



Shire of Dumbleyung

Director of Infrastructure

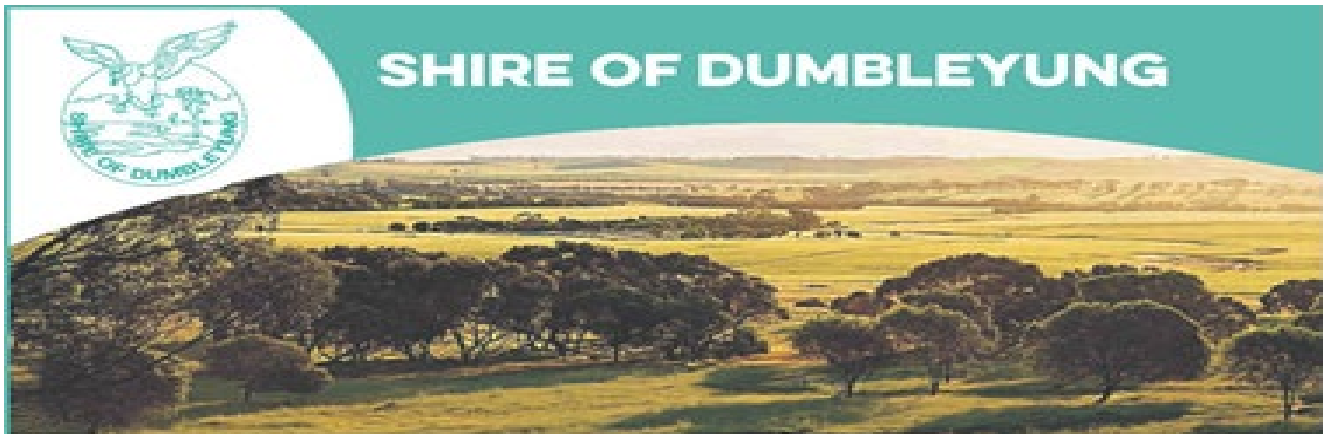
Application Package 2025



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ADVERTISEMENT



DIRECTOR OF INFRASTRUCTURE

\$150,000 - \$190,000

The Shire of Dumbleyung, located in the heart of the Wheatbelt, is seeking to appoint a suitably qualified and experienced allrounder as its next Director of Infrastructure.

The successful applicant will be responsible for coordinating the Shire's road maintenance, road construction and works programs and have a thorough understanding and focus on all the operational arrangements within the Shire. The Director of Infrastructure is also responsible for managing the financial performance of the Works & Services section. Working with the Executive Management Team to deliver the Council's Strategic Community Plan and Asset Management Plans for the Shire.

To be successful for this position you must possess:

- Previous experience in a senior management position
- Proven leadership, teamwork and effective interpersonal skills
- Exceptional communication skills
- Sound working knowledge of road maintenance and construction methods (including bridges)
- Practical experience in footpath, drainage, parks & gardens, buildings maintenance & construction
- High level skills in planning and budgeting of projects

Reporting directly to the Chief Executive Officer, this is a contracted position with a term of up to five years. With a remuneration package in the range of \$150,000 - \$190,000 (includes base salary, private use of a motor vehicle, superannuation, housing, utilities and a uniform allowance. Housing options will be discussed with the successful applicant.

An information package can be obtained via the Shires website www.dumbleyung.wa.gov.au/employment-opportunities. Further information about the position is available by contacting the Chief Executive Officer, Mr Gavin Treasure, on (08) 9863 4012 or mobile 0429 634 012.

Applications detailing experience, qualifications and including statements addressing the selection criteria can be emailed to mdavidson@dumbleyung.wa.gov.au or mailed to Shire of Dumbleyung, PO Box 99, Dumbleyung WA 6350, marked **Private and Confidential – Director of Infrastructure position**. Applications are to be received by 4pm, Friday 18th April 2025.

Shire of Dumbleyung
Corner Harvey & Dawson Street
PO Box 99, DUMBLEYUNG WA 6350

Tel: (08) 9863 4012



COUNCIL INFORMATION

SHIRE OF DUMBLEYUNG

COUNCIL

Shire President: Cr Amy Knight
Deputy Shire President: Cr Grant Lukins

Councillors: Cr Marilyn Hasleby
Cr Catherine Watkins
Cr Bevan Doney
Cr Emily Edwards
Cr Kevin Powell

Office: 32 Harvey St, Dumbleyung WA 6350

Email: enquiries@dumbleyung.wa.gov.au

Website: www.dumbleyung.wa.gov.au

Telephone: (08) 9863 4012

COUNCIL STATISTICS (2016)

Population: 681
Area: 2,553km²
Distance from Perth: 267km
Length of Roads: 231km sealed, 799km unsealed
Number of Electors: 450
Number of Dwellings: 386

Local Industries: Wool; Grain; Yabbies; beef and lamb; Distillery

Suburbs & Localities: Dumbleyung; Kukerin; Moulyinning; Nippering; Dongolocking; Tarin Rock

Significant Local Events: Taste of Dumbleyung; Kukerin Creek bed and burnout competition

Tourist Attractions: Donald Campbell Commemorative Bluebird Precinct, Lake Dumbleyung; Wuddi Aboriginal Cultural Tours; Cambinata Yabbie Farm; Emu Essence; Scally Arts Studio and Gallery; Mini Mall

Council Meetings: Council meets on the third Thursday of each month, with the exception of January, when no meeting is held

HISTORY

SHIRE OF DUMBLEYUNG

Dumbleyung took its name from Lake Dumbleyung, thought to be derived from the Aboriginal word Dambeling - meaning large lake or sea.

Pioneers arrived in the district from 1875 and established their farms out of virgin bush having to tolerate a shortage of fresh running water, a lack of finance, medical supplies and loneliness. Dwellings were of a temporary nature and consisted of tents for a single man and a hessian covered structure for a married man. Sandalwood patches throughout the area provided a valuable income supplement to the pioneers, as did the bark from mallet trees that was stripped and sold for the use in the tanning industry. Possums and rabbits provided the settlers with both food and skins with the pelts being sold as a further means of supplementing their income.

Sandalwood cutters and pastoralists began to settle at Nippering north of Lake Dumbleyung. By 1915 the post office and hall were the only remaining evidence of a township at Nippering with Dumbleyung becoming the larger thriving township where the terminus of the Wagin-Dumbleyung railway was located.

Dumbleyung was able to serve settlers from all directions and was surveyed by EH Absolon and gazetted on 12th April 1907. The first building erected in town was Malcolm and Company's General Store in 1909. The Dumbleyung Hotel was built in 1911.

In 2021 the Shire of Dumbleyung had a population of 681. The agricultural industries within the shire are predominantly cereals, legumes, canola, sheep, yabbies and beef.

The district formed part of the hunting grounds for the Bibbulmun Tribe where kangaroos, rabbits, possums and birdlife meant a good supply of food. Although there are no indications that the Tribes lived permanently in the district, the lake provided a gathering place on special occasions for different 'Worries' of the Tribes, this was often referred to as a corroboree.



Director of Infrastructure

POSITION DESCRIPTION

Date last reviewed: 13 March 2025



1. Incumbent

Name:

Date Commenced:

2. Industrial Instrument and Level

Shire of Dumbleyung Contract

3. Position Summary

Responsible to the Chief Executive Officer for the day to day supervision of the Shire's works operations in accordance with statutory requirements and Council policy.

Assist in the formulation of the long-term direction of the shires works program including assistance in the preparation of Council's Integrated Plans.

To liaise with the Chief Executive Officer, ensuring that the road construction and maintenance programs are completed to the required standards in line with the Council adopted 2050 Roads Strategy.

To provide leadership, management and oversight of Council's building construction & maintenance, parks & gardens, bridges & footpaths, waste facility, sewer system and swimming pool staff to ensure productivity and quality results are achieved. Maintaining of shire reserves and infrastructure.

4. Requirements of Position

4.1 SKILLS

- Highly developed time management and organisational skills
- Demonstrated leadership skills and decision making skills
- Highly developed project management skills
- Highly developed public relations and interpersonal skills
- Highly developed verbal and written communication skills
- Highly developed negotiation skills and conflict resolution skills
- Extensive personnel management skills
- Financial budgeting and control skills
- Sound level of proficiency using range of computer software packages including Microsoft Office (Excel, Word and RAMM)

4.2 KNOWLEDGE AND EXPERIENCE

- Asset Management Planning
- Extensive knowledge of road construction and maintenance practices
- Comprehensive knowledge of engineering techniques related to road and drainage works
- Comprehensive knowledge of Acts, Local Laws, Policies (internal and external) and the Shire's engineering specifications relating to construction and maintenance
- Comprehensive knowledge of contract management (including tenders) and administration
- Knowledge of traffic management practices and standards
- Comprehensive knowledge of HR principles and Occupational Safety and Health legislation
- Sound knowledge of purchasing and stores systems and processes
- Extensive knowledge in the preparation of construction and maintenance budgets
- Desirable to have at least 5 years practical work experience within a Local Government setting
- Essential to have at least 3 years practical supervisory experience

4.3 QUALIFICATIONS AND/OR TRAINING

- Applicable tertiary qualifications in civil engineering, construction and maintenance
- Extensive experience in a senior supervisory or managerial role
- Hold a current C class driver's licence

5. Key Roles and Responsibilities

Full roles and responsibility and areas of participation are outlined in the Organisational Roles and Responsibilities Matrix that should be read in conjunction with this position description.

The principle responsibility areas of this position are outlined in the table below:

NB The position's principle responsibilities are not listed in order of priority.

Overall Responsibility or Principal Operational Responsibility
Assist with planning and budgeting of annual and five year programmes for Works and Services section
Monitor and maintain expenditure within budget guidelines
Participate in Recruitment, supervise and monitor duties and workloads of staff and plant. Manage outside staff through Works Supervisor
Assist in and oversee annual performance reviews for Works and Services staff
Ensure Works Supervisor completes required paperwork for the Works and Services Staff including daily timesheets, stock sheets etc.
Oversees Recruitment processes and staff inductions
Ensure that WSH policies and regulations requirements are met and coordinate work group and toolbox meetings to monitor work injuries, methods and plant performance
Prepare monthly written reports to Council, attend council meetings and other relevant meetings as required by the CEO
Organise on-the-job & structured training
Coordinate and manage Councils construction and maintenance programme in a timely, cost effective and efficient manner
Oversee Road seal, design and construction quality
Organise all necessary permits such as "dial before you dig" and obtaining clearing permits
In conjunction with Works Supervisor, plan and schedule works programme
Manage Wheatbelt Secondary Freight Network, Roads to Recovery and Regional Road Group programs including nominating roads, writing grant proposal, supervising construction, organising labour, submitting claims and acquitting annual programme
Ensure Sewerage Compliance and oversee general maintenance of sewerage system
Manage and ensure cemetery works are performed correctly
Other duties as prescribed by the Chief Executive Officer
Participates in this function or task in some manner
Assist in development, approval and implementation of major projects where appropriate
Assist with the periodical review and post completion reporting of major projects
Government and non-government liaison
Community and council information communication
Preparation of Council Agenda Papers
Shire venue maintenance
Purchasing
Payment authorisation
Administration policy and procedure manual
Backup this person in their absence from the workplace
Chief Executive Officer

Other activities and functions the position participates in are found in the Shire's Roles and Responsibilities Matrix, which outlines roles and responsibilities across the Organisation.

6. Key Performance Requirements

- Quality and effectiveness of relationships with community groups, business and government organisations, ratepayers and residents, and staff.
- Quality and timeliness of the completion of tasks.
- The standard of operation, including maintenance and general condition, of plant and equipment.
- The level of compliance with traffic management and occupational health and safety guidelines
- Government reports
- Integrated Planning

7. Key projects

- To effectively manage and supervise the total Works programme and best utilising the Shire's workforce and contractors within budget parameters, this is to include constructions crew, gardeners, cleaning, and depot staff.
- Ensure work practices are to an acceptable standard and that a safe work place is maintained and that there is compliance with Work Health & Safety legislation.
- Monitor productivity of labour and plant, make appropriate changes to ensure operations are performed in an efficient and effective manner.
- Arrange attendance of staff to emergency callouts outside of normal work hours. Ensure adequate staff resources are available for such callouts.
- Check and ensure the accuracy of daily timesheets for all relevant employees through the Works Supervisor.
- Conduct the appointment, promotion, written reprimand, dismissal and performance review of staff in the Works section.
- In conjunction with the Works Supervisor monitor all items of plant and arrange servicing / repairs to ensure that plant is operating at its optimal level and within budget parameters.
- In conjunction with the Chief Executive Officer and Director of Corporate Services, prepare the Annual Works Budget and monitor budget expenditure within the areas of responsibility. Report any identified anticipated discrepancies to the Chief Executive Officer at the earliest opportunity.
- In conjunction with the Chief Executive Officer, assist with the preparation of Council's Annual and 5 year works program and Road Project and Black Spot funding submissions and acquittals.
- Provide advice on plant replacement and equipment, and in conjunction with the Chief Executive Officer, establish and manage Council's adopted 10 Year Plant Replacement Program.

- In conjunction with the Senior Management team aid in the implementation of Integrated Planning particularly in the area of Asset Management.
- Ensure that all relevant policies, specifications, standards and budgets within the areas of responsibility are adhered to.
- Prepare a monthly written report to Council and monthly community roadwork updates.
- Attendance at the monthly Council meetings
- Liaise with the general public and Government Departments, Agencies, Utilities and external consultants on all aspects of the Works section and related areas of responsibility.
- All other duties consistent with the senior level of this position and as authorised by the Chief Executive Officer.
- Demonstrate a strong commitment to Occupational Safety & Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.

8. Outcomes Required to Meet Strategic Goals

- 1.5 Excellence in Reporting – Pursue highest quality outcomes including informing residents and other interested persons

9. Organisational Relationships:

9.1 POSITION IS RESPONSIBLE TO:

Chief Executive Officer

9.2 POSITION SUPERVISES:

Works Supervisor

Technical Officer

9.3 KEY RELATIONSHIPS:

Internal: Chief Executive Officer
 Director of Corporate Services
 Works team & Administration Staff
 Other staff as employed from time to time

External: Council
 Other Local Governments
 Government Departments
 Other related organisations e.g.: WALGA
 General Public (including Ratepayers and Residents as appropriate)
 Contractors & Suppliers of goods and services

10. Extent of Authority

As per delegations register and responsibility and appropriate decision making in administration and finance management.

11. Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general and in line with Council's Code of Conduct.

12. Key Selection Criteria

- Extensive practical experience in the construction and maintenance of roads and infrastructure projects, job costing and scheduling of works
- Experience in footpath and drainage construction and maintenance works, including bridge works
- Practical knowledge and understanding of the array of outside work tasks and responsibilities associated with local government entities
- Practical experience in the financial management and construction management of projects
- Experience in asset management including the acquisition, disposal and ongoing maintenance of Plant & Equipment
- Developed organisational, leadership and team development skills
- Highly developed verbal communication, negotiation and conflict resolution
- Well-developed written communication skills including report writing and submission writing skills in particular experience with Regional Road Group and other Grant funding applications.
- Sound understanding of Occupational Health & Safety, Worksafe legislation, Industrial Relations and Human Resource Management practices.
- Experience in the use of computers, particularly RAMM software
- Minimum "C" Class Drivers Licence

13. Comments

This position is classified as a Senior Employee under the Local Government Act 1995 and is subject to a Contract of Employment.

The Remuneration Package applicable to the position is subject to negotiation.

All employees are required to read and sign the Induction Manual prior to the commencement of work or any reviews. This signed document will be placed on each employees personnel file as evidence of the fact that they have read and understood the requirements of the position and Council.

Employee

Signature

Date

CEO

Signature

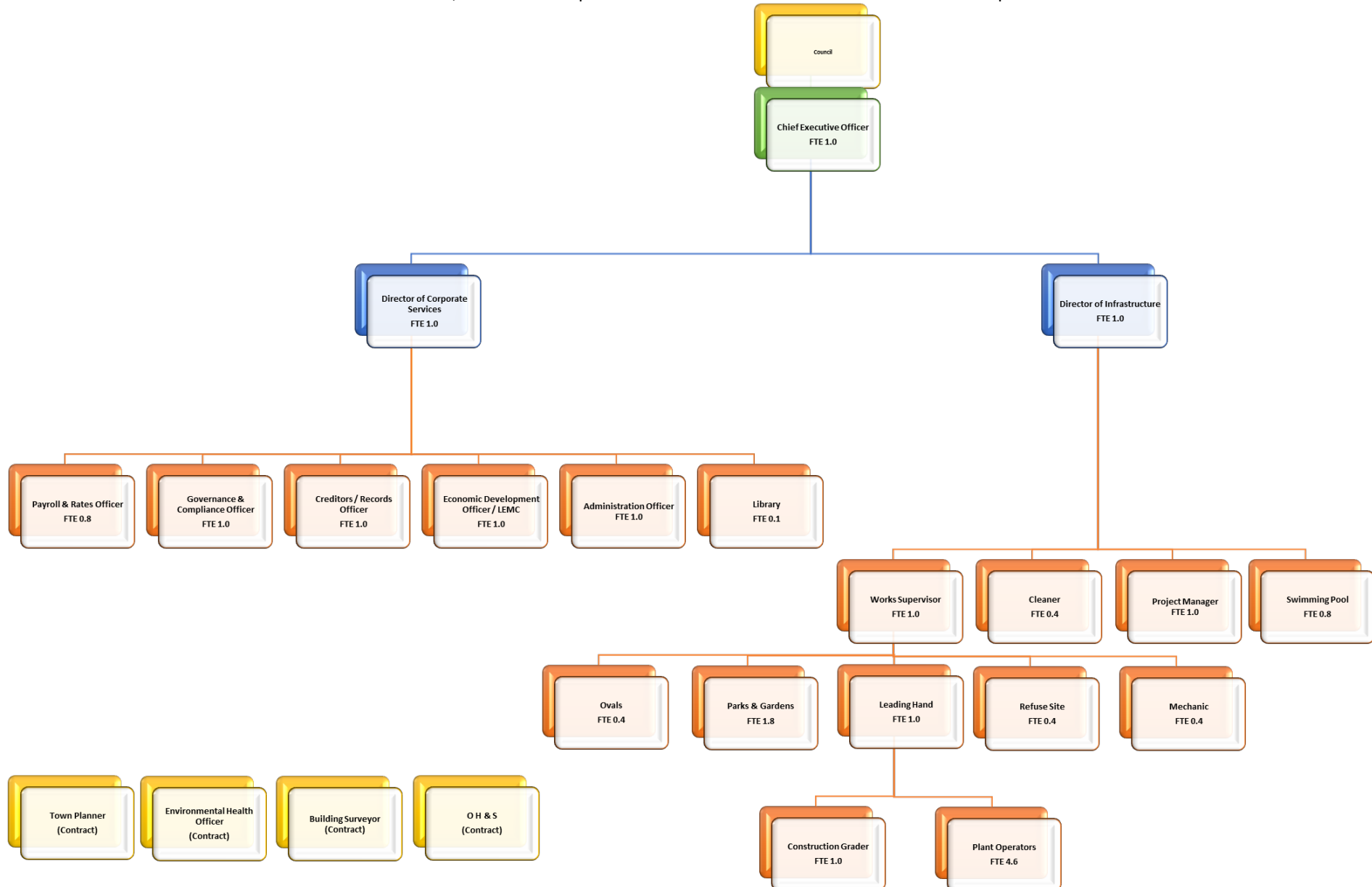
Date

Position Description Review History

Created	1 May 2017	Human Resources Officer
Reviewed	5 March 2021	Human Resources Officer
Reviewed	19 May 2021	Human Resources Officer
Reviewed	23 May 2022	Human Resources Officer
Reviewed	28 February 2023	Human Resources Officer
Reviewed	13 March 2025	Human Resources Officer

SHIRE ORGANISATIONAL STRUCTURE

The Chief Executive Officer, Director of Corporate Services and Director of Infrastructure make up the executive team.



INFORMATION FOR APPLICANTS

SHIRE OF DUMBLEYUNG

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application. To enable a valid assessment of your application, it must include the following information.

1. Covering Letter:

A covering letter introducing yourself and explaining why you are applying for this position (1-2 pages only).

2. Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must address all essential selection criteria as part of the shortlisting process. Although there is no right or wrong way to format your responses, you must address each selection criteria. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties. It must be noted that it is impossible to interview all applicants and therefore only those who best meet the criteria will be short-listed for interview.

3. Resume (Curriculum Vitae) which includes:

- Personal Details - Name, address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

4. Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. Referees:

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing the day to day performance of the applicant. Prior authorisation will be obtained from applicants before referees are contacted.

6. Contact Details:

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

7. Equity and Diversity

The Shire of Dumbleyung is an Equal Opportunity Employer and celebrates diversity in their workforce. Suitably experienced applicants are encouraged to apply for this role.

The successful applicant will be required to obtain a satisfactory National Police Clearance and undergo a Pre-Employment Medical prior to commencement.

APPLICATIONS

The closing date for applications is **4:00pm** on Friday 18th April 2025.

Applications that take into account the position's requirements should be sent to:

Shire of Dumbleyung
PO Box 99
DUMBLEYUNG WA 66350

or

Email – mdavidson@dumbleyung.wa.gov.au

Applications should be marked: **Private and Confidential – Director of Infrastructure position**

INTERVIEWS

The final decision on this position will be taken by the Shire of Dumbleyung's Chief Executive Officer. Interviews will be conducted at the Shire's office in Dumbleyung, Western Australia.

The Shire of Dumbleyung promotes a smoke & vaper free work environment.