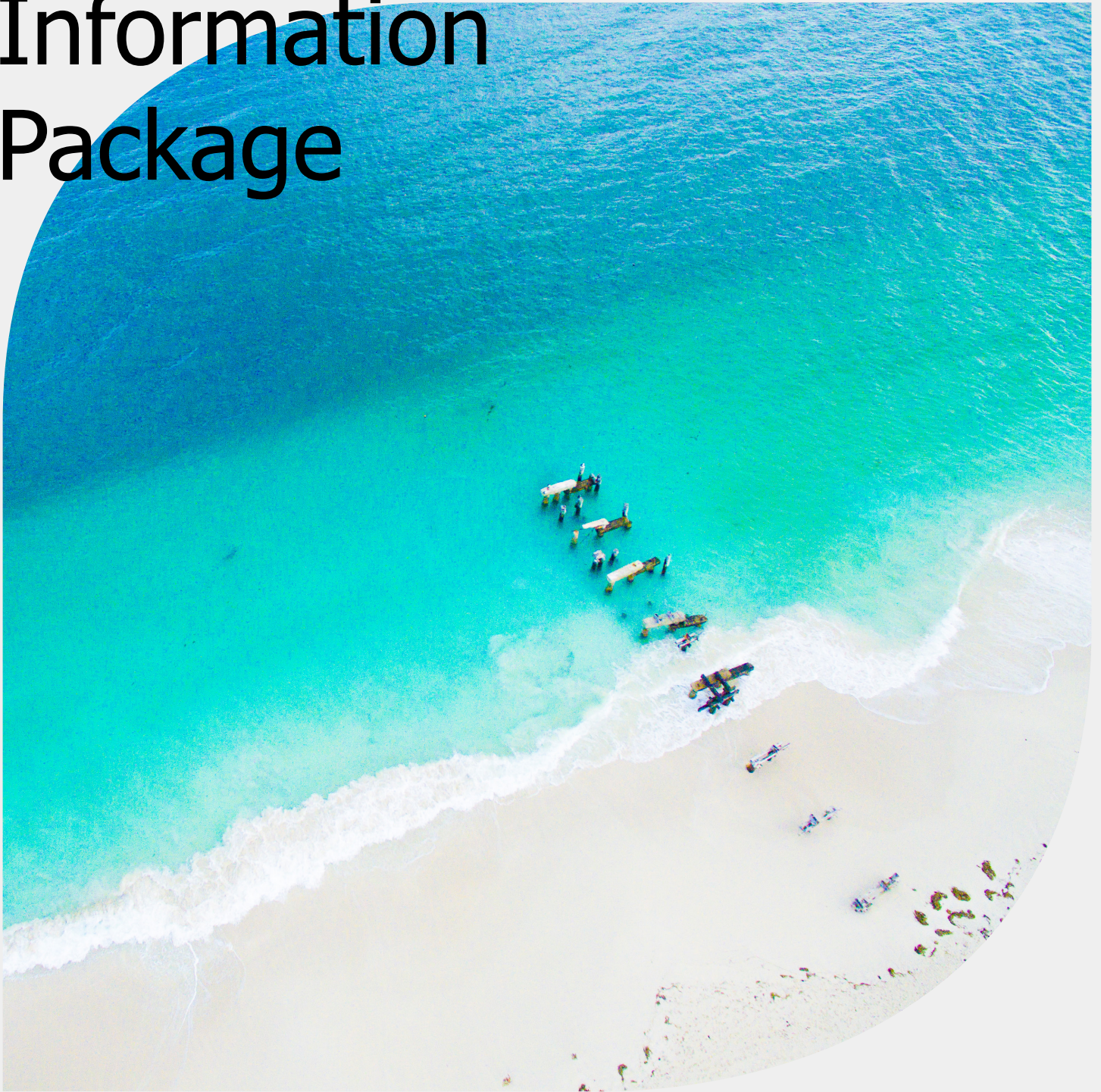


Employment Information Package



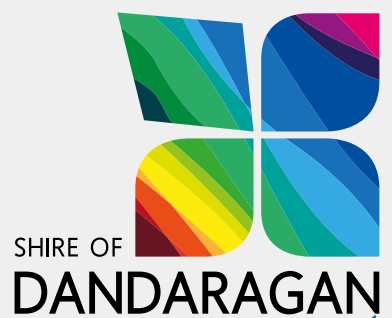
EXECUTIVE MANAGER DEVELOPMENT SERVICES

Enquiries:

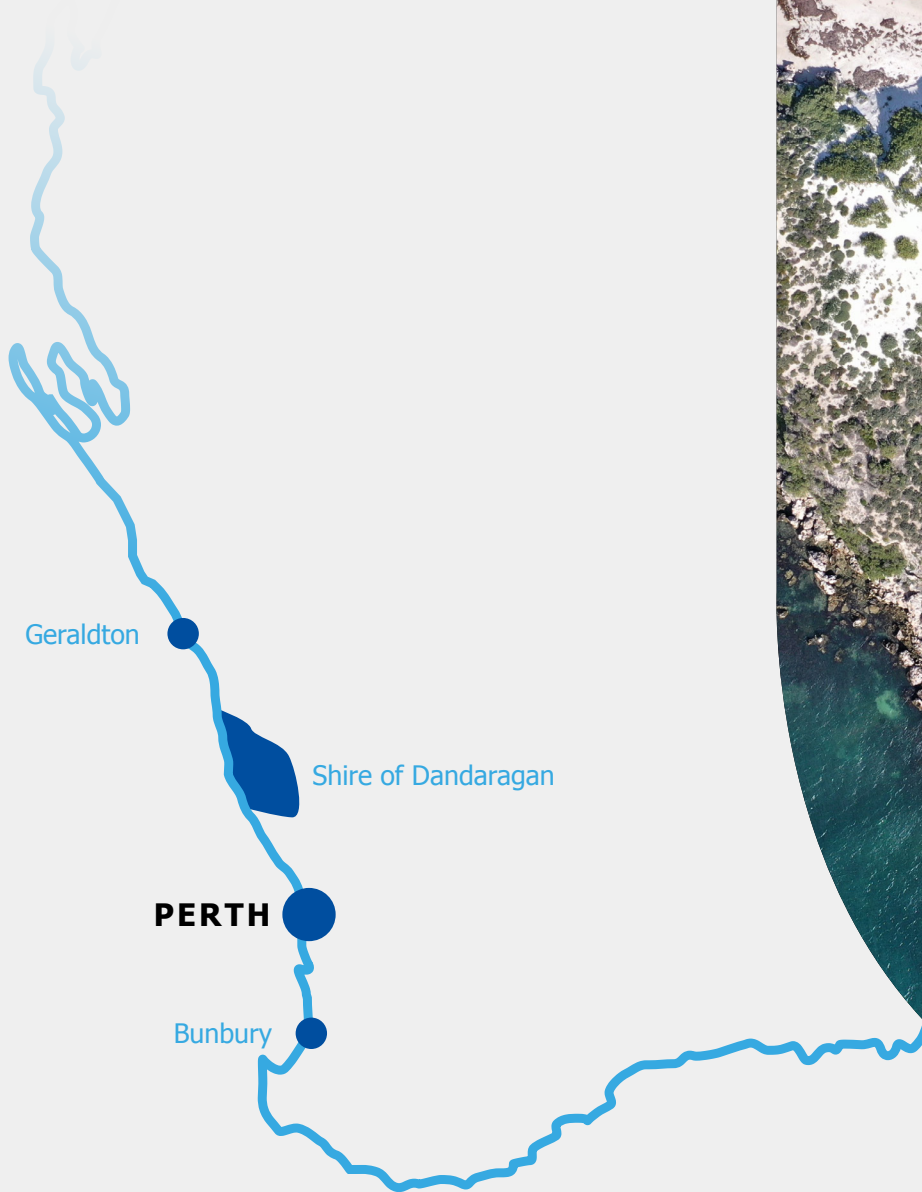
Lauren Miles
Human Resources Coordinator
08 9652 0800
hr@dandaragan.wa.gov.au

Applications close 22 September 2026

The Shire of Dandaragan reserves the right to close this advertisement prior to the closing date.



Introduction



Just 2 hours
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at visitturquoisecoast.com.au

What makes Dandaragan a great place to work?



Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.



The Shire

The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



EXECUTIVE MANAGER DEVELOPMENT SERVICES 3 - 5 YEAR CONTRACT

The Shire of Dandaragan is seeking an experienced and strategic leader to join our Executive Management Team as Executive Manager Development Services. Reporting directly to the Chief Executive Officer, this key leadership position is responsible for guiding the Shire's planning, building, environmental health, economic development and environmental management functions while playing a pivotal role in shaping the future growth and prosperity of our region.

About the Role

As a member of the Executive Management Team, you will lead the Shire's Development Services Department, providing strategic direction across planning, building, environmental health, environmental management and economic development functions. You will deliver expert advice to Council and the CEO, foster strong stakeholder relationships, and help drive sustainable growth and development outcomes for the community.

About You

To be successful in this role, you will bring significant experience in statutory planning, development assessment or a related discipline, together with demonstrated leadership experience in local government or a similar environment. You will have a strong understanding of Western Australian planning and development legislation, proven experience managing budgets, projects and multidisciplinary teams, and highly developed communication, negotiation and stakeholder engagement skills. You will also be capable of providing strategic advice and informed recommendations to executive leadership and elected members on complex development and growth-related matters

How to Apply

To be considered for this position, each of the following must be submitted with your job application:

1. A cover letter - outlining how you meet the requirements of the role
2. A current resume
3. A completed application form - found within the Information Pack on our website

Applications close 4:00pm Tuesday 22 September 2026 4:00pm

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey

CHIEF EXECUTIVE OFFICER

JOB SPECIFICATIONS / DUTY STATEMENT

Position Title	Executive Manager Development Services
Tenure	Full time under a 3 - 5 year contract
Primary Place of Employment	Shire of Dandaragan Administration Centre, 69 Bashford Street, Jurien Bay
Award	Performance based contract
Department	Development Services
Accountable to	Chief Executive Officer
Accountable for	Strategic and Statutory Planning Staff Building Surveyor Manager Environmental Health Coordinator of Environmental Projects

POSITION OBJECTIVES:

- Reporting directly to the Chief Executive Officer (CEO), the Executive Manager Development Services (EMDS) is a member of the Shire of Dandaragan's senior executive who is accountable for the Shire's health, building, planning, economic growth and environmental functions.
- To provide outstanding leadership for the Shire's development services department to deliver services and functions in accordance with the organisation's customer obligations, strategic objectives, policies, budgets, asset management plans and statutory requirements.
- To prioritise the development of a customer focused development services department capable of responding in a timely manner to community requests within the scope of the organisation's resources.
- To provide strategic leadership and direction to Council and the Chief Executive Officer on the orderly and progressive development of the community.

REQUIREMENTS OF THE POSITION:

Skills

- Excellent time management skills, with the ability to work under pressure, and be well organised.
- Well-developed leadership skills, knowledge of contemporary planning practices and demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day to day management of the development services team.
- Advanced interpersonal, public relations and customer service skills, with the ability

to liaise at all levels and work in a team environment.

- Demonstrated project management skills, with responsibility for planning, budgeting, costing and general financial control.

Knowledge

- Detailed knowledge of the statutory requirements, procedures and practical application of Western Australian Planning and Development Legislation.
- Detailed understanding of the planning appeal processes, subdivision and development approval processes.

Experience

- At least five years' experience and competence in a statutory planning and development environment.
- Demonstrated management and leadership experience working within a local government environment in a multi-disciplinary team.

Qualifications and / or Training

- Formal recognised qualification/s in urban and regional planning, environmental health, building, economic development or a related discipline, together with demonstrated practical experience relevant to the position.

Other

- Must possess a current driver's licence.

KEY DUTIES / RESPONSIBILITIES:

Planning / Development

- Undertake the day to day management of development services functions with responsibility for decision making in accordance with delegated authority and pre-determined policy and guidelines.
- Develop long range planning and development strategies and objectives to promote and cope with growth and change in consultation with affected communities.
- Develop and manage the administration of the Local Planning Scheme & Local Planning Strategy ensuring compliance with relevant provisions and statutory requirements.
- Contribute to the development, implementation and reporting on progress of the Shire of Dandaragan's Council Plan.

- Ensure a high level of customer service is maintained to assist ratepayers, residents, developers, consultants, other Shire sections, and internal services.

Financial Management / Reporting

- Prepare the development services budget for approval by Council and manage the ongoing financial performance against the approved budget.
- Undertake necessary exception / variance reporting to the Executive Management Team and Council in accordance with approved budgets, Council Plan, Council policies and procedures, and delegated authority.
- Ensure the preparation of necessary reports in a timely and quality focused manner to the Executive Management Team and Council.

People Leadership / Team Management

- Provide positive management, leadership, mentoring, supervision and development of development services managers and staff according to both personal development and organisational requirements.
- Ensure the recruitment and selection of staffing requirements is carried out in accordance with Shire procedures and relevant legislation, in a fair and consistent manner.

Governance / Stakeholder Relations

- Ensure compliance with all legislation and Council policies relevant to development services functions.
- Represent the Shire at relevant conferences, committees, tribunals, court proceedings, functions and meetings regarding development services issues.
- Responsible for the preparation of contract documents, calling of tenders and tender evaluation associated with capital and operating projects as required.
- Attend full Council, Council committee and staff meetings as directed by the Chief Executive Officer and provide technical advice and assistance where authorised and as required.
- Liaise with elected members, other staff, statutory and government authorities, community organisations and the general public, and provide technical advice and assistance as required.

Environmental Management / Natural Resources

- Coordinate and manage natural resource management issues in relation to natural resources, rural land protection, and environmental management.

Records / Information Management

- Ensure directorate compliance with internal records management procedures and adopts proficient interdepartmental file, data and information tracking systems and processes.

Economic Growth / Investment Attraction

- Provide strategic leadership for the Shire's economic growth agenda, including initiatives that support population growth, local employment, business development, visitor economy outcomes and private sector investment.
- Identify, assess and progress economic development opportunities aligned with the Council Plan, local planning framework, infrastructure priorities and long-term financial sustainability objectives.
- Build and maintain productive relationships with local businesses, landowners, developers, industry bodies, tourism operators, regional development agencies, State Government departments and other stakeholders to facilitate investment and development outcomes.
- Provide high-level advice to the Chief Executive Officer and Council on economic trends, development opportunities, barriers to investment, land supply, infrastructure requirements and policy settings affecting sustainable growth across the Shire.

General Duties

- Any other duties consistent with the level of the position as directed.

Work Health and Safety

- Take reasonable care for their own health and safety, and for the health and safety of others who may be affected by their work.
- Comply with the Shire's WHS policies, procedures, instructions and training relevant to the position.
- Report hazards, incidents, injuries and unsafe work practices in accordance with Shire procedures.
- Support a positive safety culture by participating in consultation, following safe work practices and encouraging safe behaviours within the workplace.

EXTENT OF AUTHORITY:

Operates under general direction of the Chief Executive Officer, within established guidelines, procedures and policies, as well as the statutory provisions of the Local Government Act, regulations and other relevant legislation.

Able to make purchases up to level 2 as per *Delegation 1.3.7 Financial Management Systems and Procedures* which are relevant to the requirements of operations.

TRAINING, CONFERENCES, SEMINARS:

Shire of Dandaragan
Position Description - Executive Manager Development Services

The Council actively promotes self-improvements within its workforce and membership of appropriate institutes. Attendance at conferences, seminars and workshops is encouraged.

CERTIFICATION

I agree that the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job. I understand that this position description is indicative at this point in time and it is envisaged that the position may be reviewed in the next 12 months.

Revised by:

_____ Signature of Supervisor

_____ Signature of Employee

Date: _____

APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS			
Position Advertised:			
Location:			
PERSONAL DETAILS			
Surname:		Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss	
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Daytime Contact No:		Email:	
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? ☐ Yes ☐ No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>		
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : ☐ Yes ☐ No ☐ Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC			
EMPLOYMENT HISTORY			
☐ Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
EMPLOYMENT REFERENCES			
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>			
(Referee 1) Name:		(Referee 2) Name:	
Position Held:		Position Held:	
Company:		Company:	
Contact No:		Contact No:	
How soon would you be able to commence work?		If currently employed, what is the minimum period of notice required:	

EDUCATION / TRADE DETAILS		
☐ Refer to attached Resume for complete details (<i>please tick if attached</i>)		
Highest Level attained (eg. Year 10, 11, 12, TAFE, University):		
Year	Name of School / Institution	Certificate / Qualification Obtained
Current Studies being undertaken		
Year Commenced	Name of School / Institution	Details
Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):		
SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES		
Do you consider your overall health to be: ☐ Excellent ☐ Good ☐ Average ☐ Fair		
Are there any reasons you may be unable to carry out the full requirements of this position? ☐ No ☐ Yes, please give details:		
SUPPLEMENTARY DETAILS - CONVICTIONS		
Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (<i>You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988</i>). ☐ No ☐ Yes		
Please provide details:		
<i>A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.</i>		
HOW DID YOU FIND OUT ABOUT THIS POSITION		
How did you find out about this position? (ie Facebook, newspaper, Shire website, local paper etc)		
CHECKLIST		
☐ Application Form Completed	☐ Covering Letter	
☐ Position Selection Criteria Addressed	☐ Current CV / Resume Attached	
☐ Required Documentation Attached	☐ Original/s will be provided at Interview (<i>eg. police clearance, licences, etc</i>)	
APPLICANT DECLARATION		
1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying. 2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. 3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.		
Signature of applicant:		Date:



69 Bashford Street
Jurien Bay, WA 6516
08 9652 0800
www.dandaragan.wa.gov.au/employment

