilitating Change and Improvement
- Delegating Responsibility

## Signatures

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Director Name:

Chief Executive Officer:

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 within 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](http://www.beilbydt.com.au) quoting job reference **1113039**.

Applications will close at **4pm AWST on Monday 13 July 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](mailto:ebulloch@beilbydt.com.au).

