



SHIRE OF
MERREDIN
INNOVATING THE WHEATBELT

Executive Manager Infrastructure Services

Application Pack

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About the Shire of Merredin

As a place to live, Merredin offers a peaceful, laid-back lifestyle that's only 260 km from Perth in the Wheatbelt region. Merredin has the region's main hospital, a range of shopping facilities, and a new town centre built by the Shire. With a country lifestyle, a tight-knit community, and amazing natural surroundings, this is the perfect place to call home.

The Shire of Merredin is a local government area with a population of approximately 3,300 people, with daily train services from Perth. Merredin acts as a major commercial and retail centre for the Central Eastern Wheatbelt, serving the industrial and retail needs of more than 10,000 people located in surrounding local governments. The Shire also acts as a base for a range of government agencies and services and is positioning itself to live up to the tagline 'Innovating the Wheatbelt'.

The Shire has delivered a range of significant projects in the last two years, including a major CBD Redevelopment and a number of water sustainability projects. The newly developed Town Centre was opened in October 2024, with Apex Park / Danjoo Waabininy Boodja opened in August 2024.

A move to Merredin offers rural living at its best with educational opportunities, space to grow and gain a sense of well-being, a stronger sense of community, and a more relaxed pace of life with great professional opportunities. All of this is within striking distance of the city.

Located on the Great Eastern Highway and having the benefit of railway facilities (Merredin is serviced daily by the TransWA Prospector train) it is convenient to find by road and rail.

The Shire's Estimated Resident Population for 2020 is 3,370, with a population density of 0.01 persons per hectare. The Shire covers an area of 3,300 square kilometres.



The Shire of Merredin includes the towns of Hines Hill, Burracoppin, Sth Burracoppin, Goomarin, Korbel, Merredin, Muntadgin, Nangeenan, Nokanning, Tangedin, Nukarni and Norpa.

Merredin is at the heart of a productive and resilient grain growing region, with new industries emerging. This includes renewable energy projects and critical mineral exploration in the broader sub-region positioning the Shire to be a major contributor to Western Australia's sustainable economic future.

Some attractions include the historic Cummins Theatre, Merredin Peak, Merredin Railway Water Tower, two museums, an art gallery, the longest grain storage facilities in the Southern Hemisphere, as well as the remains of military installations from the town's role as second line of defence, during World War II. Wildflowers and granite rocks are also a picturesque natural environmental feature of the area.



THE COUNCIL

The Merredin Shire Council has a vision for Merredin to be a vibrant rural centre offering a comprehensive range of regional services which improve the quality of life of the people within the Shire and Central Wheatbelt.

The Shire of Merredin as a regional centre provides not only the residents of Merredin with essential services and facilities necessary for a high quality lifestyle, but also supports the residents from the surrounding towns and localities.

As the Central Wheatbelt Regional Service Centre, Merredin is the Heart of the Wheatbelt and is a hub of activity whose growth and prosperity stems from a natural advantage of our location on major transport and water lines halfway between Kalgoorlie and Perth and a multicultural and innovative community. Merredin has grown in response to cyclic patterns of prosperity associated with mining, railways, agriculture and defence.

The wheatbelt region is a beautiful place which provides many opportunities for local people and tourists to enhance their knowledge, appreciation and involvement in the many attractions that abound in the Shire. Merredin 'place of the Merrit trees', is set in the vast rolling spaces of the Wheatbelt. Between perennial blue skies, cyclical spring greens and summer golds, framed by the copper coloured dignity of salmon gums, the town presents a garden sanctuary in hectares of grain. This Shire is committed to servicing the community in the best way possible.

CLIMATE AND WEATHER

Hot, dry summers and mild winters are enjoyed with an average maximum temperature of 24.7°C and an average minimum temperature of 10.6°C. The temperature remains in the low 30's or above between December and February.

The average annual rainfall is 314 millimetres, with wettest months usually being May until August.

Weather conditions in Merredin are well suited for aviation pursuits. The Merredin Aerodrome provides infrastructure for commercial, agricultural and recreational aviation.



Advertisement – Executive Manager Infrastructure Services

Executive leadership opportunity at regional centre, the Shire of Merredin, at a transformative time.

- Dynamic leadership role, 3-5 year contract
- Develop major projects to boost infrastructure
- Base salary of \$140,000 + super + car + housing

THE SHIRE

The Shire of Merredin is the largest regional centre and major commercial and retail hub in the Central Eastern Wheatbelt of WA. It is a vibrant rural community situated centrally between Perth and Kalgoorlie. Merredin services a hinterland of over 15,000 people, is the regional base for government and commercial organisations, and supports quality facilities for business, education, health, transport, recreation and tourism. With significant projects on the horizon, this is an exciting time to join the Shire of Merredin to champion the delivery of the projects and maximise the opportunities for the Shire.

THE ROLE

Reporting to the Chief Executive Officer and working closely with the Executive Leadership Team, the Executive Manager Infrastructure Services will provide strong leadership to deliver the strategic goals and objectives of the Shire in the areas of road construction, asset management, Town maintenance, Merredin cemetery, and waste management. You will also be responsible for roads and projects grant funding and will manage a team of approximately 18. This role is the driving force in developing major projects that boost infrastructure, drive local economic growth and improve public services, essential in supporting the community.

REQUIREMENTS

If you have leadership expertise and a demonstrated track record of success in infrastructure, engineering or technical services, preferably in the Government sector, we would like to hear from you. This role is both strategic and hands-on and it will be crucial that you can manage various elements of developing and delivering strategic infrastructure projects, in addition to ensuring high standards of service delivery with the operations of the Shire's parks, gardens and roadworks.

THE PACKAGE

A three-to-five year contract is on offer in addition to a competitive package comprised of \$140,000 base salary plus super plus private use of a vehicle plus housing. Professional development, utilities, internet and mobile phone will also be provided.

To apply please click the Apply Now button or visit www.beilbydt.com.au quoting reference **1008396**. Please provide a comprehensive resume together with a covering letter of no more than two pages, indicating your motivation for applying and suitability to the role.

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 on 0427 582 402 or ebulloch@beilbydt.com.au.

Applications will close at **4pm AWST on Friday 23 January 2026**.

Canvassing of Councillors will disqualify.

Position Description

1. **TITLE and POSITION NUMBER:** Executive Manager Infrastructure Services (005)
2. **LEVEL:** Negotiated
3. **TERM:** 3-5 year performance based contract
4. **DEPARTMENT:** Infrastructure Services
5. **POSITION OBJECTIVES**

The Executive Manager Infrastructure Services (EMIS) reports directly to the Chief Executive Officer (CEO) and as a member of the Shire's leadership group, fosters cooperation across all directorates. Active leadership is a key function of the role, particularly in the management, coordination and delivery of all infrastructure projects and services. The role is responsible for the maintenance of all infrastructure assets in the areas of roads (including construction), footpaths, buildings, parks and gardens, cemetery, water and waste. The EMIS will provide advice to the Council, the community, contractors and developers, on infrastructure related matters in accordance with the Council's strategic and operational plans, policies and procedures.

As a key member of the Executive Leadership Team, the EMIS will provide strategic input and direction to various projects and work activities of the organisation. The EMIS will work collaboratively with the Council, staff, and community to establish an acceptable level of service delivery for our infrastructure services.

6. REQUIREMENTS OF THE POSITION:

6.1 Experience:

- Management experience, providing leadership and strategic direction, preferably to a multi-disciplinary team in a local government environment.
- Experience in all aspects of civil project management, road maintenance/construction and parks and gardens management.
- Experience in collaborating with people at all levels including staff, Council, State/Federal Government, external agencies and members of the community, to produce positive outcomes.
- Demonstrated Project Management experience related to the role requirements.

6.2 Knowledge and Skills

- Extensive knowledge of local government, including relevant legislation, structure, practices and processes.
- An understanding of the key political, social, demographic, and economic factors affecting regional WA and how these may impact your work.
- Sound knowledge of strategic and corporate planning processes in a local government setting.

- Strong interpersonal skills with a demonstrated ability to problem-solve and negotiate outcomes for the benefit of the Shire and the wider community.
- A high level of verbal and written skills with experience communicating complex information in a variety of forms, contexts and across a range of levels including staff, Council, contractors and the community.
- Knowledge of Workplace Health and Safety legislation and experience in its application.
- Knowledge and understanding of Risk Management identification and mitigation practices.
- Highly developed time management and organisational skills.

7. KEY ACCOUNTABILITIES:

7.1 Leadership and Strategic Outcomes

- Act decisively, with significant personal integrity, honesty and high ethical standards.
- Model effective leadership by consistently addressing critical and difficult issues and negotiate, mediate and resolve conflict when it occurs.
- Promote and model professional behaviour consistent with the Shire's Code of Conduct and organisational values.
- Develop, promote and encourage a positive and productive culture throughout the organisation.
- Encourage excellence by providing regular constructive feedback that promotes high performance within the directorate.
- Oversee and report on the strategic management of all Shire assets through the asset lifecycle.
- Develop and monitor the translation of strategic asset management planning into operational work plans to ensure value for money outcomes.
- Oversee the Shire's capital works program, fostering quality focused delivery of infrastructure to the community.
- Oversee business improvement in the areas of asset, project and contract management.
- Oversee and ensure the successful delivery of infrastructure projects, including achieving quality, budget, time and delivery targets and assisting to problem solve issues.

7.2 Technical

- Provide engineering advice to Council and Executive Staff as required.
- Prepare and present written reports to Council as required, or as directed by the Chief Executive Officer.

- Assist in the preparation of survey and design drawings as required.
- Prepare maintenance specifications for plant, equipment, roads, landfill, parks and gardens as required.
- Prepare specifications and scope of works for contractors for the delivery of contracted maintenance, capital works, plant replacement and all other works, as required.
- Assist Council with planning and design in respect to other areas of Council jurisdiction, whether controlled by Council or community groups on behalf of Council.
- Provide engineering advice to all stakeholders on any works that relate to or effect Shire assets.
- In liaison with the CEO, assess applications for subdivision approvals and provide advice to Council in respect to building and engineering conditions that should apply.
- Provide cost estimates for private works carried out by Shire staff for external parties.
- To administer and have prime responsibility for planning approvals relating to the Shire's Town Planning Scheme, and to promptly scrutinise them to establish compliance with the Scheme and Residential Design Codes.
- Ensure plans and specifications are examined of all buildings to be erected within the district with regards to the requirements of the Building Code of Australia, and all Regulations and Local Laws (by-laws) relating to building.
- Management of Contractors to support assessment and approval of town planning and building applications.

7.3 Management

- Manage the outside workforce through the Works and Services Manager and Supervisors, including areas of road construction, town maintenance (parks and gardens), building maintenance, waste management and facility cleaning.
- Maintain a working environment for employees that is safe and without risks to their physical and psychological health so far as reasonably practicable.
- Ensure that management of staff within the Directorate is undertaken in accordance with Shire policy and all relevant statutory requirements.
- Work with the Executive Manage Corporate Services (EMCS) for the recruitment of positions within the Directorate.
- Conduct induction processes for positions within the Directorate in accordance with Shire policy.
- Monitor staff development and recommend training requirements.
- Maintain communication and co-operation across the organisation to ensure the most effective results in respect to the overall management of the Shire's affairs.

- Ensure the timely and efficient undertaking of Shire requirements in accordance with priorities set out in the relevant plans, policies and decisions.
- Develop and maintain the Shire's planning program for buildings, roads and associated infrastructure to ensure a safe and reliable network.
- Develop, monitor and amend the Shire's Asset Management Plans and other Integrated Planning and Reporting Framework documents, to inform the Long-Term Financial Plan and Annual Budgets.
- Coordinate the Shire's Asset Management program for roads, footpaths, drains, playground equipment and buildings.
- Ensure that all Shire Infrastructure assets including roads, footpaths, drains, playgrounds, buildings, street trees and other public amenities are maintained in a safe condition .
- Provide advice regarding the development of Shire policies, plans and Local Laws.
- Manage procedures as required by Main Roads and under the Local Government Act to close roads and thoroughfares both temporarily and permanently.
- Attend regular Regional Road Group meetings on behalf of the Shire.
- Manage contracts associated with works and services of the division, including waste collection and ranger services.
- Provide advice and undertake any other duties as required by the Chief Executive Officer.
- Oversight of the Shire's Ranger services.

7.4 Finance and Administration

- Manage and supervise project teams and contractors as engaged from time to time.
- Prepare and action correspondence as a result of Council decisions and as directed by the Chief Executive Officer.
- Provide support for 'Roadwise' initiatives.
- Ensure all procurement activities are compliant with Shire policies and legislative requirements.
- Prepare funding applications including all relevant documentation related to works requirements.
- Assist with securing and monitoring project funding, including the completion of budget reviews, budget amendments and acquittals.
- Prepare annual, 5 year and 10 year capital works programs in consultation with the Executive Manager Corporate Services and the Chief Executive Officer.
- Liaise with State and Federal government departments, statutory bodies and other relevant organisations on current issues, legislation, policies and developments relevant to the Shire of Merredin.

- Provide input into budget deliberations to ensure that agreed levels of service are able to be delivered within approved budget allocations.
- Report in a timely manner, amendments required to approved budget allocations.
- Establish and review in consultation with the Executive Manager Corporate Services accurate records, management documents and control systems relevant to all Infrastructure Services matters.
- Attend to call-outs after working hours (emergencies) and organise available staff for work after hours, as required.

7.5 General

- Attend all meetings of Council and complete reports as necessary, including the preparation of meeting agenda items and managers reports in a timely manner.
- Assist the CEO in the administration of relevant Federal or State legislation.
- Actively work to build cross organisational business processes.
- Work to improve service delivery, facilitate partnerships and encourage collaboration across the various directorates.
- Provide research, guidance and advice to support the development and implementation of programs and actions to introduce, maintain or expand functions and services across the Directorate.
- Comply with the Shire's Code of Conduct, management directives, approved policies and procedures.

8. ORGANISATIONAL RELATIONSHIPS:

Responsible to: Chief Executive Officer

Supervision of: Works and Services Manager
Coordinator Asset Management
Building Maintenance Officer
Outside Crew Supervisors
Outside Workforce including Town Maintenance,
Construction and Landfill Staff

Internal and External Liaison

Internal: Chief Executive Officer
Shire President and Councillors
Executive Managers
All Shire Managers and Staff

External: Main Roads WA
Developers and Builders
Ratepayers
Government Departments
Other Local Government Authorities
General Public

9. EXTENT OF AUTHORITY

Operates under the direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1995, subsidiary regulations, applicable Accounting Standards and other legislation.

10. SELECTION CRITERIA

Essential Criteria

- Highly developed skills and experience in project, financial, risk, and contract management.
- Previous experience in a management position in local government or a related commercial or public sector environment.
- Demonstrated understanding of the legislative, compliance and governance requirements for local government.
- Knowledge and understanding of strategic and operational infrastructure asset management principles and practises.
- Experience in overseeing the successful delivery of capital works programs.
- Practical experience in relation to civil construction practices and methods.
- Demonstrated ability to analyse, adapt and think creatively to solve problems.
- Well-developed knowledge of contemporary Workplace Health and Safety practices.
- Proven leadership, conflict resolution and team development skills.
- Demonstrated ability to lead a multi-disciplinary team.
- Competency in drawing, reading, and interpretation of engineering drawings and on-site set out.

Essential Qualifications/Requirements

- Bachelor level qualifications in a field relevant to the requirements of this role or equivalent experience.
- Project Management qualifications or relevant experience.
- A current 'C' class driver's licence.

Desirable Criteria

- Post graduate leadership and/or project management qualification.
- Hold a formal engineering qualification – Bachelor of Engineering or equivalent that is formally recognised in Australia with 2 years' experience undertaking road building supervision and design.
- Competency in road design.
- Sound knowledge of the Local Government Act 1995 as applicable to property, land use, streets and thoroughfares.

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 two pages, indicating your motivation for applying and suitability to the role.

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.

LODGEMENT OF APPLICATION:

Applications should be made online at www.beilbydt.com.au quoting job reference **1008396**.

Applications will close at **4pm AWST on Friday 23 January 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.

ADDITIONAL ASSESSMENT STAGES:

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 Merredin 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 www.merredin.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.

