



SHIRE OF
HARVEY



APPLICANT INFORMATION PACKAGE

Director Infrastructure Services

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Acknowledgement of Country

The Shire of Harvey acknowledges the traditional custodians of the land and their continuing connection to land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Welcome

Thank you for your interest in the Director Infrastructure Services position with the Shire of Harvey.

It's currently a very exciting time for us.

We are one of the fastest growing Local Governments in Western Australia with a community-led plan in place for a bright and resilient future.

Powered by a robust team of 269 people, our dynamic organisation sits across two administration centres, four depots, four libraries, two recreation and leisure centres and two aquatic centres.

We manage a \$900 million asset portfolio that keeps our Infrastructure team busy, inclusive of more than 1,000km of roads in our local network and dozens of parks, reserves, gardens and recreation grounds.

Our staff enjoy both the fun of planning and facilitating community events, as well as the challenge of delivering and launching multimillion dollar projects.

We are known for being at the forefront of sustainability initiatives, for our strong relationship with our community and for constantly seeking best practice and a raised bar.

We are the Shire of Harvey.

If you're seeking job satisfaction, positivity and the excitement of a growing organisation then look no further - **your future starts here.**



Annie Riordan
Chief Executive Officer

The Shire of Harvey is an organisation underpinned by five unwavering values. We put these values at the core of everything we do.

Teamwork

Integrity

Leadership

Respect

Excellence

Where we are

Head south on the Forrest or South West Highway from Perth and about 90 minutes later you'll roll into the Harvey Region.

Our community, also known as Wardandi or Binjareb Country, is your gateway to the wider South West, situated just a stone's throw from Bunbury and another 90 minutes from Margaret River.

Our 42km of pristine Indian Ocean coastline often turns heads, as does our stunning Leschenault Estuary that borders one of our bustling urban centres.

While there, enjoy your pick of shops, pubs or cafes, with views of waterfront parkland busy with families, fishers and community members enjoying a morning coffee.

For those who prefer greener surroundings, our inland townsites get people scrambling for their cameras to capture the breathtaking views of our hillsides, orange orchards, fresh fields, grazing cows and the iconic Harvey Dam.

With our unique mix of agricultural heartland, sunny beaches, urban centres and quaint countryside localities, Shire of Harvey staff work in a community that is truly a *breath of fresh air*.

The Harvey Region



Social and Economic Snapshot

Here, you'll find key data that highlights the Shire's demographic profile, economic activity, and community wellbeing.

These statistics provide valuable insights into the social dynamics and economic drivers that shape

our vibrant community, supporting informed decision-making and planning for a prosperous future.

Explore the numbers behind the Shire's growth, workforce, industries, and quality of life.

Social

30,788

People living in the Shire of Harvey

140 km

Distance from Perth

42 km

Coastline

1,735 km²

Total area

2

Leisure and Recreation Centres

16

Schools

4

Libraries

2

Swimming Pools

Economic

\$2.5 billion

Output

14%

South West output

3rd largest

contributor to regional output after Bunbury and Busselton

23%

South West exports

\$2.2 billion

Value of exports

Who we are



Annie Riordan
Chief Executive Officer

Marketing and Communications	Governance and Strategy
Special Projects	Human Resources



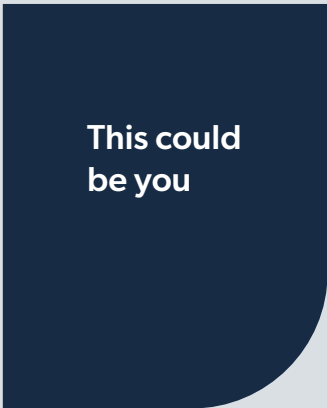
Dean Winter
Director Corporate Services



Suzie Haslehurst
Director Community and Lifestyle



Simon Hall
Director Sustainable Development



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Director Infrastructure Services

Finance
Rates
Customer Services
Information Management
Information Technology

Community Development
Libraries
Recreation and Cultural Facilities

Planning
Building
Environmental Health
Environmental
Economic Development and Tourism

Assets
Design and Development
Engineering Services
Waste and Safety Services
Parks Services

Strategic Direction

Our Strategic Community Plan sets the long-term vision for our community, focusing on sustainable growth and enhancing the quality of life for all residents. Developed through extensive community consultation, it outlines

key priorities and aspirations that will guide the Shire's actions over the next decade. It is centred around five strategic directions and reflect the community's shared goals for a vibrant, inclusive, and prosperous future.

Strategic Direction 1 Diversified Economy



Help drive a diversified and thriving economy that supports business sustainability and work opportunities for all.

Strategic Direction 2 Connected Communities



Help create a safe, accessible and connected community where everyone has the opportunity to contribute and belong.

Strategic Direction 3 Protected Natural



Ensure the natural environment is highly valued, protected and enjoyed.



Strategic Direction 3 Sustainable Built Environment

Help create a built environment that meets current needs while considering the needs of future generations.



Strategic Direction 3 Effective Civic Leadership

Help create a representative leadership that is future thinking, transparent and accountable.

Your job

Position summary

The Director Infrastructure Services is responsible for the provision of leadership, strategic direction and management of the infrastructure directorate functions.

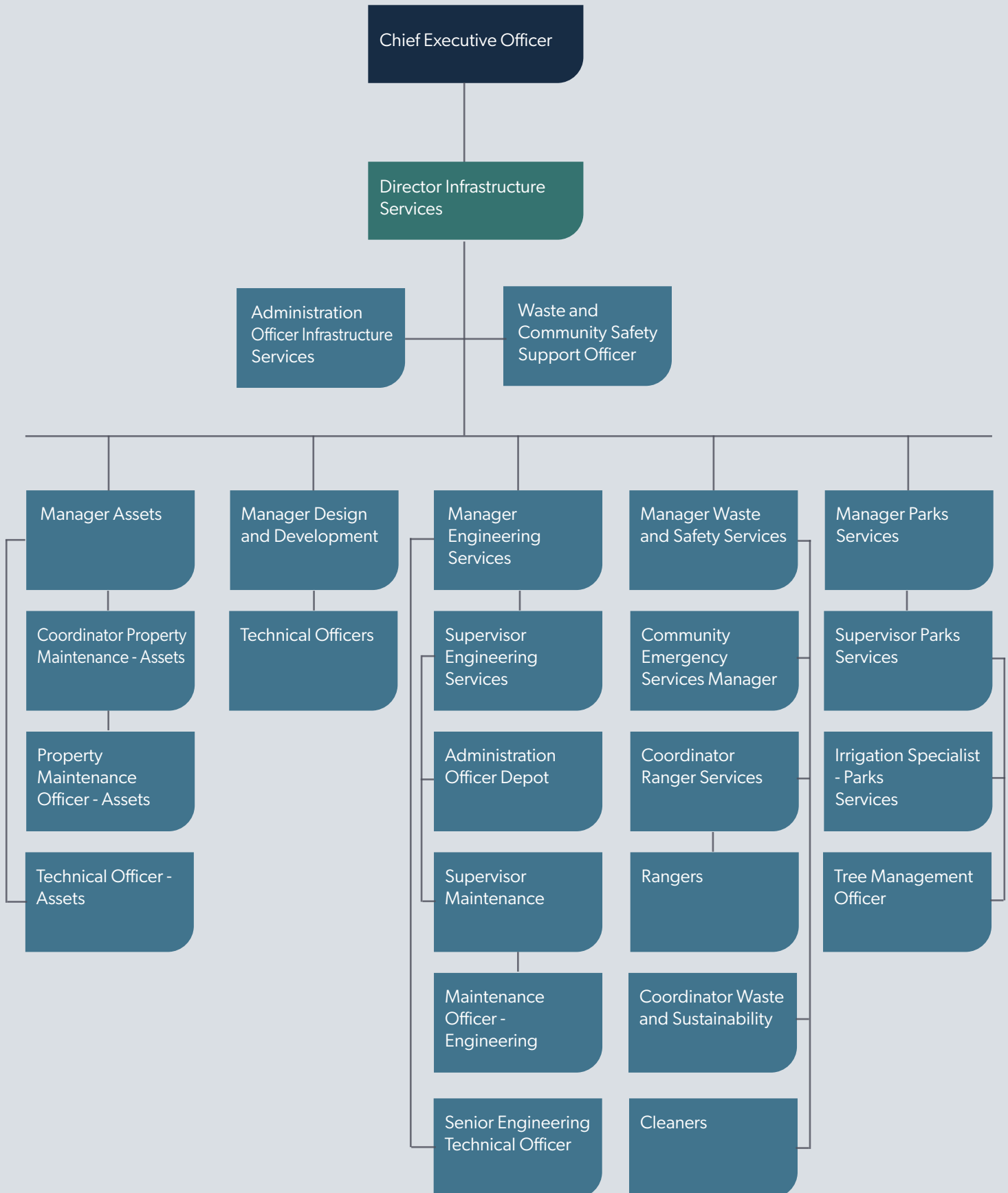
The Director Infrastructure Services is responsible for overseeing the efficient and effective delivery of all the functional areas within the infrastructure directorate, ensuring a balance between operational delivery with the need to develop, innovative and effective approaches to improve service delivery.

The Director Infrastructure Services is a key member of the Executive Leadership Team.

Position details

Directorate:	Infrastructure Services	Level: Performance based Employment Contract
Reports to:	Chief Executive Officer	
Supervision of:	Manager Assets Manager Design and Development Manager Engineering Services Manager Waste and Safety Services Manager Parks Services Administration Officer Infrastructure Services Waste and Community Safety Support Officer	
Significant Working Relationships:	Councillors Executive Leadership Team State and Federal Governments and Agencies External stakeholders Community	

Directorate Structure



Key duties and responsibilities

Key functions	Specific duties
Leadership and Management	<ul style="list-style-type: none"> • Provide leadership to the Directorate, encourage responsibility and initiative and foster an innovative work environment for all employees. • Accountable for the execution and delivery of all major projects and initiatives within the Directorate. • Provide the directorate with technical advice and professional support to resolve complex issues. • Responsible for recommending to the CEO, and Council as appropriate, regular updates to the current Strategic Community Plan, Corporate Business Plan, Forward Capital Works Plan, Long Term Financial Plan and Annual Budget, taking into account all factors impacting upon the achievement of the Shire's vision. • Review, update and monitor measurable performance standards relative to Directorate's priorities as contained in the Strategic Community Plan. • Maintain effective communication and relationships with the CEO and Councillors. • Drive and establish the status of the Directorate as an effective, innovative and responsible leader in local government. • Ensure an attitude of inclusion and respect is at the forefront of all Directorate activities. • Remain informed on contemporary leadership and management practices.
Financial	<ul style="list-style-type: none"> • Oversee the development and implementation of the Directorate's Financial Plan, Asset Management Plan and Annual Budget. • Regularly monitor and review the Directorate's financial performance in respect of the budget. • Support and participate in, as required, the annual audit process. • Actively pursue the sourcing of appropriate grant monies. • Monitor and advise the CEO of events that may influence the Shire's financial position.

Key functions	Specific duties
Representations	<ul style="list-style-type: none"> • Provide background information as required to the Shire's legal representative on appeals and court matters and appear as the Shire's representative as required. • Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Directorate remains informed and where appropriate participates in the processes which may impact on its activities. • Make representation on the issues, views, needs and policies of the Directorate to all relevant stakeholders. • Maintain a high level of cooperation and liaison with the officers of neighbouring local governments, always representing the best interest of the Shire of Harvey community.
Commercial activities	<ul style="list-style-type: none"> • Manage Directorate activities to ensure any commercial services are promoted effectively and operate within budget. • Direct and monitor business units in accordance with relevant legislation, local laws, including the administration of town planning requirements. • Monitor and provide feedback on effectiveness of contract management within the Directorate.
Governance	<ul style="list-style-type: none"> • Review and develop Directorate policies, manuals and management guidelines and effectively manage Directorate activities in accordance with the objectives of the Shire. • Promote a strong governance and audit framework, facilitating the monitoring and reporting to the CEO of variances in policies, programs and delays in the implementation of Council decisions. • Review and update the risk management plan framework in all areas affecting the Directorate. • Ensure all decisions made and directives given by the CEO relating to the Directorate are acted upon.
Human Resource Management	<ul style="list-style-type: none"> • Promote a transparent, equitable and strategic approach to people management including proactive workforce planning, strong employee wellbeing and development programs and outcomes. • Lead and develop the Directorate Leadership team in such a manner that an environment of success, energy, professionalism and a culture of innovation is evident to all. • Ensure that the Directorate Leadership Team has the skills necessary to implement best practice human resource management and that employees at all levels within the Directorate are accountable for their performance.

Key functions	Specific duties
Work health and safety	<ul style="list-style-type: none"> • Ensure all staff perform their work in a safe and healthy manner and abide by Shire and legislative safe work procedures, instructions and safety and risk management practices. • Ensure that the safe work practices, and Equal Employment Opportunity principles that have been implemented are adhered to by the Directorate, employees and volunteers. • Ensure the application of the relevant policies, procedures and systems with regards to the <i>Work Health and Safety Act 2020</i>.
Other	<ul style="list-style-type: none"> • Current National Crime Check. • Current "C" Class Drivers Licence.

Extent of Authority

- The position operates under the broad direction of the Chief Executive Officer within established guidelines, procedures and policies of Council, as well as those rights and responsibilities bestowed on the position by the *Local Government Act 1995*.
- Use of delegated authority as approved by Council.
- This position may authorise purchases and certify invoices in line with procedures and the Purchase Order Threshold Schedule.

Selection criteria

It is required that you use each of the selection criteria as a heading and outline your relevant experience separately against each criteria.

Essential

1. Tertiary qualifications in Engineering or a relevant discipline combined with management experience.

2. Excellent ability to influence, navigate ambiguity and lead across diverse teams.

3. Facilitative approach to leadership and management which is reflective of innovation, continuous process improvement, best practice and effective organisational change.

4. Experience and knowledge to drive outstanding stakeholder engagement and customer service to ensure long term sustainability.

5. Highly developed strategic thinking, conceptual and analytical skills with a strong focus on organisational performance.

6. Resource management skills including contemporary application in physical and financial resources, budgets and other assets.

7. Ethical decision maker with knowledge of and commitment to corporate governance and compliance.

8. Demonstrated excellent interpersonal and communication skills with an ability to advocate, negotiate and mediate.

9. Proven experience in the planning and delivery of major infrastructure projects.

10. Solutions focused and outcomes oriented with the ability to distil complex information, apply sound judgement and make good decisions.

Desirable

1. Post-graduate qualifications in management or other relevant field
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Your perks

Contract	Up to five years.
Salary	The salary is up to \$190,000 per annum negotiated dependent on qualifications and experience.
Superannuation	Superannuation of 11.5%, with an opportunity that the Shire will match your voluntary contribution to your nominated plan if you contribute at least 5% or 6% of your own salary.
Vehicle	Private use of a Shire vehicle in accordance with Shire procedure.
Mobile phone	A mobile phone for business use in accordance with Shire procedure.
Memberships	Professional memberships up to the value of \$1,000.
Development	Professional development up to the value of \$4,000.
Leave	Five weeks paid annual leave. Personal leave, parental leave and family and domestic leave is in accordance with the Local Government Officers' (WA) Award 2021. Thirteen weeks long service leave is applicable after 10 years' service. This leave is transferable between Local Governments in Western Australia.

Compensation	Benefits	Career	Environment	Culture
Competitive salary Payment for continuous service* Salary sacrifice* Annual uniform allowance* Salary linked to performance review	Flexibility Employee Assistance Program Free gym/aquatic memberships* Access to health and wellness programs Paid emergency services leave* Purchase leave Close down over Christmas	Training Study assistance* Mentoring Annual performance reviews Networking opportunities Higher duties opportunities Stability Phased retirement* Corporate induction program	Free onsite parking Close proximity to cafes and shops Positive and supportive Reasonable workplace adjustments Recognition Work-life balance	Involvement in cultural and diversity programs Strong commitment to a safe and healthy workplace

*Indicates benefits not applicable to all employees.

Application and selection process

The Shire of Harvey is an inclusive employer.

If you have a disability or condition that limits your ability to complete the online application process before the closing date, please contact Human Resources on (08) 9729 0300 to discuss an alternative lodgement method or reasonable adjustments.

Your application

Complete the application for employment form on the Shire of Harvey website. It is essential to include:

- Cover letter
- Resume
- Selection Criteria statement

Note: Applications that do not include these attachments will not be considered.

Interviews

If shortlisted, you will be contacted to arrange a suitable time for an interview.

The interview is structured to achieve the following outcomes:

- Validate that you can perform specific duties and tasks.
- Assess whether the behaviours and competencies you have demonstrated match those required for the position.
- Determine your overall suitability for the position.

Recruitment timeline

Applications open	01 October
Applications close	24 October
Shortlisting	Within two and a half weeks from close date
Interviews	Within two weeks from shortlisting

*Note these time frames are indicative only and may change subject to the outcomes of the recruitment process, Shire staff and applicant availability.

Referee checks

If further shortlisted after your interview, your nominated referees will be contacted to substantiate your claims.

Pre-screening

If you are the preferred applicant, you will be contacted by a member of the Selection Panel and verbally offered the position.

If you accept, Human Resources will send you an email detailing the pre-screening requirements.

Thank you



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